



KAMEHAMEHA SCHOOLS®
HAWAI'I

Kamehameha Schools Hawai'i
HIGH SCHOOL

2023 – 2024

**Student & Parent
Handbook**

STATEMENT ON THE HANDBOOK

This handbook provides parents and students with information regarding Kamehameha's policies and services. This handbook supersedes any prior handbooks. The statements and policies in this handbook do not represent any kind of contract between parents and Kamehameha, nor do they create or confer any legal rights. Kamehameha needs to be flexible in order to keep pace with changing laws and requirements affecting and applicable to the goals and operations of Kamehameha. Because of that, this handbook may be modified, suspended or revoked at any time without notice and without taking into consideration custom or prior practices. Parents are encouraged to consult with the schools' administration if they have any questions about this handbook, need an update, or need further information about a specific policy or rule discussed in this handbook. Parents are expected to be familiar with all information contained in the handbook.

NOTE: References to "parents" throughout this handbook should be understood to mean "parents and legal guardians."

As of the publication date of this handbook, KS has safety protocols in place to protect the health and safety of its students and campus learning environments. These protocols are updated according to recommendations from leading health organizations, and guidance from state and county officials based on the current conditions in our communities. Safety protocols can be found at:
https://www.ksbe.edu/back_to_school/our_approach_to_health_and_safety/

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For more information on Kamehameha Schools' campuses and programs, visit the KS website at www.ksbe.edu or call our toll-free phone number: 1-800-842-IMUA

Legacy of Ke Ali'i Pauahi



Ke Ali'i Bernice Pauahi Bishop was the great-granddaughter and last direct royal descendant of Kamehameha I. During her lifetime, she witnessed a rapid decline of the Hawaiian population. With that decline came a loss of Hawaiian language, religion, customs and most of all...spirit.

Despite the dire condition of her homeland and its people, Pauahi envisioned a brighter future for Hawaiians. With the support of her husband Charles Reed Bishop, Ke Ali'i Pauahi articulated her vision in her last will and testament. She placed more than 375,000 acres of inherited Kamehameha lands in a perpetual endowment with one purpose: to create schools to improve the capability and well-being of Hawaiians.

In 1887, three years after her death, Ke Ali'i Pauahi's vision became reality with the opening of the Kamehameha School for Boys. Seven years later, the Kamehameha Schools for Girls was established. In the years that followed, students acquired the skills and knowledge necessary to weather the changes brought about by western civilization, helping Hawaiians find their place in the new society.

Today, Kamehameha Schools is the largest private landowner in the state of Hawai'i. Income generated from its residential, commercial and resort leases, as well as diverse investments fund the schools' educational programs and services.

Kamehameha Schools currently operates K-12 campuses on O'ahu, Maui and Hawai'i Island with a total enrollment of 5,400 keiki. It also operates 30 preschool sites enrolling 1,600 keiki. KS subsidizes a significant portion of the cost to educate each of its students. Although a modest annual tuition is charged, nearly 60 percent of preschool and K-12 families qualify for need-based financial aid.

In addition to its preschool and K-12 programs, KS also serves thousands of additional learners by providing educational opportunities through summer enrichment programs, community education programs, financial aid and post-high scholarships.

Christian and Native Hawaiian cultural values and practices and service learning are integral to KS programs both on campus and in the community. It is the policy of Kamehameha Schools to give preference to applicants of Hawaiian ancestry to the extent permitted by law.

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KA MANA‘O O KE PO‘O KULA

(Head of School Message SY 2023-2024)

Welina mai ke aloha e Nā ‘Ohana o Kamehameha Hawai‘i,

Whether your ‘ohana is new to Kamehameha Hawai‘i or returning for your second to thirteenth year, we mahalo you for choosing our kula for this next step on your keiki’s educational journey.

It is an honor to partner with you in discovering and developing your keiki’s skills and ambitions through our personalized learning ecosystem that fosters their well-being, agency, and adaptability—ensuring future paths of postsecondary success.

Our kula continues to affirm a supportive and caring environment grounded in Hawaiian ancestral and Christian values for all students. We embrace the sacred kuleana for the health and safety of our kauhale, our campus community, as our highest priority. With much care, we are committed to the cultural, physical, intellectual, and spiritual well-being of our haumāna by providing nurturing learning environments for your keiki. We recognize and are grateful for the important and influential role you play in this process as makua.

Our handbook reinforces the values and goals of Kamehameha Hawai‘i, and shares some of the logistics of school life. We hope this guide, along with our campus website (www.ksbe.edu/hawaii), will be helpful in answering most of your questions. We will continue to communicate throughout the year to keep your family informed with email bulletins and other important announcements. Should you require any additional assistance, please reach out, your questions and feedback are always valued.

I mua kākou!



‘O au iho nō me ke aloha kauhale ē,

M. Kāhealani Nae‘ole-Wong

Po‘o Kula, Kamehameha Hawai‘i

KA MANA‘O O KE PO‘OKUMU

(Principal Message SY 2023-2024)

Our Maui – Our Uniqueness!

Me ke aloha nui iā ‘oukou a pau e nā haumāna me nā ‘ohana o nēia moku-puni ‘o Hawai‘i mai Kumukahi o Puna a i Pu‘uohau o Kona, mai ‘Ūpolu ma Kohala a i Kalae i Ka‘ū,

We welcome you back to another school year!

During the 2022-2023 school year we saw many of our high school signature events return to campus after the tumultuous COVID years! We were able to celebrate our own unique existence as a high school. With this new 2023-2024 school year, we will continue to elevate the uniqueness of our school culture and the talents of our students through the various programs, events, and activities that has made Kamehameha Schools Hawai‘i Kula Kí‘eki‘e a kauhale of hana, kākō‘o, aloha, and pono! This is our MAULI – our uniqueness!

The success of learning exists with the triangulation of collaboration between our haumāna, our ‘ohana, and our kula. May we continue to work collaboratively to ensure that your child is provided the opportunity to grow, to work towards independency, to become advocates for their own learning and their own futures, to make good and pono choices, and to hold closely their ‘ohana and their ‘āina in knowing who they are and where they come from. Through one’s successes, challenges, progress, accolades, and work, one’s own growth is inevitable.

This Student Parent Handbook is in place to provide the needed assistance and guide to you and your keiki. I urge our ‘ohana and haumāna to read and use the handbook as this book is written in order to create an environment conducive to learning, where our students are safe and secure, and that expectations are set for our stakeholders in honor of our Ali‘i Pauahi. I encourage you to spend time to review and acknowledge the processes and procedures in place to ensure that your child has a successful and wonderful school year as well as make pono choices for progressive movement through their high school years and beyond!

With the aloha of our Akua, I send to you my deepest aloha and mahalo for your continued support, aloha for your child, and embracing the vision and mission of our Ali‘i Bernice Pauahi Bishop.



I Mua! E Ola!

A handwritten signature in black ink, appearing to read 'Lehua M. Veincent'.

Na‘u Ihola, Na Kumu Lehua M. Veincent, Ph.D.
Ke Po‘okumu o Ke Kula Kí‘eki‘e

OUR MISSION

Kamehameha Schools' mission is to fulfill Pauahi's desire to create educational opportunities in perpetuity to improve the capability and well-being of people of Hawaiian ancestry.

OUR VISION

Within a generation of 25 years, we see a thriving Lāhui where our learners achieve postsecondary educational success, enabling good life and career choices. We also envision that our learners will be grounded in Christian and Hawaiian values and will be leaders who contribute to their communities both locally and globally.

OUR VALUES

Kamehameha Schools is grounded in the Christian and Hawaiian values embraced by Pauahi. These core values are aloha (*to have compassion and empathy*); 'imi na'auao (to seek wisdom); mālama (to care for and protect); 'ike pono (to know and do what is right); kuleana (to take responsibility); ho'omau (to persevere and perpetuate); and ha'aha'a (to be humble).

OUR PHILOSOPHY OF EDUCATION

‘O ke kahua ma mua, ma hope ke kūkulu.
The foundation comes first and then the building.

The belief statements of our Philosophy of Education are inspired by the example of our beloved Princess Pauahi and are based on sound educational principles. The philosophy provides the foundation upon which Kamehameha Schools builds its educational practices.

We believe that Kamehameha Schools as a Hawaiian institution and its learners have a responsibility to practice and perpetuate ‘Ike Hawai‘i as a source of strength and resilience for the future.

Therefore, Kamehameha Schools will:

- foster pride in the Hawaiian culture, language, history and traditions that serve as its foundation.
- integrate ‘Ike Hawai‘i into its educational programs and services.
- provide the necessary learning opportunities, resources and training to deepen the understanding of ‘Ike Hawai‘i.
- strengthen the relationship and the responsibility of its learners to the ‘āina, its resources and traditions.

We believe that every learner possesses a unique combination of talents, abilities, interests and needs and that each is able to achieve higher levels of excellence.

Therefore, Kamehameha Schools will:

- acknowledge the uniqueness of each learner.
- assist each learner in achieving core understandings and skills.
- offer enrichment opportunities to encourage each learner to develop individual talents and interests.
- strive to be available and affordable to encourage broad participation of the learning community.

We believe that the earliest years of a child’s life are the most critical to development and set the stage for future learning.

Therefore, Kamehameha Schools will:

- assist by providing early childhood educational services that support families as the primary educators of their children.

We believe that positive and nurturing relationships are an essential foundation of learning.

Therefore, Kamehameha Schools will:

- all members of the Kamehameha community that includes learners, staff, families and alumni are role models and will demonstrate attitudes and behaviors consistent with Hawaiian and Christian values.
- all will develop and support positive connections and interactions with learners.

We believe that all learners create meaning by building on prior knowledge, actively using their learning in personally relevant ways and contributing positively to the global community.

Therefore, Kamehameha Schools program will:

- support the learning process through a diverse and integrated curriculum and a range of services that are enhanced by the use of relevant technologies, real-life connections, and authentic experiences.
- encourage learners to use their learning in service to their 'ohana, the community and the world.

We believe that the quality of instruction is enhanced by collaboration, professional development and the application of research-based practices.

Therefore, Kamehameha Schools will:

- provide time and resources for professional development and collaboration.
- support and engage in research and evaluation activities to improve the quality and effectiveness of education.
- extend professional development opportunities to its learning communities.

Each member of the learning community will commit to ongoing professional development and collaboration to optimize learner success.

We believe that education is enhanced by involvement of the learner and all members of the learner's community.

Therefore, Kamehameha Schools programs will:

- provide opportunities for learners to share in and assume greater responsibility for their own development.
- promote the active involvement of families.
- encourage open communication and seek input from those impacted.

We believe that the effectiveness of our institution in meeting its mission is enhanced by collaboration and partnerships.

Therefore, Kamehameha Schools will:

- recognize and encourage the good works of other programs and institutions.
- contribute to building a network of services to meet the life-long educational needs of Hawaiians.

SUPPORTING YOUR CHILD'S EDUCATION

Your role as a parent

Your love, encouragement, and belief in your child's ability to learn can make a world of difference in your child's academic success. Our school will help your child achieve his or her highest potential by providing a setting for formal learning – classrooms, staff, materials, equipment, and facilities – and by providing active, meaningful learning experiences. Supporting your child will assure that he or she gets the most out of this educational experience. Kamehameha expects parents will maintain a positive relationship at all times with their child's teachers, counselors, residential life advisors, staff and administrators so that problems or concerns can be resolved to best support their child's learning. Furthermore, parents are expected to understand that loud, intimidating, or abusive language toward school faculty and staff will not be tolerated at Kamehameha.

To help this happen, we hold you to the following expectations:

Enforce school rules

Help your child understand and follow the rules contained in this handbook and support the school when consequences are invoked for a violation of the rules.

Support regular attendance

Make sure that your child is in school on time every school day, unless attendance is prevented by an illness, injury, or emergency.

Take an active interest in your child's learning

Know what your child is studying and talk about what is happening in school. Provide a time and place for quiet study time for completion of homework.

Monitor your child's progress

Study informal notes, interim reports, and report cards. Discuss them with your child. If you have any questions, contact a school counselor, administrator and/or individual teacher.

Communicate

Open communication between parents and school professionals is key to a child's academic success. Contact a teacher, counselor, or administrator as soon as a problem arises to discuss your concerns or to schedule a conference.

Keep informed

Participate in workshops, attend meetings, and read handbooks, letters, and other correspondence from the school.

Support school activities

Show support for your child's involvement in extra-curricular and athletic activities by attending the events. Your support may also include; participating in parent booster clubs; volunteering to assist with activities; or by simply ensuring safe transportation for your child to and from school activities.

Infinite Campus

Infinite Campus is a web-based system allowing students, parents, and teachers to share information may include:

- Student grades (option to subscribe for grade update alerts)
- Homework assignments
- Report card information
- School transcripts
- Daily school bulletin (option to subscribe)

The system is also used for course registration for the upcoming school year. To be able to access Infinite Campus, you must include your e-mail address on the KS Student Directory Information Form. Parents who do not include their e-mail addresses will receive information via the U.S. Postal Service.

School support opportunities

Opportunities are available for organized parent involvement that will contribute to the success of our schools and students through the following groups.

Parent/Teacher 'Ohana

The Parent/Teacher 'Ohana (PTO) helps support the mission of the school and promote communication and fellowship between KS and parents. It is composed of volunteer parents/legal guardians, teachers and administrators.

The group's board of directors establishes policies, oversees chartered committees and determines programs to sponsor. PTO members help the school in many ways including: serving as chaperones for school outings; acting as liaisons for grade-level activities; operating the school store; coordinating a uniform exchange; and providing enrichment grants and a scholarship fund. The group's annual fundraising event, the Ho'olaule'a, is supported by parents, teachers, staff, and students.

The PTO welcomes your support throughout the school year. Come and make a difference for our children and their school. For more information, visit the PTO Web site at <http://www.kspto.org>.

If you have questions relating to Hawai'i campus alumni events or activities, visit <http://www.pauahi.org/ksalumni> or contact Dancine Takahashi, Associate Director of Alumni Relations, Advancement Office at 808-534-8283 or via e-mail at Dancine@Pauahi.org or datakaha@ksbe.edu.

STUDENT EXPECTATIONS

Home Ho'ona'auao "Kū Kilakila 'o Kamehameha"

1. Our kula is Ke Ali'i Pauahi's home; a place of honor, respect, and pride.
2. Pauahi established her legacy of education for Hawaiian youth in perpetuity.
3. Pauahi demonstrated that strong, meaningful relationships help to maintain pono, a sense of balance, rightness. Maintaining balance is a discipline that affects thoughts, words and behaviors expressed within our family and home.
4. Pauahi's influence and spirit of ho'okipa attracted people of all walks of life who sought her company and felt loved and welcomed in her home regardless of their station. Likewise, we strive to express that spirit of graciousness and love in our Home Ho'ona'auao today.
5. Pauahi was viewed by people as a model of perfection. We strive to emulate her character and bearing in our daily actions as po'o, alaka'i, kumu, limahana, haumana and 'ohana.

Each of us represents the unique heritage of our individual families and the pride of our respective communities. The richness of this diversity is brought together in a unified way as we live, learn and grow as an 'ohana here in Pauahi's home. Her love of God, reverence for her great-grandfather Kamehameha 'Ekahi, and devotion to her Lāhui are timeless virtues that resonate in our kula today.

To ensure a loving, safe and inspiring environment for optimum learning and teaching, while maintaining the level of honor and esteem due Ke Ali'i Pauahi, we commit ourselves to a mindset that centers on reflection, focuses on growth, promotes learning, and leads to positive outcomes for all our students, faculty, staff, parents, and community. Students are expected to uphold and be responsible for maintaining these values both in and out of the classroom.

School-wide behavioral expectations

Kamehameha Schools' disciplinary policies are grounded in the belief that self-discipline is the mark of maturity and positive character development. Therefore, it is important that all students behave in accordance with the core ethical values that guide the Kamehameha community. By adopting the following values, students help make Kamehameha a great place to learn and prosper.

Mālama/Caring – Nurturing: understanding the feelings and needs of others. The ability to show compassion and to be genuinely concerned for the well-being of others. Mālama kekahi i kekahi – to care for one another.

Hō'ihi/Respect - Showing regard for the worth of God, self, others, property and the environment/ 'āina. To be humble and considerate towards others. Hō'ihi aku hō'ihi mai – to give and receive respect.

Kuleana/Responsibility - The active side of respect: showing humility; taking care of self, others and the environment; making a positive impact on the community. No'u iho ke kuleana – the responsibility is mine.

Pono/Honesty, Integrity - Courage to stand up for what is right, true and good; doing what you say you will do. 'Imi na'au pono – to seek what is right, true and good. 'Oia'i'o – truthful in what you say; truthful in what you do.

KAMEHAMEHA SCHOOLS HAWAI'I

Vision of the Po`o Kula

Our Mo`olelo of Innovation

As a kula it is our shared kuleana to advance learning for haumāna in an environment that is experiencing rapidly accelerating change from Hawai'i Island communities to distant global nations. We are inspired by our kupuna and their tradition of innovation and are blessed today with hoa kumu and 'ohana who are committed to innovation in learning that points to bright futures for our haumāna. Our greatest opportunity as a kula is to accelerate change from within to create new energy and capacity for sustained success.

E Ola! Learner Outcomes at Kamehameha

Kamehameha Schools is committed to provide a world-class, Hawaiian culture-based education that not only engages students and 'ohana in a culturally-rich, personalized journey, but also encompasses academic competence, growth-mindset, self-efficacy, creativity, inventiveness, good character, Hawaiian identity, Christian values and 21st century skills that will enable learners to thrive and become leaders for their local and global communities.

To help explain long-term learner outcomes that are important to KS educators, we use a metaphor of a Hawaiian native forest. In such a forest, our students are like the strong koa trees—diverse individuals with unique talents nurtured by common features and expectations of the KS educational experience:

KAMEHAMEHA SCHOOLS®

E Ola! Learner Outcomes

Haumāna will become local and global servant leaders who are culturally engaged and play significant roles in creating strong 'ohana and communities throughout ka pae 'āina o Hawai'i and beyond.

The metaphor of a Native Hawaiian forest conveys Kamehameha's learner outcomes needed to achieve these goals. Students are likened to the array of plants thriving in fertile 'āina—diverse individuals with unique talents nurtured by common experiences inherent in Kamehameha Schools' education.

Roots provide constant nourishment and are the LEARNERS' STRONG FOUNDATION.

'Ike Kūpuna
Ancestral experiences, insights, perspectives, knowledge, and practices

Aloha 'Āina
Hawaiian patriotism, love for the land and its people

Kūpono
Honorable character founded on Hawaiian and Christian values

The Trunk and Branches draw their substance from the roots and form the LEARNERS' NATIVE HAWAIIAN IDENTITY.

Mālama and Kuleana
Social agency, community consciousness

Alaka'i Lawelawe
Servant leadership

Kūlia
Discipline

Fruits are not only the result, they are also the seeds that perpetuate the vibrancy of the forest, the LEARNERS' WELL-BEING and the well-being of the contexts in which they live.

E Ola! (Live on!)
Students cultivate their own well-being—cultural, spiritual, social, economic, physical, emotional, and cognitive—so they can thrive and help to ensure the vibrancy of their 'ohana, community, ka lahu, Hawai'i, ka pae 'āina o Hawai'i, and ka honua.

Leaves spring from the branches and embody the LEARNERS' PRODUCTIVE COURSES of ACTION.

Academic Competence

Growth Mindset

Self-efficacy

Problem Solving

Innovation and Creativity

Collaboration

Global Competence

Kamehameha's educational leaders have identified four key tactics that are the unifying focus for the tri-campus system. These tactics will guide KS to becoming a world-class, Hawaiian-based education system:

Student-Centered Learning: Refocus learning through student-centered, culturally rich experiences and opportunities inspired by student's' unique interests and talents. Each student will be prepared to meet their highest potential through diverse academic, athletic, artistic, and co-curricular programs and by leveraging media, technology, community partners, and Kanaeokana, the network of Native Hawaiian schools. Student-centered learning will include personalized learning, a career and college mindset, and student health, safety, and well-being.

Empower Educators: Empower educators to employ nurturing and dynamic teaching methods that motivate learners to attain world-class outcomes. KS will recruit, develop, and retain world-class educators who are empowered to produce rigorous, relevant, and relationship-rich Hawaiian culture-based education learning environments. Empowered educators demonstrate distinguished teaching and engage in professional development to inspire higher learning and performance results for students.

Elevate Standards: Elevate standards by adopting a world-class curriculum and by setting student achievement benchmarks and global standards via world-class, Hawaiian culture-based education. Use discipline-specific standards of excellence to provide the highest-quality educational programs designed to prepare every graduate to be ready for post-secondary success and career opportunities. Elevating standards includes a shared commitment to world-class, Hawaiian culture-based education, developing and applying student growth outcomes, and advancing Christian values and Hawaiian culture.

Redefine Systems and Learning Environments: Redefine systems and learning environments in a way that establishes leadership, faculty, and staff accountability toward achieving high-level student outcomes. Education output and learner outcomes will be the primary kuleana of tri-campus education leaders and faculty. Accordingly, decision-making authority will be as close to the teacher and learner as possible. Redefining systems and learning environments includes refining a governance model, improving student learning, and participating in Kanaeokana, the network of Native Hawaiian schools.

'Ōiwi Edge Learning & Teaching Expectations

<p>KAUHALE AN 'ŌIWI CENTER</p> <p>Our Kamehameha Schools Hawai'i kauhale is a nexus of pi'ina¹ whose structures and values put the learner at the center.²</p>	<p>MO'OLELO AN 'ŌIWI NARRATIVE</p> <p>Learners are aware of their history, good and bad, and use it to inform their future by telling their own story, using multiple perspectives aimed at solutions that de-center destructive and toxic narratives.³</p>	<p>NA'AUAO AN 'ŌIWI EDGE</p> <p>Learners identify as learned persons who understand that knowledge is crucial to countering generational socioeconomic and political inequity.⁷</p>
<p>Kauhale learners find pride in their mo'okū'auhau (origins) and strength in their personal journeys.⁴</p> <p>K1</p>	<p>Learners think critically and analyze both the kī'auhau or chiefly lineage of Pauahi, as well as her strong spiritual convictions as a Christian, providing a firm foundation reflective of the origins of our institution which inspire personal pathways to empowerment and social justice.</p> <p>M1</p>	<p>Learners strengthen their voice and choice by understanding that there is kuleana in learning—accessing, collecting, and creating like.</p> <p>N1</p>
<p>Kauhale learners are part of a nurturing and inclusive school setting where a strong ancestral foundation in culture and language is the norm.</p> <p>K2</p>	<p>Learners find personal relevance in their learning by contextualizing their knowledge and skills in lāhui and global contexts.⁸</p> <p>M2</p>	<p>Learners create opportunities to share and express their own perspectives to internal and external audiences.²⁸</p> <p>N2</p>
<p>Kauhale learners rely on their relationships which encourage vulnerability in exploring ways to recognize and strengthen their emotional patterns.</p> <p>K3</p>	<p>Learners can access and comprehend mo'olelo Hawai'i²⁰ in both Hawaiian and English.</p> <p>M3</p>	<p>Learners respectfully engage in authentic issues of importance to our lāhui and world in order to establish their personal convictions as an advocate for social justice.²⁹</p> <p>N3</p>
<p>Kauhale learners master modeling, observation, and play.¹⁴</p> <p>K4</p>	<p>Learners use mo'olelo as a cache for genealogy, history, journeys, and values to stimulate growth in perspective and identity.²¹</p> <ul style="list-style-type: none"> Learners think analytically and critically about mo'olelo in order to make informed decisions for the present and future.²² Learners use analogies from mo'olelo to provoke inquiry and inspire solutions in issues-based learning.²³ Learners consult mo'olelo Hawai'i as a model to practice empathy and discern human need and value.²⁴ <p>M4</p>	<p>Learners responsibly recontextualize like kupuna to generate solutions that meet the needs of Kanaka today.³⁰</p> <p>N4</p>
<p>Kauhale learning is reflective of 'ohana relationships in that it engages multi-age, cross-content, and multi-generational teaching.⁵</p> <p>K5</p>	<p>Learners de-center dominant or toxic narratives²⁵ that marginalize 'ōwi people by composing their own narratives.²⁶</p> <p>M5</p>	<p>Learners self-assess and self-correct the direct impact they have on their kauhale, 'āina, and honua.³¹</p> <p>N5</p>
<p>Kauhale learning allows for self-assessment where learners can demonstrate their perceived proficiency, which values mistakes, feedback, and improvement.¹⁶</p> <p>K6</p>		
<p>Kauhale spaces promote flexible, adaptable, and collaborative learning.¹⁷</p> <p>K7</p>		

Our Kauhale Commitment
 We will nurture and invest in knowing the truth of who we are, instilling within us a strong sense of identity, giving us the confidence to exert our agency towards empowering socioeconomic and political equity.



OUR EDUCATIONAL PROGRAM

The mission of Kamehameha Schools is grounded in the Hawaiian culture and Christian values embraced by our beloved founder, Princess Bernice Pauahi Bishop. We educate children of Hawaiian ancestry to become good and industrious men and women. Students are required to adhere to all requirements of the Kamehameha Schools academic program, including but not limited to participation in Christian education and attendance at chapel; Hawaiian cultural and languages studies, including oli and mele performance; and attendance at Founder's Day events.

Kamehameha Schools believes every student has the right to learn in a safe and accepting learning environment and has a responsibility to facilitate the growth and development of our students in ways that contribute to a strong sense of identity. KS provides appropriate supports for students who wish to express their own gender identity and expression by ensuring equal access to KS school facilities, educational programs, after school or extracurricular activities, and services. Students and families who think they may benefit from this protocol are encouraged to connect with their Dean of Student, School Counselor or Division Administrator.

The Academies at Kamehameha Schools Hawai'i

Kamehameha Schools Hawai'i (KSH) High School incorporates an Academy structure to support students. Characteristics of an Academy high school include:

- 1) Smaller learning communities, such as our grade level academies, and our two Career Academy teams that create *relationships*;
- 2) Partnerships with employers, communities, and post-secondary education that reflect the *relevance* between what students do at school and in the world of work; and
- 3) A challenging curriculum providing *rigor* in core and academy courses.

Grade 9 & 10

Freshmen year is designed to lay a foundation for future success. Students enter a rigorous college preparatory curriculum and begin exploring their personal interests as related to career clusters. Sophomores engage in learning activities that expand on skills developed in grade 9 and continue to explore a wide-range of career options, while focusing on their selected Career Academy courses.

Grade 11 & 12

Juniors and seniors continue a curriculum including both academic and career courses, while participating in job shadows, internships, and other career-related experiences in and outside of the classroom. Their courses of study culminate in a Senior Legacy Project and possible Career Academy endorsement.

There are two career academies at KSH:

THE HUMANITIES ACADEMY, which consists of the following pathways:

- Business & Leadership: Prepares students for career opportunities in fields including: marketing, merchandising, management, accounting, business information systems, counseling, social work, and teaching.
- Human Services: Prepares students for career opportunities in fields including: human resources, education, legal and protective services, social science, and service and hospitality.
- Performing Arts: Prepares students for career opportunities in fields including: theater, dance, culture, music, drama, visual arts, electronic media, technology, and journalism.
- Visual Arts: Prepares students for career opportunities in fields including: theater, dance, culture, music, drama, visual arts, electronic media, technology, and journalism.

THE STE(A)M ACADEMY, which consists of the following pathways:

- Construction & Design: Prepares students for career opportunities in fields including: architecture, drafting, industrial technology, and construction trades.
- Engineering: Prepares students for career opportunities in fields including: engineering, electronics, technology, drafting and robotics.
- Health Services: Prepares students for career opportunities in fields including: healthcare, diagnostics, therapeutics (e.g. medicine, dental, pharmacy, support services) & biotechnology (research), as well as human services in occupational areas.
- Science & Natural Resources: Prepares students for career opportunities in fields including: biosciences, environmental planning, marine science, land and natural resource management, and conservation.

Graduation Requirements

Kamehameha Schools is a college preparatory school. More than ninety percent of its graduates each year continue their education at institutions of higher learning. The following graduation requirements are designed to help students develop fundamental skills and acquire knowledge that will contribute to his or her success in society. Students are expected to enroll in a full program (seven classes) each semester; thereby, earning at least seven credits per year.

Credit course	Credits	Must be taken in:
English	4	All four years
Speech	1	Half credit in grade 9 or 10 Half credit in grade 11 or 12
Mathematics	3	Any three years
Science	3	Any three years
Social Studies		
• Hawaiian Culture	.5	Grade 9
• U. S. History	1	Grade 10
• World History	1	Grade 11
• Hawaiian History	1	Grade 12
World Language **	2	Any two years. Must be in same language.
Physical Education	1.5	Half credit in grades 9, 10, and 11
Health	.5	Grade 9 or 10
Fine Arts	1.0	Any semester grades 9 – 12 In Performing and/or Visual Arts
Electives	5.5	Any four years; alignment with career pathways
College, Career & Lāhui		MANDATORY in Grade 12
Readiness – Grade 12	1.0	
Program Requirements		Must be taken in:
College, Career & Lāhui Readiness		Grades 9 - 11
* Hawaiian Language Proficiency		Grades 9 - 12
Christian Education		Grades 9 - 12
School Service		Grade 10, one quarter
Special Events		Rehearsals and events, as scheduled
Senior Project		Grade 12 project, as scheduled

***KS HAWAII HAWAIIAN LANGUAGE PROFICIENCY REQUIREMENT – Class of 2024:** Includes 2 years of Hawaiian language (Hawaiian 1 and Hawaiian 2). Students who attain proficiency in Hawaiian 2 via assessment, or by completing the Hawaiian 2 course, may choose to enroll in Hawaiian, or another language (e.g., Japanese, Spanish, etc.) and complete at least two years of their selected language to fulfill the language requirement.

****KS HAWAII HAWAIIAN LANGUAGE REQUIREMENT – Class of 2025 and beyond:** Due to campus K-12 program changes, students MUST take two years of Hawaiian language at the high school. This requirement will also meet the two-year World Language graduation requirement. Waiver allowed for Class of 2025 students who enrolled in Japanese or Spanish language courses in 9th grade.

Requests to waive graduation requirements due to special circumstances, such as a medical challenge, may be submitted through a campus counselor to be presented to the school administration. All requests will be considered by the KS Credit Waiver Committee headed by the vice principal. Committee recommendations are submitted to the principal for review and final action.

A Kamehameha Schools' diploma signifies that a student has completed all requirements in this section and maintained a satisfactory record. It also means that a student has paid all fees, completed all detention, and any other graduation check-out requirements. Students who do not meet all graduation requirements will not receive a diploma and will not be allowed to participate in baccalaureate and commencement ceremonies.

Academic planning & Course registration

Each spring, students work with teachers and counselors to select courses for the next school year. Parents may view the academic plan information through the school's online information system, Infinite Campus. Parents are expected to work with their child(ren) to register for classes via Infinite Campus.

Core course requirement

Core courses – English, math, science, social studies, speech, and languages – must be taken during designated school years. Please refer to the graduation requirements table for clarification.

Requests for course changes

Course changes are discouraged; however, if a change is recommended by counselors and teachers, a student's schedule may be modified with administrative approval. Generally, all schedule changes must be processed before the end of the second week of each semester.

Dropping courses

Requests to drop classes after the first week of the semester will be considered on an individual basis. Consequences may include receiving an "F" grade for the course during the semester in which it is dropped.

Online Learning Management System (LMS) - Canvas

Canvas is the new Online Learning Management System (LMS) for Kamehameha Schools that supports online learning and teaching. This online LMS bundles assignments, course content, assessments, scores, messaging, and learning data in one place. Parents that sign up as observers will receive direct communication from their child's kumu, using the Parent/Guardian Observer Inbox Messaging system. Note: Infinite Campus will still be the primary source for students and parents to check course grades. Canvas grades show scores of completed assignments within Canvas only.

Non-Kamehameha Schools summer school courses

Students who wish to enroll in a summer school program outside of the Kamehameha Schools' campus programs, for recovery or advancement purposes, must seek approval from the principal following the process below:

- Submit a summer school request form, prior to enrolling in the class (additional forms may be required for advancement purposes).
- Provide a description of the course and number of credits that the course fulfills.
- List the rationale for taking a course outside of the Kamehameha Schools' campus programs.

Students who receive approval are allowed to take a maximum of two credits (2.0) of a summer school program outside of the Kamehameha Schools' campus programs. Students requiring remedial support may take more than two credits with the principal's approval. This decision will be based on current grades, credit requirements, and counselor recommendation. Students will not receive school credits for advancement in the core subjects of English or Science if taken outside of the Kamehameha Schools' campus programs. Summer course approval applications are available via the Counseling Center.

Class schedules

Kūkoa/Advisory periods provide a home base for meetings concerning school business, College, Career & Lāhui Readiness (CCLR), Character Education, Ekalesia and for discussions of general student interest. Kūkoa / Advisory teachers chaperone students at assemblies, class picnics, and other special events. In addition to Kūkoa / Advisory, students are required to attend scheduled Kūkoa classes that meet on a rotating odd/even day schedule during the week.

Study and activity periods

Study and activity periods are excellent times for students to see their teachers for help with completing assignments or make-up work. The following activities also take place during these unscheduled periods.

Study help

Students who need help with their schoolwork can make arrangements for study-help sessions with their teachers. Sessions usually take place during unscheduled lunch periods but can also be arranged before school or during teacher preparation periods, time permitting. Teachers may require attendance of study-help sessions to help improve a student's academic performance. Detention will be assigned for missing required study-help sessions.

Co-Curricular activities

Includes CCLR, Character Education, Ekalesia,, Chapel, club and school committee meetings, rehearsals, and student government activities.

Field trips

Students will have an opportunity to extend their learning beyond the classroom walls by attending field trips. Information/permission sheets will be circulated prior to the activity.

- When a field trip is planned, students are responsible for obtaining permission to attend from teachers whose classes will be missed.
- Classroom teachers have the right to refuse permission for a student to miss classes to attend a field trip, based on a student's poor academic standing (grade of C- or below). If a student cannot go on a field trip, he or she must report to regularly scheduled classes or to the office during the field trip teacher's class period.
- When a field trip is planned and a student obtains clearance to attend, he or she must go on the trip.
- Students are responsible for promptly making up all work missed in other classes.
- If a student is scheduled for more than one field trip for the same time on a given day, he/she must inform the office of the field trip he or she plans to attend.
- Regular school attire must be worn during field trips unless special permission has been granted to the group by the vice principal. Although casual attire may be permitted for the field trip, students must change into regular school attire when they return to campus.

- Parents authorize field trips and other activities taken during the school day when they sign the General Release, Waiver of Liability, and Indemnity Agreement Form.
- School day field trips involving water related activities, taking place after hours, or requiring off-island travel must obtain signatures of parents/guardians on provided acknowledgement form to attend and participate.

Special Events

Founder's Day

Observed on or near December 19, Founder's Day honors the birthday of Princess Bernice Pauahi Bishop, founder of Kamehameha Schools. The day is commemorated with a campus celebration involving the entire student body.

Hō'ike

Each March, high school students participate in a KS Hawai'i tradition - Hō'ike. The yearly event celebrates one of the Christian and Hawaiian values - aloha, 'imi na 'auao, mālama, 'ike pono, kuleana, ho'omau, and ha'aha'a - embraced by Ke Ali'i Pauahi. Hō'ike is not a competitive event. Auditions are held and course requirements may require participation.

Baccalaureate

Baccalaureate – a service for graduating seniors – has been a KS tradition since the school's first graduating class in 1891. The service is held at the William Charles Lunalilo Center.

Commencement

This event for graduating seniors is held at Koa'i'a (Gymnasium). Diplomas are awarded to seniors who have completed all Kamehameha Schools' graduation requirements.

Students with Disabilities

The Americans with Disabilities Act, as amended, prohibits discrimination against individuals with physical or psychological disabilities. It is the policy of KS to make its programs, services, and activities accessible to a qualified person with a disability, unless there is a fundamental alteration in the nature of the program or service, undue hardship, or the student poses a direct threat to him or herself, or to others. A "qualified person with a disability" refers to an individual with a disability who is otherwise qualified to participate in any given school, program, or activity.

Grades

Grades help our teachers communicate the skills and knowledge students have learned in relation to course objectives. Teachers' individual grading practices are outlined in their course syllabus. Parents and students, who have questions about how the evaluation of a course will occur, should ask teachers for clarity. Report cards are issued at the end of each quarter to communicate academic progress. Parents may also elect to subscribe to a grade alert on Infinite Campus in addition to the daily bulletin. The grade alert feature sends an email alert to designated parent email when a grade has been updated that day. Teachers regularly update student grades in Infinite Campus once each week.

Advanced Placement (AP) and Honors courses are rigorous and high expectations are set for students enrolled in these courses. As a result, course grades, which determine student GPA and class rank, are weighted differently than in the regular program. The following letter grades are embraced throughout the high school:

LETTER GRADE	REGULAR & DUAL CREDIT COURSES	HONORS COURSE	AP COURSE	RANGE IN PERCENTAGES
A	4.0	4.5	5.0	93-100%
A-	3.7	4.2	4.7	90-92%
B+	3.3	3.8	4.3	87-89%
B	3.0	3.5	4.0	83-86%
B-	2.7	3.2	3.7	80-82%
C+	2.3	2.8	3.3	77-79%
C	2.0	2.5	3.0	73-76%
C-	1.7	2.2	2.7	70-72%
D+	1.3	1.3	1.3	67-69%
D	1.0	1.0	1.0	63-66%
D-	0.7	0.7	0.7	60-62%
F	0.0	0.0	0.0	0-59%

Report cards

Report cards may be viewed via Infinite Campus. You may request a hardcopy of your child's report card by contacting the Student Records Coordinator. Copies of student report cards are also kept in the counseling and high school administration offices. Teachers assign letter grades for each course to indicate student progress. See school grading scale. They may also provide additional information on student behavior and progress through report card comments and direct communication with parents.

Other marks are sometimes used to clarify a student's status in a course. These marks include:

I	Incomplete	ME	Medical Exempt (PE)
P	Pass	MR	Medical Repeat (PE)
NC	No Credit	WD	Withdraw NC
NM	No Mark	NG	No Grade
W	Credit Waiver	WF	Withdraw Fail
MW	Medical Waiver	WP	Withdraw Pass
WM	Withdraw Medical	NG	No Grade

Incompletes

An "incomplete" (or grade I) is given to a student who has not completed all assignments in a class. The student has the first two weeks of the following quarter to complete all necessary work. Any further extension of time must be agreed upon by the teacher, student and administrators. Incomplete grades are not given for the last grading period of the school year.

F or NC grades

Students who receive a grade F or NC in their report cards may be required to make up a course through a KS or KS approved program to move to the next grade level. All summer school grades are reported to the student records office and cannot be removed from a student's Kamehameha Schools' transcript.

Grade Point Average (GPA)

Quarter grade point averages are reflected on student report cards. Semester grade point averages are used to determine the Headmaster's and Principal's lists. Summer school grades from accredited high schools are included in the cumulative GPA. Dual credit college courses taught by Kamehameha School's faculty members are also included in a student's cumulative GPA. Beginning the summer of 2019, grades from other college programs are included in a student's cumulative GPA. A student's cumulative GPA is reflected on their high school transcript.

Progress reports

Teachers may submit progress reports to parents/guardians at any time during the course of the school year. They are usually issued when students:

- Make good progress in class
- Improve their effort in class
- Receive a C- or lower
- Fail to complete assignments
- Receive low test scores
- Exhibit behaviors that are not conducive to learning

Celebrating student achievement

Kamehameha Schools believes in recognizing students who work hard to achieve a high level of academic excellence, and those who serve as shining examples of good behavior and leadership. Following are some of the ways we celebrate student achievement:

Student recognition program

The following semester awards celebrate students who have earned high levels of academic achievement:

- Po`o Kula (Head of School's) Award – A semester GPA of 4.0 or higher
- Po`okumu (Principal's) Award – A semester GPA of 3.5 to 3.999

Eligibility also requires passing grades for non-credit courses; for example a "P" in Christian Education and College and Career Guidance. Students who qualify for one of the above awards will be recognized and celebrated in school.

Academic awards

Academic awards are presented to students at year-end ceremonies.

Commencement Recognition

13 Year Student of Kamehameha Schools

Students who have attended Kamehameha from kindergarten through grade 12 are celebrated at commencement.

Cum Laude, Magna Cum Laude, Summa Cum Laude

Students demonstrating academic excellence are recognized at commencement. Using the Laude Latin model, the final cumulative grade point average of a student's first semester of the senior year

along with individual grades no less than 2.7 grade points will be used to determine the level of academic honor:

- SUMMA CUM LAUDE – Highest Distinction; Cumulative GPA 4.000+
- MAGNA CUM LAUDE – High Distinction; Cumulative GPA 3.800-3.999
- CUM LAUDE – Distinction, Cumulative GPA 3.500 – 3.799

Academic Achievement Cords

Tied to the hīpu‘u (knot) of the student’s kīhei, a blue cord, named kāhikohala after the light rain that falls upon Kea‘au, signifies students who have successfully completed the requirements of an Academic Honors Diploma.

The white cord, named lūhaupua after the gentle breeze of Kea‘au, signifies a student’s academic achievement, leadership, and volunteerism as a National Honor Society member of Kamehameha Schools Hawai‘i.

Named after the rain of Hōpoe in Puna, the kiawelehua silver cord adorns individual students who have completed successfully the requirements for career endorsements which includes completion of career pathway coursework in Construction, Engineering, Health Services, Human Services, Performing Arts and Visual Arts.

Grade promotion

Students must maintain satisfactory grades in all classes in order to be promoted to the next grade level. Those who receive a grade F in a single core class (English, math, science, or social studies) for two or more quarters, must complete a recovery program and earn a grade C or better in order to be promoted. Students who receive a grade F in two or more career academy elective classes during the school year may need to complete a recovery program and earn a grade C or better in order to be promoted. Make-up courses will be determined by the school administration. Students who fail two or more core classes in a school year will be in jeopardy of being released from Kamehameha Schools.

Academic probation

Students are placed on academic probation if they receive a grade F or two or more Ds or a GPA below a 2.0 based on their quarter grade earned.

The following policies are in place for students on academic probation:

- Students who remain on academic probation from one quarter to another are evaluated to review progress that has been made. Teachers will report on the student’s participation in study help and completion of assignments.
- Students who continue to have academic difficulties, who show little evidence of trying to improve, do not compete graduation requirements and/or accumulate sufficient graduation credits, may be asked to leave Kamehameha Schools.
- Students who have one F grade or two or more D grades or below a 2.0 GPA, may not compete in athletic events or participate in co-curricular activities. See “High School Student activity ineligibility” section.

Academic Monitoring

Incoming freshmen from Kamehameha Schools Hawai'i Kula Waena (Middle School) or previous Intermediate/Middle School may be placed on Academic Monitoring due to academic challenges from their last trimester/semester.

Students on academic monitoring:

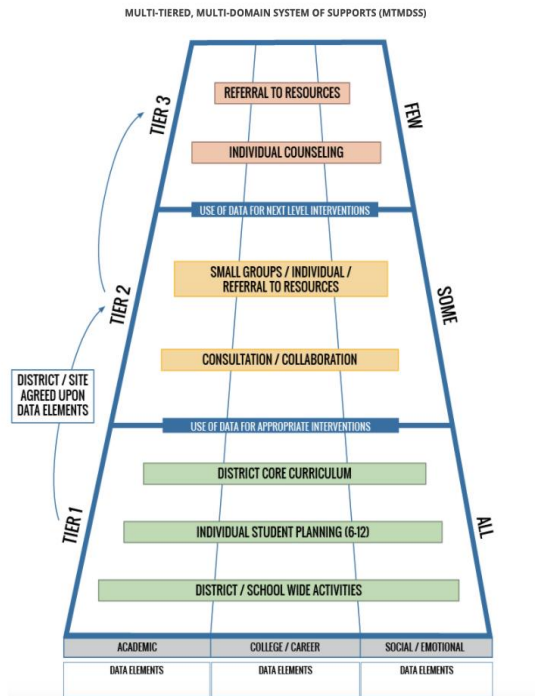
- Will be monitored for the first two consecutive weeks of quarter 1.
- Will be required to attend after-school study hall beginning week two (2) of quarter 1. Parents are to arrange for after school transportation home for child.
- May be eligible to participate in athletic competition up until the third week of school.
- May be placed on academic probation if they receive a grade F or two more Ds or a GPA below a 2.0 after the first two weeks of quarter 1.
- After the first two consecutive weeks of a student's 9th grade school year, students and 'ohana will adhere to the academic probation guidelines as indicated in the student-parent handbook.
- Once on academic probation, students may resume participation and competition by passing bi-weekly grade checks conducted by the athletic department.

Multi-Tiered Multi-Domain System of Supports (MTMDSS), Our Learning Intervention Process

Through a whole child approach, Kamehameha Schools Hawai'i makes every effort to meet the academic, behavioral, social and emotional needs of its students. If your child is struggling in school, our faculty and staff will intervene and work with you to find the best way to fulfill those needs.

Kamehameha Schools Hawai'i has developed a progressive MTMDSS framework (Multi-Tiered Multi-Domain System of Supports) that crosses the three domains of:

- Academics
- Social / Emotional
- Career / College and Life Readiness



The continuum of support starts with a standards-based, developmentally appropriate core curriculum that is preventative, proactive, and comprehensive. With a focus on student-centered learning, faculty and staff provide personalized instruction as needed for each and every student to be successful. Additional support for students moves from the simplest teacher-student assistance to increasingly more complex interventions. Through a referral process, students who are identified as needing additional support are reviewed by a SST (Student Success Team), which is a multidisciplinary team, led by a school administrator. The development and implementation of a Student Success Plan is closely monitored by school staff and families are kept informed of student progress. For some cases, the SST recommends and helps to coordinate supports in the community beyond what KS can provide. If a student's needs cannot be adequately addressed with Tier 3 and lower supports, a recommendation is made by the Kamehameha School's Administrator to the Po'o Kula for disenrollment.

TIER 1 - UNIVERSAL SUPPORTS FOR ALL STUDENTS (100%)

- Division and Schoolwide Activities
- Individual Student Planning (Grades 6 - 12)
- Core Curriculum

TIER 2 - TARGETED INTERVENTIONS FOR SOME STUDENTS (15 - 20%)

- Individual Counseling (1 – 3 sessions)
- Small Groups
- Post-Suspension Intervention (Conflict mediation, Restorative Justice, CICO, etc.)
- Referral to In-School Resources
- Referral to Out-of-School Resources
- Targeted Parent/Guardian Support and Education (Workshops, Classes, etc.)
- Consultation / Collaboration – Meetings, conferences, etc.

TIER 3 - INTENSIVE INTERVENTIONS FOR A FEW STUDENTS (5 - 10%)

- Individual Counseling
- Intensive Post-Suspension Intervention (Safety Plan, Restorative Justice, etc.)
- Individual Plans (Behavior, safety, attendance, academic contracts, credit recovery, graduation contracts for those at-risk of failing, losing scholarships, or getting admission revoked, etc.)
- Special health services
- Referral to In-School Resources
- Referral to Out-of-School Resources
- Crisis Response (Self-Harm)
- Crisis Response (Threat to Others)
- Crisis Response (Suspected Child Abuse/Neglect)
- Crisis Response (Family: death, divorce, moving, homelessness, etc.)

Questions and concerns

Communication between parents and the school is a key component of academic success. In order to most effectively address your questions and concerns about your child's education, the following process is suggested:

If the issue concerns your child's learning, approach his or her teachers first. You may also contact your child's grade-level counselor.

If the concern or question is not resolved, please contact the Hope Po'okumu or Po'okumu.

If resolution is still not achieved, please request that the Po'okumu take the matter up with the Po'o Kula.

When in doubt, please call the school office with your question or concern. The office staff will find the appropriate person to help you.

DAY-TO-DAY STUDENT LIFE

School hours and attendance

Students are expected to be on campus during the entire school day from 7:45 a.m. until 2:30 p.m. on an even day schedule, 2:40 p.m. on an odd day schedule and 1:45 p.m. on a Wednesday schedule. They may leave campus at the end of the day if they are not taking part in activities or engaged in study help. The daily schedule may be modified to accommodate special school events. Information on schedule changes is communicated to students through a daily school bulletin, advisory announcements, and a weekly calendar.

Identification cards

Students are required to carry their Kamehameha Schools' identification card at all times while on campus and should promptly and courteously present their IDs when asked to do so by a staff member. Student IDs are required for admission to all school-sponsored events, including athletic competitions and dances. They are also required to check out books and other media from the Learning Center.

If an ID is lost, damaged, or stolen, a new one may be obtained at the high school office by appointment. ID cards that are defaced or changed in anyway, must be replaced.

Dress code and appearance

Following are the dress and appearance guidelines enforced on campus:

Philosophy for High School Dress and Appearance Guidelines

'O ka kanaka mio, he kanaka mākaukau i ka holomua. An individual sleek in appearance is an individual that is ready to move forward.

(L. Veincent, 2019)

At Kamehameha Schools Hawaii, we desire to have an approach to a dress and appearance guidelines that reflect the values of our benefactor, Ke Ali'i Bernice Pauahi Bishop. Kamehameha School students have the responsibility to appear as good and industrious individuals who share the kuleana of representing the youth of the Hawaiian people

Our dress and appearance guidelines were designed to:

- Develop a habit of modesty, cleanliness, and appropriateness
- Enhance, not detract, from the learning atmosphere
- Maintain a safe learning environment
- Prepare students for the future
- Instill school pride
- Be easily followed
- Promote equality

**NĀ WĀHINE
'ŌPIO**

ACCEPTABLE	NOT ACCEPTABLE
<p>Appearance</p> <ul style="list-style-type: none"> • Hair should be clean, and neatly groomed. Modest, natural highlights are also acceptable. • Natural nails • Natural-looking make-up is acceptable. <p>Everyday attire: (KS approved uniform)</p> <ul style="list-style-type: none"> • Polo shirt – Navy blue, royal blue, baby blue, or white. • KS aloha print dress • Pants – Navy blue or khaki stretch-flare pants • Skirt – Navy blue four-pleat skirt • Walking shorts – Navy blue or khaki pleated/cuffed shorts or flat-front shorts • Covered shoes in predominantly navy blue, black, gray, or white • Socks in predominantly navy blue, black, gray, or white <p>Physical education uniforms:</p> <p>Students are required to wear P.E. shirts and shorts available for purchase at the KS Hawai'i PTO Bookstore.</p>	<p>Appearance</p> <ul style="list-style-type: none"> • Unconventional hairstyles including razor patterns • Dyed or bleached hair or highlights outside the range of a student's naturally colored hair • No fake acrylic or gel-type nails (for safety reasons) • Visible body piercings other than on ears (students are not allowed to conceal these) • Visible inappropriate tattoos** <p>Attire:</p> <ul style="list-style-type: none"> • Non-uniform bottoms • Ill-fitting uniform garments • Visible undergarments, including bathing suit tops • Ragged, torn, ink-marked, or dirty uniform garments • Long-sleeved garments worn under uniform shirts • Shorts or pants rolled up at the waistband or leg openings • Skirts or pants rolled up at the waistband • Sweat pants, pants or leggings • Altered uniforms (i.e. length of dress, skirt, polo bottoms or pants). • Spiked heels, sandals, slippers, or open-backed shoes, or boots

<p>Special event attire:</p> <p>White, floor-length KS aloha print mu'umu'u and white closed toe pumps or flats (heel no higher than one (1) inch).</p> <p>Outerwear and accessories:</p> <ul style="list-style-type: none"> • Outerwear must be completely plain and logo-free or KS logo'd windbreaker jackets, cardigan sweaters, and sweatshirts in solid white, navy blue, royal blue, baby blue, black, or gray. • The following jewelry may be worn: rings, necklaces, bracelets, earrings. • Hats, caps, beanies, and hoods are allowed outdoors only • Sunglasses outdoors only <p>Special Aloha Friday attire:</p> <ul style="list-style-type: none"> • Per guidelines from Student Activities 	<p>Outerwear and accessories:</p> <ul style="list-style-type: none"> • Outerwear with messages or advertisement except for the KS logo • Hats, caps, beanies, and hoods indoors • Long-sleeved shirts (e.g. dress and flannel shirts) and T-shirts worn as outerwear • Bandanas • Large Hoops, long dangling earrings, gauges, or spikes , or multiple earrings • Sunglasses indoors
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** Process for appeal to administration for potential exemption.

NĀ KĀNE

‘ŌPIO

ACCEPTABLE	NOT ACCEPTABLE
<p>Appearance</p> <ul style="list-style-type: none"> • Hair should be conventionally cut, clean, and neatly groomed. • Faces should be clean-shaven. <p>Everyday attire: (KS approved uniform)</p> <ul style="list-style-type: none"> • Polo shirt – Navy blue, royal blue, baby blue, or white. • KS aloha-print shirt • Pants – Navy blue or khaki pleated pants without cuffs • Walking shorts – Navy blue or khaki flat-front shorts without cuffs • Covered shoes in predominantly navy blue, black, gray, or white • Socks in predominantly solid navy blue, black, gray, or white • Optional Solid-colored belt with plain buckle <p>Physical education uniforms:</p> <p>Students are required to wear P.E. shirts and shorts available for purchase at KS Hawai‘i PTO Bookstore.</p> <p>Special event attire:</p> <ul style="list-style-type: none"> • Shirt – White, long-sleeved KS aloha-print shirt • Pants – White, pleated dress pants without cuffs • Blue sash • White, dress, or athletic (plain, clean) shoes. White, full-length socks • Solid black Belt with buckle 	<p>Appearance</p> <ul style="list-style-type: none"> • Beards or moustaches • Unconventional hairstyles including razor patterns • Dyed or bleached hair or highlights outside the range of a student’s naturally colored hair • Hair that covers the eyebrows, falls below the earlobe or touches the top of the shirt collar** • Sideburns that are flared or longer than the bottom of the ear lobe • Visible body piercings other than on ears (students are not allowed to conceal these) • Visible inappropriate tattoos <p>Attire:</p> <ul style="list-style-type: none"> • Non-uniform bottoms • Ill-fitting uniform garments • Visible undergarments • Ragged, torn, ink-marked, or dirty uniform garments • Long-sleeved garments worn under uniform shirts • Altered uniforms (i.e. polo shirts, shorts or pants). • Sandals, slippers, open-backed shoes, or boots • Surf shorts • Leggings or sweatpants

Kamehameha Schools enforces a strict student dress code to help minimize distractions often caused by clothes, keeping students focused on learning. Students are required to wear uniforms every day from arrival on campus until departure off campus.

Students who are inappropriately dressed or groomed will be suspended to the school office until they comply with the dress code. Students will receive two hours of detention plus two additional hours of detention for every period of the school day that they are not in compliance. Vice principal will make the final decisions on dress code matters.

Purchasing uniforms

All new uniforms and special events attire must be bought from Lands' End Inc. There are no exceptions. You may purchase uniforms at the O'ahu store that is operational year-round, or the Maui and Hilo seasonal stores which are operational from mid-July through August. Purchases may also be made online. For business hours and other details, please visit www.landsend.com or your respective campus website.

Uniform exchange program

The Parent Teacher 'Ohana (PTO) coordinates an ongoing uniform exchange program in which gently used uniforms may be purchased or exchanged. Please contact the PTO Bookstore at 982-0678 for more information.

In the dining hall

Kamehameha Schools strives to provide students with meals that are healthy and nutritionally balanced. School lunches are served cafeteria-style daily at the Dining Hall. Students are responsible for their own food selections and are encouraged to choose a variety of food reflective of the USDA Food Pyramid Guidelines. Charges for lunch are included in the tuition and fees.

Dining hall etiquette

- Listen quietly and attentively to luncheon announcements
- Practice common courtesy and good table manners while in the dining hall. Loud, boisterous behavior is not appropriate.
- Use the designated entrance and exit doors in the dining hall to fall in line. Cutting in line is not permitted.
- Take only what you are certain you can eat to avoid waste. You can always return for seconds if you are still hungry.
- If you spill or drop something it is your kuleana to clean it up. Minor spills can be wiped up with a cloth and sanitizing solution provided at stations throughout the dining room. For larger spills, find a dining hall staff member to get the necessary cleaning supplies.
- Once you are done eating, take your dining utensils, plate, and tray to be cleaned. Under NO circumstances should these items leave the dining hall.
- Please make sure the table is wiped and clean before leaving the dining room.
- Students are not permitted to take food from the dining hall unless approved by KS.

Special diets

Students who have restricted diets are requested to present a note from their physician to the high school nurse stating their dietary restrictions. Those on a very limited list of foods may bring part of their lunch from home to supplement what they can eat from the school menu.

ABSENCES, LEAVES, and TARDINESS

Attendance Philosophy

‘A‘ole ‘ulu e loa‘a i ka pōkole o ka lou

Breadfruit cannot be reached when the picking stick is too short
(**There is little chance for success without proper preparation**).

Our vision is to prepare our haumāna to achieve their highest potential as good and industrious men and women. Therefore, Kamehameha Schools staff believes that students should be in school, every school day to prepare themselves for the opportunities and challenges offered by the 21st century.

Research shows that few factors within students’ and families’ control are more closely associated with academic **success** than school attendance. Students need to be present in school to benefit from the teachers’ instruction, and from interaction and exchange of ideas with peers. Excessive absences affect the culture of the classroom, where the goal of faculty is to build a vibrant community of learners. Absence procedures are defined as follows.

Absences due to illness or injury

Please call the high school office attendance line at 982-0620 before 9:00 a.m. on the day of the absence and for each additional day your child is absent. Be prepared to give your child’s name, grade, and reason for absence. Please let the office staff know if you anticipate an extended absence.

Returning to school

On return, your child shall deliver to the school office a signed note from a parent or legal guardian stating the reason for the absence.

All students returning to school after an absence for illness, injury or other medically related condition must readmit through the student’s health room. All students are required to submit a note from his/her healthcare provider if:

- The absence is for four or more school days; or
- The absence is for less than four school days, and
 - The student saw a healthcare provider during that period, or
 - The student has any new medical restrictions.

If a student was evaluated by a healthcare provider, regardless of the length of absence, he/she shall report to the health room. If the student does not have a completed Request for Medical Evaluation form, or a similar form, that indicates any restrictions, a private physician's medical excuse note is acceptable provided it contains the same information. One of these is required for re-admittance to school.

If a student's illness/injury requires restriction of school activities, he/she is to report to the health room so that this restriction can be noted on the proper forms, regardless of the length of the absence.

Off-campus pass

If it is necessary for a student to leave campus during the school day, he or she shall submit a parent note to the school office and obtain an off-campus pass. State law requires students who leave campus during the school day to have a pass from a school administrator. If questioned by a law enforcement officer, the student is required to show their pass and student ID card immediately.

Communicable diseases

If your child contracts a communicable disease (e.g., chicken pox, pink eye, strep throat) a doctor's clearance note must be presented to your child's health room, before your child may return to school.

Medical appointments

Non-emergency medical/dental appointments should be scheduled on weekdays during non-school hours or on weekends. A written note to the principal is required if a student must be excused during school hours.

Family vacations

Extended student absences can have a negative impact on student academic progress. For this reason, we strongly encourage families to plan trips during regular school vacation periods. The school calendar is designed to allow several long breaks that are conducive to travel.

Absences Eligible to be excused

Students in good standing (not experiencing academic or attendance concerns) may be eligible for up to three (3) excused days per year for participation in non-school related activities (e.g., extracurricular trip, college visit, participation in organized sports, performances, funeral of a close relative, etc.). Requests for excused absence days should be made for special situations only and shall not be used to extend regular student vacation periods. These days may not be transferred to the following school year.

Eligibility for excused absences is determined using all of the following criteria:

- Student shall be in good academic standing (Students having academic difficulty and those on academic probation are not eligible);
- Student shall not be on attendance, academic or conduct probation and have no unexcused absences for the previous and current semesters;
- School Leave Eligibility Form (Appendix A) must be completed and turned into the office at least ten (10) school days prior to absence;
- All faculty members who work with the student must acknowledge the School Leave Eligibility Form;
- Final approval will be granted by the principal.

Student and parent(s)/ are responsible for arranging make-up work with teachers. Teachers may require a student to arrive early or stay late beyond the normal school day to complete makeup work.

If an approved trip extends beyond three (3) days, or if the student does not get approval for the trip, days absent will be considered unexcused (and subsequent consequences will be enforced)

and any requests for the following year will not be approved. Excessive unexcused absences may lead to a student being placed on attendance probation or released from school.

College visits

Students will be allowed **three (3) days** for college visits during their high school career. Leave Eligibility Form (Appendix A) must be completed and should be submitted by the student's parents to the principal at least two weeks before the visit.

Excused Absence Examples

Excused absences
<ul style="list-style-type: none">• Illness or injury• Emergency medical appointment• Death or life-threatening situation involving close family member• Specific event as authorized by the principal• Educational testing recommended by counselor / teacher• Unique family circumstances warranting absence and coordinated with school administration

Leaves of absence

Students who need to leave Kamehameha Schools to address special needs or concerns may be granted leaves of absence. Parents must submit a written request to the principal prior to the leave and be available for a leave conference.

Educational & personal leaves

Examples of such leave include those to address:

- Learning difficulties for which a student might benefit from enrolling in an alternative school or therapeutic program
- Medical conditions including serious illness (e.g., cancer, major surgery)
- Family problems or illness that require the student to be closer to home
- Physical or mental health conditions for which a change in school is recommended to support a student's progress in therapy, and
- Family relocation for military or employment reasons on a limited-time basis.

Student exchange & enrichment leaves

Students participating in an educational exchange or enrichment experience at an out-of-state school may be granted a leave of absence, generally for one year.

Returning to school

Conditions for a student's return to school are established at the time of the leave and are communicated to the student and parents in writing following the leave conference.

Tardiness

Students are expected to be punctual and must be in their classrooms ready to learn when classes begin. School starts at 7:45 a.m. Students who arrive after 7:45 a.m. must report to the office to obtain an admittance slip before going to class. Generally, tardiness is unexcused. Students who

anticipate being tardy must bring a note to the school office or have a parent or guardian call the school's attendance line.

Excessive absence or tardiness

Excessive absences or tardiness, whether due to illness or other reasons, can have a detrimental effect on a child's educational progress. In cases of excessive, illness-related absences, the school will contact parents for a conference. The following guidelines apply to excessive, unexcused absences and tardiness:

Absences

- Parents may be contacted when a student accumulates five (5) absences per semester
- Students may be placed on attendance probation when a student accumulates ten (10) absences per semester.
- A student's quarter grade in the class(es) missed may be reduced by one letter grade for the first unexcused absence and by an additional letter grade for a second unexcused absence.
- A third unexcused absence may result in a grade F for the quarter in which it occurs.
- Students may fail for the semester for four unexcused absences in a particular class.
- Consequences for students with more than 10 absences in a single semester may include not earning credit for the semester or being released from Kamehameha Schools.

Tardies

After the third tardy, detention will be assigned by the teacher and/or respective unit office. Chronic tardiness will result in further disciplinary action.

Attendance Probation:

- When a student is placed on attendance probation, the following criteria will be applied:
 - The student will receive Level 4 disciplinary action;
 - Individual attendance/tardy contracts will be formulated and the school administrator will determine the length of the student's attendance probation period;
 - All student absences during the probationary period require a medical note that states:
 - Nature of the illness
 - Treatment
 - Directions for follow-up
 - Directions for activities (i.e. physical education participation);
 - A school administrator will review a student's attendance record at the end of the year, and further actions, if any, will be discussed with parents; and
 - Students who make improvements may be removed from probationary status.

Make-up work

Excused absence

- Homework must be requested by 9 a.m. and picked up at the school office by 3:30 p.m the following day. Students may make prior arrangements for a sibling or friend to bring work home.
- Homework not picked up for two consecutive requests will result in the loss of the privilege of requesting homework when absent.
- It is a student's responsibility to arrange make-up of missed assignments due to absence by the required deadline. Other ways to request homework assignments include; visiting the faculty

Website or blog, e-mailing or calling the teacher directly, or calling a classmate for homework assignments.

- If absence is for one day only, homework can be retrieved the next day.

Unexcused absence

- Teachers will not prepare homework or other assignments in advance for unexcused absences.
- Students are not allowed to make-up class work/homework on days when they have an unexcused absence. Students will be allowed to make up tests/summative exams or projects. These assignments will be recorded as a “zero” and may affect the student’s final quarter/semester grade.

Participation in School Events

Students must attend classes for at least half-day in order to participate in any extra or co-curricular activities (sports, academic competition, Winter Ball, prom, dances, and other student activities) scheduled for that day or evening. **For activities occurring on Saturday, students must be in school the Friday or school day prior.**

STUDENT ACTIVITIES

Extracurricular and co-curricular activities are an essential part of a well-rounded education. Kamehameha Schools offers a broad spectrum of activities for its students with opportunities to sharpen their skills in leadership, sports, academics, community service, culture, and the arts. These activities reinforce lessons learned in the classroom, allowing students to apply those lessons in a real-world environment. Following are just some of the ways we help foster academic success outside of the classroom.

Student government

Students can enhance their leadership skills by serving as a student government representative. Each Kamehameha Schools' student is represented in student government in two ways. First, as a member of the Associated Students of Kamehameha Schools (ASKS), and secondly, as a member of a graduating class.

Each student pays annual ASKS and class dues of \$85, which are included in tuition and fees. These dues are deposited in the ASKS and class treasury accounts and are used for student-related activities, such as dances and assemblies. The student council appropriates these funds.

Students seeking to run for student government offices must:

- Be in good standing for conduct and academics
- Have a cumulative GPA of at least 2.0
- Have approval from the school's student activities coordinator and Administration

Applications for student offices are available from the Student Activities Office in January. If a student leader in office is placed on conduct or academic probation, he or she will lose student government voting privileges.

Special-interest clubs

The high school offers a variety of clubs, each led by an advisor and united under a club charter. All clubs must be sanctioned by the Associated Students of Kamehameha Schools (ASKS) before they may use school facilities, fundraise, travel, or represent Kamehameha Schools.

Clubs meet during the lunch period on different days of the week. Students may join more than one club if they can meet the attendance and participation requirements of each group. Clubs may be added or deleted depending upon interest. Students are informed about how to join clubs through the school's daily bulletin or club flyers approved by the Student Activities Office.

Athletics

The Kamehameha Schools' Athletic Program offers various sports programs throughout the year. The interscholastic program strives to promote the development of a students' highest potential by providing a vast range of opportunities to practice good sportsmanship, and to appreciate the benefits of discipline through training, teamwork, and commitment. For more information on our athletic program, visit <http://hawaii.ksbe.edu/high/or> call 982-0653.

Admission to athletic events

Each Kamehameha student is entitled to admission to all regular Kamehameha Big Island Interscholastic Federation athletic events when he or she presents a valid Kamehameha ID card at the gate.

Dances / Grade Level Events

Grade-level classes sponsor dances / events open to Kamehameha Schools' high school students, at times guests are allowed. Appropriate attire is required. Refer to respective dress code guidelines on the permission forms. Spiked or wooden heels are not permitted in Koai'a Gym. Students should arrive at a dance / event on time. Students are checked in at the door as they arrive and may not leave until the event ends or without prior administrative approval. High school personnel will provide student supervision up to 30 minutes after the conclusion of the dance / event.

Fundraising for student activities

Proceeds from student fundraising help to enrich the educational and athletic experiences of our students. All fundraising efforts must be approved by a designated school administrator and adhere to KS' policy on student fundraising. The policy includes guidelines for the selection of fundraising activities, security requirements for proceeds, and the sale of perishable food items. To learn more about these requirements, please contact the vice principal at (808) 982-0609. **Fundraising for personal purposes not connected with a Kamehameha club or athletic team organization is not permitted on campus.**

Use of the Kamehameha Schools' name and the I Mua Warrior logo

The name "Kamehameha Schools" and the I Mua Warrior logo (shown below) are used and protected as trademarks, service marks, and trade names under federal and state law. They are valuable intellectual property of Kamehameha Schools and it is important to protect them and use them properly.

For this reason, the use of these marks in connection with the sale of any products or any commercial activity, or any use of these marks that implies sponsorship or endorsement by Kamehameha Schools of any activity (even a non-commercial activity) requires the written approval of Kamehameha Schools. To learn more about these requirements, please contact the vice principal at (808) 982-0609.



KAMEHAMEHA SCHOOLS®

KSH Student activity ineligibility

Students who represent Kamehameha Schools must be in good standing. Those who are on conduct or academic probation are NOT eligible to participate in the following:

- **Curricular activities** – Those directly relating to classes, clubs, and school sponsored events
- **Extra-curricular activities** – Those occurring after school hours, often sponsored and organized by outside agencies and/or groups. (i.e. athletics)
- **Honorary activities** – Events that put the student in an honored position (Hō'ike cast and crew, e.g.)

Ineligibility due to *conduct* probation

Students who are on conduct probation for misbehavior are not eligible to represent the school in the above activities for a minimum of two weeks. The dates and duration of the ineligibility period are determined by the vice principal.

Ineligibility due to academic probation

Students with a grade F or two or more grade Ds on a quarterly report card or earned a quarterly GPA below 2.0 are not eligible to participate in the above activities for a minimum of two weeks. This includes students who are declared ineligible and are unable to clear the deficient grade, because they are no longer in the course. The period of ineligibility is during the grading period following the quarter during which the poor grades were received. The following guidelines are in place with regard to students on academic probation:

- Ineligibility based on grades during 1st – 3rd quarters: The ineligibility period starts after grades are posted through a minimum two-week period. Beginning with the third week, to include school breaks and holidays, students may be eligible again upon passing bi-weekly grade checks conducted by the athletic department. Students may continue to practice with their teams or groups during the ineligibility period.
- Ineligibility based on grades from 4th quarter: Students with an F grade or two or more D grades during the fourth quarter will be ineligible for at least the first two weeks of the next school year. Beginning with the third week, the student may become eligible again upon passing bi-weekly grade checks conducted by the athletic department. This guideline includes new students admitted on probation. Students may continue to practice with their teams or groups during the ineligibility period.
- Students with two or more F grades: These students will not be eligible to compete for a period of four weeks. Beginning with the fifth week of the quarter, the student may become eligible again if he/she passes a bi-weekly grade check conducted by the athletic department.

Academic ineligibility dates 2023-2024

Students who are on academic probation may be cleared to participate in student activities provided they are receiving grades of C- or better and their overall GPA is 2.0 or higher. A bi-weekly grade check cycle conducted by the athletic department will continue throughout the quarter to ensure student athlete remains in good academic standing in order to compete. Grade checks will be done using Infinite Campus, as well as direct correspondence with a student's teacher(s) as needed.

Please note that the ineligibility period is effective following the quarter in which the poor grades were received.

Students with *one* “F” grade or two or more “D” grades at the end of the previous quarter may practice but cannot compete or perform during the dates shown below.

	Ineligibility begins	With administrative clearance, may resume student activities on:
1 st Qtr.	Monday, August 7, 2023	Monday, August 21, 2023
2 nd Qtr.	Monday, October 23, 2023	Monday, November 6, 2023
3 rd Qtr.	Monday, January 15, 2024	Monday, January 29, 2024
4 th Qtr.	Monday, April 1, 2024	Monday, April 15, 2024

Students with two or more “F” grades at the end of the previous quarter may practice but cannot compete or perform during the dates shown below.

	Ineligibility begins	With administrative clearance, may resume student activities on:
1 st Qtr.	Monday, August 7, 2023	Tuesday, September 5, 2023 (September 4 th is Labor Day)
2 nd Qtr.	Monday, October 23, 2023	Monday, November 20, 2023
3 rd Qtr.	Monday, January 15, 2024	Monday, February 12, 2024
4 th Qtr.	Monday, April 1, 2024	Monday, April 29, 2024

Administrative clearance to resume competing or performing in student activities does not remove the student from conduct or academic probation.

A Commitment to Appropriate Conduct

Mōhala i ka wai ka maka o nā pua.

Unfolded by the water are the faces of the flowers

Flowers thrive where there is water as thriving people are found where living conditions are good.

To ensure a loving, safe, and inspiring environment for optimum learning and teaching, while maintaining the level of honor and esteem due Ke Ali'i Pauahi, we commit to a discipline process that centers on reflection, focuses on growth, promotes learning, and leads to positive behavioral change.

The Kamehameha Schools believes in a positive, progressive approach to discipline by which the kuleana, ho'oulu, and appreciation of the student is facilitated through critical reflection. By way of this approach students are handled with compassion as we seek to restore mind, body, and spirit.

We believe in...

- Discipline as an opportunity to learn, grow, and reflect
- A progressive approach to consequences taking into account frequency and severity
- Consequences that reflect compassion to individual circumstances and situations
- A process that uses best practice as a guide, with past practices in mind
- Maintaining an amnesty program which is discipline free for students with counseling and intervention supports
- Involvement of school counselors, behavior health specialists, and vice principals in conversations
- Appropriate student intervention services as needed
- Family engagement in process
- A multitier approach for student support

Ka Loina Lawena Pono

A Commitment to Appropriate Conduct

Ke mahalo nei au i Ke Ali'i Pauahi no kona lokomaika'i.

I lālā kūpono o ka 'ohana o Kamehameha, e hō'ihi ana au i ke Akua, ko'u po'e kūpuna, ko'u 'ohana a me ke kaiaulu i ka hana pono.

I am grateful to Princess Pauahi for her generosity.

As a steadfast member of the Kamehameha family, I will honor God, my ancestors, my family and the community with righteous actions

In order to help fulfill Ke Ali'i Pauahi's vision of having our students work towards being "good and industrious" men and women, the Kamehameha Schools is committed to provide a safe and healthy environment where students can live and learn productively and effectively. It is, therefore, the policy of the School to hold each student responsible for his/her own behavior. The Commitment to Appropriate Conduct at Kamehameha Schools is intended to help students control both their emotions and their behaviors, as well as to learn what is, and what is not, acceptable behavior.

Citizenship Behaviors

To protect the quality and safety of Kamehameha's learning environment for all members of the campus community, action will be taken when students choose not to honor and accept their kuleana as a member of our Home Ho`ona`auao. KS has a process in place to help identify student behavior that may be detrimental to the health and safety of themselves, Kamehameha people, and property.

The KS Commitment to Appropriate Conduct process is designed to model and teach students to take personal responsibility for their actions and to respect the rights of others. The process applies to behavior in classrooms, on campus, at school-sponsored events, or at non-school sponsored events. Inappropriate conduct occurs for a variety of reasons and in varying degrees of frequency and severity, so there are FIVE levels to address this type of behavior.

Level 2, 3, 4 and 5 behaviors require investigation. The nature and scope of the investigation depends on the frequency and/or severity of each incident. Students may be placed on administrative leave during the investigation and will be given an opportunity to explain their views before disciplinary action is taken. Efforts will be made to contact parents/guardians concerning serious issues and to protect the confidentiality of the parties.

KS campuses may include additional or alternative disciplinary consequences to maintain a safe and orderly learning environment. In all cases, KS has the sole discretion to determine the appropriate level of discipline for each incident. Only disciplinary actions which result in a student's release may be appealed to the Head of School.

LEVEL 1

Level 1 discipline addresses behavior that disrupts the school community.

Infractions – Examples include, but are not limited to:

- Dishonesty
- Disobeying authority
- Dress code violation
- Excessive tardiness and/or absence
- Failure to follow established rules
- Inappropriate language and gestures (profanity, swearing)
- Inappropriate use of technology (cell phone, portable media devices laptop, etc.)
- Misuse of school property
- Physical contact (horseplay)

Possible Consequences – Depending on the severity and/or frequency of infraction:

- Detention
- In school restriction
- Repair/replacement of items misused or broken
- Restriction of school electronic devices, including computers
- Time-out

- Verbal warning
- Written incident report
- Written reprimand

LEVEL 2

Level 2 discipline addresses behaviors which have not responded to Level 1 intervention, and/or whose frequency or seriousness disrupts the social, nurturing, and/or learning environment.

Infractions – Examples include, but are not limited to:

- Cheating and/or plagiarism, or other forms of academic dishonesty
- Damage to property due to negligence
- Defiance, insubordination, and other forms of disruptive conduct
- Disrespect towards adults or students
- Forgery
- Public display of affection
- Unauthorized use of or possession of school property, equipment, and materials
- Unmodified Level 1 behavior

Possible Consequences – Depending on the severity and/or frequency of infraction:

- Behavioral contracts
- Conduct Probation
- Continue more stringent Level 1 consequences
- Detention
- Extended restriction of school issued computer or electronic device usage
- In-school restriction
- Outside counseling
- Restitution
- Restriction from school events/activities
- School counseling
- Suspension

LEVEL 3

Level 3 discipline addresses behaviors which have not responded to either Level 1 or 2 intervention, that pose a direct threat to self and others, destruction of property, discredits or defames a student, staff, or the school, or otherwise poses a direct threat to other students or adults at the school.

Infractions – Examples include, but are not limited to:

- Being present where tobacco, drugs or alcohol are being used, or evidence of use exists
- Gambling & betting
- Inappropriate public display of affection
- Minor theft
- Misuse of school electronic devices, including computers
- Physical assault

- Serious acts of defiance and/or insubordination (includes failing to cooperate or providing false information during a student investigation)
- General sexual misconduct (includes, but is not limited to severe or excessive public displays of affection)
- Unmodified level 2 behavior
- Vandalism, graffiti, and/or other forms of destruction of property

Possible Consequences – Depending on the severity and/or frequency of infraction:

- Community service
- Continue more stringent Level 1 and/or 2 consequences
- Drug/Alcohol assessment/counseling
- Financial restitution
- In-school restriction
- On campus work assignment
- Outside counseling (at parent expense)
- Release from school
- Repossession of school property/equipment
- Restriction from school events/activities
- School Counseling
- Suspension

Level 4

Level 4 discipline addresses behaviors which have not responded to either Level 1, 2 or 3 interventions, results in violence to self or others, or seriously impacts the school environment. If circumstances warrant, the incident may be reported to local law enforcement officials.

Infractions – Examples include, but are not limited to:

- Chronic Absences
- Extortion
- Fighting
- Harassment, discrimination, intimidation, bullying, and/or hazing
- Intermediate theft
- Possession and/or use of alcohol, illicit drugs, drug paraphernalia, nicotine or tobacco product, electronic smoking device and/or tobacco product paraphernalia on campus or at school activities
- Possession of a dangerous weapon (including replica)
- Refusal to cooperate with drug and/or alcohol testing
- Serious misuse of school electronic devices, including computers
- Tampering with, damaging or misuse of fire alarm and/or other safety/emergency equipment
- Threatening a staff member or student

Possible Consequences – Depending on the severity and/or frequency of infraction:

- Alcohol and/or drug testing
- Continue more stringent Level 1, 2 and/or 3 consequences

Level 5

Level 5 discipline addresses behaviors which have not responded to Level 1 through 4 interventions, or that may result in serious physical or emotional harm and/or serious property damage.

Infractions – Examples include, but are not limited to:

- Major Theft
- Possession, threat or use of a dangerous instrument or weapon (including replica)
- Sale or distribution of alcohol, illicit drugs, drug paraphernalia, nicotine or tobacco product, electronic smoking device and/or tobacco product paraphernalia
- Serious physical assault
- Terroristic threatening

Possible consequences depending on the severity and/or frequency of infraction

- Continue more stringent Level 1, 2, 3 and/or 4 consequences

Level 5 infractions will be reported to appropriate government authorities including but not limited to Child Welfare Services and the police. KS reserves the right, at its sole discretion and in appropriate circumstances, to report other infractions to appropriate government authorities.

Pu'uhonua

Students who admit to a Principal, Vice Principal, or Counselor that they experiment or regularly abuse alcohol or drugs BEFORE the student has been interviewed in an investigation will be given an opportunity to remain at KS without being released. This offer will be honored, provided that the student fulfills all of the conditions established by KS, including completion of any treatment or counseling program (at the family's expense) in order to remain at school. This offer of asylum/sanctuary will be extended only once – all similar subsequent infractions will be subject to the preceding disciplinary sections set forth in this Handbook.

Out-of-school and off-campus behavior

Certain activities, even outside of school hours or off school property, may result in loss of school privileges and other disciplinary action up to and including release from Kamehameha.

Students may be subject to discipline for behavior which is, or may be, disruptive of the educational process, interferes with the work of the school, is contrary to the mission of the school, impinges on the rights of other students, employees, or members of the school community, or has a direct or immediate effect on the discipline or general welfare of the school, even if such conduct takes place off campus, during non-school hours or on breaks from school. Such conduct will be evaluated at the sole discretion of KS, and KS reserves the right to modify the regular disciplinary process as may be deemed necessary under the circumstances. Some examples of such outside conduct which may have disciplinary ramifications at school include any violation of law; underage purchase, use or possession of alcohol or a controlled substance; cyberbullying or other use or misuse of computers, or computer websites (personal, at home or at school), which do, or could, impact the welfare of any member of the school community or the reputation or functioning of the school.

Appealing a disciplinary decision

Only disciplinary decisions by the principal that result in a release may be appealed to the Head of School. All other disciplinary decisions by the principal or his/her designee that result in consequences less than that standard may not be appealed. Once a decision has been made by the principal or his/her designee, it will usually be first communicated to the parent/guardian, verbally, then with a written follow-up letter. Once the written decision to release a student has been communicated, the parent has ten working days to appeal the decision to the Head of School in writing.

Appeals must be based on one or more of the following specific factors:

- The presentation of new information regarding the situation that was not available during the original investigation
- A potential lapse or error in applying the school's procedures applicable to the situation based upon the school's discipline process

Once the written appeal has been received, the Head of School will review the information gathered by the principal (or designee). If the Head of School determines that there are sufficient grounds for the appeal, a time will be scheduled for the Head of School to meet with parent/guardian(s) and the student, and if deemed necessary by the Head of School, with the principal. If there are insufficient grounds for the appeal, the Head of School will notify the parent(s) in writing.

After the scheduled meeting, the Head of School will render a final decision of the appeal in writing to the parent/guardian(s) and principal within a reasonable time. The decision by the Head of School is final and not reviewable.

SAFETY & SECURITY

Kamehameha Schools is committed to providing a safe, secure, and orderly environment for students, faculty, staff, and visitors at KS campuses and other educational sites. KS maintains security on its K-12 campuses, 24 hours a day, seven days a week. To contact the campus security office, call 982-0149.

Security at the main gate

Campus access is strictly controlled at the main gate between the hours of 8 a.m. – 2 p.m. and 10 p.m. – 5 a.m. on school days. All visitors, including parents, must call the high school office prior to arriving on campus for clearance. All visitors must further check-in at the High School Office. Unannounced visitors will be subject to delay or may be turned away, so please plan accordingly. The main gate is equipped with video monitoring equipment. All entry to and exit from the campus is monitored through electronic surveillance for the protection of faculty, staff, students, and parents.

Policy on appropriate interaction with students

Kamehameha Schools (KS) expects faculty and employees (collectively “staff”) who interact with students will ensure that an appropriate teacher/student and adult/child relationship is maintained by conducting themselves in a professional manner that is age and culturally appropriate at all times. Interactions between staff and student that should be avoided regardless of whether the conduct occurs on or off KS property, or during working or non-working hours, includes but is not limited to, singling out a student for personal attention beyond what is required for the performance of one’s job, initiating or extending contact with a student beyond the school day or outside of class times or school related activities, including through social media activities, without a legitimate reason to do so. Under no circumstances will a sexual relationship between an Adult (someone over 18 years of age, not in the status of student) and a KS student be construed as consensual. Romantic or sexual relationships between adults and students are strictly prohibited and will lead to the staff member's termination.

Policy prohibiting discrimination, harassment, intimidation or bullying (HIB)

KS is committed to providing safe, healthy and respectful environments for its learner communities free from all types of discrimination, harassment, intimidation, or bullying (HIB) that would interfere with a student’s ability to learn and enjoy his or her educational experience.

“HIB” is any gesture, any written, verbal, or physical act, or any electronic communication, whether it be a single incident or a series of incidents, that takes place on or off school property, at any school sponsored function, or on a school bus that substantially disrupts or interferes with the orderly operation of the school or the rights of other students and that a reasonable person should know, under the circumstances, will have the effect of physically or emotionally harming a student or damaging the student’s property, or placing a student in reasonable fear of physical or emotional harm to a person or damage to a property; has the effect of insulting or demeaning any student or group of students; or creates a hostile educational environment for a student by

interfering with the education, or by severely or pervasively causing physical or emotional harm to the student.

Any incident of discrimination, harassment, intimidation, or bullying should be reported immediately to permit KS to take appropriate action.

Policy prohibiting sexual misconduct

KS prohibits sexual misconduct of any kind between adults (faculty, administrators, staff, coaches, other employees, volunteers and contractors) and students, and between students, regardless of age. KS treats all reports of sexual misconduct seriously, with the safety and well-being of our students as our first priority. KS will promptly assist the student victim to obtain medical care and other necessary support, and notify the victim's parents of sexual misconduct allegations. KS will also promptly investigate all reports of sexual misconduct and take necessary action, including reporting and discipline, in accordance with KS' policies and procedures. KS is committed to increasing awareness around sexual misconduct and supporting victims and their families.

"Sexual Misconduct" is any form of sexual harassment, exploitation or abuse. It includes behaviors that may range from sexually provocative, tasteless or degrading comments or jokes, to conduct by an adult who fails to observe appropriate boundaries with a student (e.g., gifting, one-on-one activities or communications for non-school (personal) purposes), to more serious behaviors such as intentional unwelcome sexual contact (e.g., touching or patting breasts, buttocks or other sexual body parts) or engaging in a romantic and/or sexual relationship between a student and a KS-related adult.

How to report suspicious activity

Students who wish to report any violations of school policy contained in this Handbook, or wish to raise concerns/ask questions that affect the health, safety and or well-being of any student (e.g. abuse and neglect, harassment, intimidation, bullying, sexual misconduct, violence or threats of violence, suicidal thoughts or action, or drug or alcohol use) should immediately contact a trusted adult on campus, including the school nurse, a counselor, a faculty member, any administrator, or the Po'o Kula (collectively, "Student Supporters"). If the student reporter is a victim, the student should immediately report the incident to a Student Supporter so that KS may assist the victim and take other appropriate actions. Reports may be received both verbally or in writing.

Students are also encouraged, but not required, to make a report online with KS' Hi'ikua Student Helpline. While reporters are encouraged to identify themselves in order for KS to ensure efficient attention to any concern or issue, anonymous reports are accepted and investigated to the fullest extent possible. The Helpline is not intended to replace traditional reporting methods should students or families feel comfortable doing so. To access the Hi'ikua Helpline:

- Online: www.hiikuahelpline.ethicspoint.com or www.ksbe.edu/hiikua
- Toll free: 1-844-284-2640

Adults who wish to report any suspicious activity, whether reasonably suspected, alleged, or actually witnessed, may file a report in KS' EthicsPoint system at <https://secure.ethicspoint.com/domain/media/en/gui/13061/index.html>.

Kamehameha Schools does not tolerate retaliation against anyone who in good faith, reports a concern. It is a violation to knowingly report false allegations. A student or staff member who is found to report a false allegation may be subject to disciplinary action. KS shall also report known or suspected child abuse and neglect to the government authorities.

Corrective action

Once a report is received, KS will conduct an investigation based on credible allegations, whether or not a student victim chooses to bring a formal complaint or participate in KS' investigation. KS will require the participation and cooperation of all non-victim students and adults in an investigation, and any non-victim who refuses to cooperate may face disciplinary action. KS may take disciplinary action, up to and including suspension or release, as determined by KS in its sole discretion. Information and activities surrounding school investigation and disciplinary proceedings are confidential. Discipline is handled by KS and the families directly involved. If the infraction is serious and circumstances warrant, KS may report the incident to local law enforcement officials. KS' school investigation is separate and independent from any law enforcement investigation. Nonetheless, KS will cooperate in any government investigation. A detailed list of reportable infractions and disciplinary actions can be found in the "Citizenship Behavior" section of the Handbook.

Off-limit areas on campus

To ensure the safety of all students and to protect school and student property, certain campus areas are designated off-limits. Students are not allowed in the following campus areas:

During school hours:

- Elementary and middle school campuses
- Classroom lanai areas except for "passing" time between classes
- Chapel/Auditorium when not in use
- Parking lots and student cars
- Tennis courts
- Athletic fields (unless with class)
- Rear area of buildings
- Campus mala (unless with class)
- Gym and locker room area during lunch and activity period (unless completing make up for PE)

At all times:

- Areas where construction or renovation is in progress
- Forest areas
- Physical plant area
- Any area where construction or renovation is in progress
- Access roads/fire lanes
- Any other areas identified and communicated by faculty and/or staff

Skateboarding/rollerblading

The traffic on campus makes any kind of skating on campus unsafe. Students are not to bring skateboards or rollerblades.

Visitors and volunteers

Upon arrival on campus, ALL visitors - including parents, relatives and caregivers must report to the school office, sign in, and obtain a KS identification badge before going to a classroom or anywhere else on campus. All visitors are expected to follow school rules to ensure that visits do not disrupt the learning environment or endanger the safety of students or staff. Upon KS' request, at the end of the visit, visitors must report back to the unit office, sign out and return the KS ID badge.

KS depends on parents, relatives and community volunteers to enhance its curriculum and to make such things as field trips and special activities possible. In order to provide the safest environment for students and volunteers, KS requires every volunteer who will be in direct contact with students for an extended period, and/or on a regular basis, to complete a volunteer application form available at the principal's office.

Before working directly with the students, volunteers may be required to complete the following:

- an annual criminal history record check. This information is kept in a confidential file
- annual KS volunteer training certification
- a valid TB clearance on file if anticipated to have contact with grade K-12 students for more than thirty cumulative days within a twelve month period

Upon arrival on campus, volunteers must report to the school administrator authorized to supervise the volunteer. At the end of the field trip, special activity, program, or service, at KS' request volunteers should return to the authorized school administrator's office to sign out, unless alternate arrangements have been made.

KS facilities are smoke-free, vape-free and drug-free environments. All visitors and volunteers are expected to adhere to this policy. Smoking including the use electronic smoking devices (except in designated smoking areas), drinking, or use of any illegal substance is prohibited on school property (including parking lots, bus terminals, KS vehicles and rental buses), at school-sponsored events, and at field trip locations. Any person under the influence of drugs or alcohol shall not be permitted on school property or at school-sponsored events.

In all cases, KS reserves the right to refuse to allow visitors or volunteers, including parents, relatives or caregivers, to participate in its programs and services if, in the opinion of the administrator, there exists a reasonable belief that the visitor or volunteer may pose a risk to the health, safety or welfare of the students.

Securing valuables

To help safeguard valuable items students, parents, and visitors are encouraged to lock all doors and windows before leaving a facility, lock car doors, and never leave valuables in exposed and/or unsecured areas.

Right to search

KS is a private educational institution responsible for the safety of its students and faculty members. As such, KS reserves the right to search student lockers, cars, persons, and personal possessions if there is a reasonable suspicion that a student is in possession of contraband items or has violated school rules or criminal laws. Searches may include drug and alcohol testing and/or the seizure of contraband items that may injure students or others. KS strives to ensure that searches and/or seizures be justified at their inception and reasonably related in scope to the circumstances that justified the initial search and/or seizure.

Reporting child abuse and/or neglect

KS complies with the Child Abuse Law, the Child Protective Act, and Domestic Abuse Protective Orders. To the extent permitted by these laws, KS strives to balance the rights of students with the rights of parents and family members.

In compliance with the Child Abuse Law, Kamehameha Schools' administrators, faculty, and staff are required to report any suspected child abuse or neglect they believe has occurred or is at substantial risk of occurring to the Department of Human Services (DHS) or the police. Staff are required to treat all matters with confidentiality, only revealing information to those who have a genuine need to know about the specific matter.

Under the law, if a child is being investigated for possible abuse or neglect, DHS or the police can interview the child without parental consent or presence. KS may attempt to notify the parents before the agency or police interview the child, but parental consent IS NOT REQUIRED. If, however, DHS or the police want to interview a child during an investigation concerning another child, parental consent IS REQUIRED before any interview can take place.

Changes in your child's custodial status

It is the policy of Kamehameha Schools to remain a neutral party in parental disputes concerning the care or custody of their child. It is the obligation of parents and legal guardian to notify KS in the event there is a legal change in their children's custodial status. Please forward any court orders, decrees, power of attorneys that affect your child's legal status to the respective unit office of KS. In the absence of any legal documentation, KS follows the guidelines developed through statutory law and court decisions. A copy of the legal document establishing parental authority is also retained in the student's record.

Kamehameha Schools' staff verifies the identification and the legal documents granting a change in custody for anyone claiming to be a foster or permanent custodian, a Guardian Ad Litem, or a representative of Child Welfare Services or a similar agency if these people seek information about a student or try to instruct staff in matters which conflict with the rights of the last-known legal guardian.

It is Kamehameha Schools' general policy to inform parents if their child is receiving special awards or recognition for academics, athletics, attendance, citizenship, etc.; however, if a child has been placed under foster custody, parents are only informed if such notification is approved by the agency with foster custody.

Island-wide emergencies

Kamehameha Schools has a campus-wide emergency response plan designed to provide administrators, faculty, and staff with a guide for emergencies. The goals of the plan are to:

- Ensure the safety and security of students, staff, and visitors
- Minimize disruption of academic programs and business operations
- Minimize property losses
- Assist the community in time of emergency

Kamehameha Schools' emergency operations plan is activated any time a CIVIL DEFENSE WARNING is issued. In such a case, parents can obtain information about school or their children in the following ways:

Radio: Announcements about school closure or evacuation will be broadcast over the following local radio stations: KPUA 670 AM, KIPA 1060 AM, KWXX 94.7 FM, KKBG 97.9 FM, and KAPA 100.3 FM.

Telephone calls: In the event of an emergency we request parents stand by for automated messaging from our school messenger system. You may try to call in but there is a possibility phone lines will be busy. We will make every effort to keep you informed through our messaging system. It is therefore very important that your contact information in our student database is accurate.

Evacuation of students: If students must be evacuated, school personnel will ensure that students are moved to a safe location. The following areas are division evacuation centers:

Grades K-5	Hā`aeamahi Dining Hall
Grades 6-8	La`amea Gym
Grades 9-12	Koai`a Gym (Building 16) – main floor

Transportation: In case of local or national emergencies, students will be transported to bus stops sites AT NORMAL DROP-OFF TIMES only if transportation is deemed safe. Otherwise, students will remain in their designated evacuation center on campus. In such cases, parents are asked to listen to local radio stations or call the emergency hotline for information. There may be events where we try to evacuate students early (e.g. Tsunami) – in these rare cases parents will be notified by school messenger and students will have the option to remain on campus if need be.

Family emergency plans: All families should have their own emergency plans. Parents should review those plans regularly with their children. If you have questions about the Kamehameha Schools' emergency response plan, call the high school office at 982-0600.



See something, Say something

You make the difference in how quickly issues and incidents are addressed and resolved.

If you feel comfortable, reach out to a trusted adult directly.
If not, there are tools available to help you report activity
to make our kauhale a safer, healthier place.



Medical emergencies or an immediate threat

Call 911 or Notify Security

If there is an emergency that needs immediate attention, and an adult is not there, the best thing to do is to act quick. Use the nearest available phone to call 911 or security or utilize the emergency call button in each of our spaces to notify the main gate in an emergency.



Timely, but non-emergency incidents where a quick response is needed

Report It

If you are witnessing or experiencing an act that compromises the safety of our learning environment, the quality of our spaces, or the health and well-being of you or your peers, **a new quick response reporting form has been created.**



Examples of things that should be reported include bullying, vandalism, or vaping.

Scan the QR code or visit bit.ly/kshsaysomething for the reporting form. The form is anonymous (if desired), and is specific to our Hawai'i campus and locations.



Non-Emergency, lingering issues

Hi'ikua Student Helpline

If what you experienced or witnessed is not happening at the moment, but you think it should be known, we want to hear from you. File a confidential report through the Hi'ikua Student Helpline at ksbe.edu/hiikua or **by calling toll-free to 1-844-284-2640.**



Reporting through Hi'ikua is confidential, anonymous (if desired) and available 24/7, 365 days a year. **All reports are reviewed, investigated and addressed.**

Kamehameha Hawai'i is deeply committed to providing
a safe learning environment for all members of our kauhale.

Your safety is our priority. We need to hear from you.



Kamehameha
Schools®
HAWAII

STUDENT HEALTH

Health Services

The Health Services Department (HSD) is responsible for performing the medical clearance for all students. In addition, the HSD is available to provide basic healthcare services to students. All health rooms on a KS K-12 campus are staffed by a Registered Nurse who may be supported by a Medical Assistant. The Student Health Services Director, oversees the care provided by the nurses.

The HSD does not replace your child's primary care provider or patient-centered medical home, but it becomes part of your child's healthcare team or medical neighborhood. The HSD provides primary care services for acute conditions and can assist with disease management. Students who are assessed to require more healthcare than can be provided on campus are referred to receive healthcare in the community.

HSD staff provides clinical assessments, first aid, and initial urgent/emergency care, as defined *below*. *There is no charge for students to be seen at a health room, although there may be a charge for supplies.*

- Clinical assessment is an evaluation by a licensed healthcare provider that includes taking a pertinent history and physical examination to determine the health problem.
- First aid is the provision of healthcare for minor conditions identified through the clinical assessment. The nurses follow treatment protocols as approved by the Kamehameha Schools' Student Health Services Director.
- Initial care for urgent/emergent conditions is the provision of available healthcare services to help stabilize the serious condition until more definitive care can be received at a setting that can provide a higher level of care.

Parents/guardians are required to complete a [Medical Treatment Agreement and Release](#) prior to the start of the school year. While Kamehameha Schools provides healthcare services for the student, final and complete responsibility for the health of the student rests with the parents/guardians of the student. Costs incurred by outside referrals and treatments are also the responsibility of parents/guardians.

Contacting Parents/Guardians

In the event of a serious medical emergency, KS will be responsible for arranging transportation for emergency care. In emergency care situations, the preferred method of transportation is through the use of Emergency Medical Services (EMS). During transport, KS will make every effort to accompany the student to the emergency room. The parent/guardian is expected to join the student at the emergency room in a timely manner. KS staff will call 911 first, then as soon as possible will call the parent/guardian(s) and, if unavailable, will then call the emergency contact.

IMPORTANT: Please ensure that you and your emergency contact's contact information is kept current.

If a child needs to be picked up from school for a non-emergent reason, the health room staff will attempt to first call the parent/guardian(s) and then the emergency contact. Students are expected to be picked up in a timely manner. Failure to timely pick-up the child may result in a delay in the child's ability to return once healthy. All students are required to have an additional on-island

adult emergency contact designated to authorize medical care when a parent is unable to be contacted. Students will be sent home from school for the following:

- A temperature of 100.4°F or above. Students must be fever free for 24 hours without medication (e.g. Tylenol, Motrin, etc.) before returning to school.
- Any illness or injury that prevents participation or could pose a risk to another student's health.

If a student is assessed to need care at an outside physician or facility by the health room, a Medical Evaluation form will be provided to parents by the health room to be completed by the physician or facility. If the student does not have a referral letter, a private physician's written clearance with noted restrictions as applicable is acceptable. A signed referral letter or physician's written clearance is required when the student returns to school.

Medication Administration

HSD staff or their designee will administer prescribed medication if requested by a student's parent/guardian. A completed Request for Administration of Medication (RAM) form must be submitted for each prescribed medication that KS medical staff or their designee will administer, and the medication must be in its original packaging and not expired. If the prescribed medication, dose, or frequency changes prior to the start of school or during the school year, please submit an updated RAM.

The parent/guardian can determine if their child can safely self-administer a medication. However, **controlled medications (i.e. narcotics and certain ADHD medication) as well as CBD oil are not permitted to be possessed by students.** Kamehameha Schools is not responsible for any medications that a student self-administers. KS is not responsible for reminding students to take or report for their medication, and students will be responsible for ensuring that they keep the medication available at school or on any activity and take the medication as prescribed. If a student shares a self-administered medication with another student, the medication shared will immediately be confiscated, the student's privilege of self-administration will be revoked, and the student may face other disciplinary measures.

Hours of service

The campus health rooms are open for walk-in visits Monday through Friday during the regular school day, and generally from 7:30 a.m. to 3:30 pm. Students should make every effort to visit the health room before school begins, during free periods, or after school in order to minimize missed class time. Students will be seen in the order they sign-in. There will be no priority given to grade levels. All students will be seen on a first-come, first-served basis unless the nature of the illness or injury requires immediate care. Health room contact information is as follows:

- Elementary and Middle School Health Room is located at Pauahi Lani Nui Administration building 982-0211 or 982-0411; fax: 966-5908
- High School Health Room: Located at the High School Administration building. 982-0611; fax:982-0612

Returning after illness or injury

All students returning to school after an absence for illness or injury must readmit through the Health Room. All students are required to submit a note from his/her healthcare provider if:

- The absence is for four or more school days; or
- The absence is for less than four school days and

- The student saw a healthcare provider during that period; or
- The student has any new medical restrictions.

If a student was evaluated by a healthcare provider, regardless of the length of absence, he/she shall report to the health room. If the student does not have a completed Request for Medical Evaluation form, or a similar form, that indicates any restrictions, a private physician's medical excuse note is acceptable provided it contains the same information. One of these is required for re-admittance to school.

If a student's illness/injury requires restriction of school activities, he/she is to report to the health room so that this restriction can be noted, regardless of the length of the absence.

Behavioral Health Services

The Mālama Ola Behavioral Health (BH) Department is responsible for the well-being of students through mental health services and whole child care coordination. The Behavioral Health Specialists (BHS) are available to provide crisis assessments, depression risk screenings, mental health counseling, as well as to assist students and their caregivers in the coordination of outpatient community mental health services as needed.

Each Kamehameha Schools K-12 campus has BHS who operate under the licensure of a BH Supervisor. The BH Department does not replace your child/family's mental health provider, but it becomes part of your child's healthcare team. Students who are assessed to require a higher level of care than can be provided on campus are referred to receive mental health services in the community.

Students can access BH services by contacting any BH staff member. They can also be referred by kumu, School Counselors, Administrators, Residential Life staff, friends, and 'ohana. Depression screening occurs in health rooms, and nurses may also refer students.

Students in crisis are assessed by BH staff for safety. If there are safety concerns, a student may be evaluated by a contracted psychiatrist or sent to the ER. Parents are contacted if BHS have a safety concern after assessing a student.

Behavioral Health Medical leave and Readmission

A student placed on medical leave or released from a KS program for a behavioral health concern or who received crisis services from a community mental health professional must complete a school-based individualized assessment before returning to school, and Residential Life program (if applicable). If a student is assessed to need a higher level of care by a community provider, a Behavioral Health Readmission Checklist and Form will be provided to parents by the BHS. The form must be completed by a licensed mental health provider. Upon receipt of a completed form clearing a student to return to school, BHS will schedule the required Behavioral Health Readmission meeting with School Administration prior to the student's return to school and/or Residential Life program (if applicable).

Hours of Service

BHS are typically available from 7:30-3:30 for behavioral health related services. K-12

- Leina'ala Launiu 982-0203
- Kira Lee 982-0747
- Na`au`ao Vivas 982-0403

- Behavioral Health Supervisor
 - Tracey Wise 982-0781

Health Records

An electronic health record is maintained for each student and contains information as provided regarding medical conditions, medications, and allergies, as well as health insurance and immunization information. Parents are responsible for immediately informing the health room of changes to their child's health record or other medical information by contacting the student's health room at 982-0211 or 982-0411.

Health services and behavioral health services provided to students are also documented in the health record. Behavioral health clinical notes are sensitive and may not be shared in order to preserve confidentiality and privacy. Health records or their content may be disclosed externally to authorized individuals such as healthcare providers and may be shared internally when there is a legitimate educational impact or safety concern.

Kamehameha Schools retains all student health records for a minimum of seven years beyond majority.

Student Accident Insurance

Kamehameha Schools provides limited accident insurance for students for accidental injuries incurred during participation in school functions, activities or trips. This insurance provides accident coverage in conjunction with parents' personal medical insurance or serves as primary insurance for those who are uninsured. Kamehameha Schools requires students to be insured if they wish to participate in athletics.

SERVICES & RESOURCES

'Alihilani College, Career & Lāhui Readiness Center

The counseling and career center provide students with academic achievement, career planning, and social/emotional development. The center provides the following services.

Counseling – Advises students with academic planning and monitoring, personal / social development and assistance with college and career readiness.

College, Career & Lāhui Readiness Center (Guidance Program)

- Grade 9, 10 and 11 instructions focuses on exploring career and college options, personal interests, learning styles and goal setting. Students in grades 10 and 11 are introduced to college entrance exams by taking the PSAT (Preliminary Scholastic Achievement Test) / NMSQT (National Merit Scholarship Qualifying Test).
- Grades 11 and 12 instruction includes career shadows and post-high planning and the college admissions process; college applications, financial aid, resume building, securing post-high options and transitions
- Post High and Alumni

Communication with faculty and family – School Counselors facilitate open lines of communication between students, families, and teachers by providing a venue for collaboration and relationship building, which may include parent-teacher-student conferences.

Naviance Student: College and Career Planning Tool

Eligible students will be introduced to Naviance, an on-line college and career readiness platform that helps connect academic achievement to post-secondary goals. Students can plan for their futures by discovering their individual strengths and learning styles and explore college and career options based on their results. KS may use the data collected by Naviance for the purpose of internal reporting and statistical use.

Additional KS Approved Counseling Tools

KS recognizes that advances in technology, will create new and innovative college and career counseling tools and from time-to-time, KS may pilot and/or implement these counseling tools into its program(s). KS may use the data collected by these tools for the purpose of internal reporting and statistical use.

Keku'iapo'iwa Learning Center

The Learning Center at Keku'iapo'iwa is the academic hub of the school providing resources, staff, and facilities to support teaching and learning. The Learning Center houses the library, which includes a Hawai'i/Pacific Collection, Archives, and Makerspace. The library provides access to books, online databases, electronic books, newspapers, and magazines. Online resources are easily accessible thru the KS Network. There is ample space for reading, studying, planning, discussing assignments, and producing makerspace projects. Qualified staff is available to assist students and teachers. The Learning Center hours are 7:00 a.m. – 3:30 p.m. Monday – Friday; hours may be subject to change.

School store

The school store is located at the Pai`ea Stadium and is operated by the PTO on a volunteer basis. P.E. uniforms are available for purchase here. Please refer to the Kamehameha Schools Hawai'i campus' school store webpage at: <http://hawaii.ksbe.edu/high/store/store.htm> for hours of operation.

Lockers

Book lockers

Locker requests are made at the beginning of the school year. All locker assignments and lock combinations are assigned by the unit office. Students are strongly encouraged to lock up books and items of value and should not leave purses or backpacks unattended. Lockers must be cleared of all belongings by the last day of school. All items left in lockers at that time will be discarded.

PE lockers

Students participating in physical education are furnished locks to safeguard belongings. For student convenience, the Physical Education Department provides combination locks.

Administration reserves the right as a private educational institution responsible for the safety of all students to search student lockers and cars, as well as a student's person if there is reasonable cause to believe the student is in possession of contraband or items injurious to themselves or others.

Recreational facilities

The campus recreational facilities include:

- Koai`a - Weight Room and Aerobics Room
- Koai`a - Gymnasium
- Nae`ole - Swimming Pool
- Tennis courts

Students may only use the facility during posted hours when they are not being used by athletic teams, physical education classes, special events, or other campus programs. Hours of operation, rules and regulations are posted at each facility.

BUS TRANSPORTATION

Kamehameha Schools provides bus transportation to and from its campus to students living in outlying areas. Authorization for bus transportation and all requests for bus service, changes in bus service and applications for bus service are handled by the KS Hawai'i Transportation Department. Available routes can be found on the online bus application in Infinite Campus or on the KS Hawaii Transportation Department's website at <http://kshtransportation.weebly.com>.

Kamehameha Schools also provides bus transportation for field trips, athletic events, and other KS-sponsored events and activities. Transportation for school-related events are coordinated by the Education Divisions and Athletics department and may consist of school buses, non-school bus vehicles or approved rental vehicles as KS deems prudent and/or necessary. Students are expected to follow and observe the Kamehameha Schools Bus Passenger Code of Conduct while being transported to and from school-related events.

Application and Fees

The application for bus service is available online through Infinite Campus. Applications received within the application period, will be processed on a first-come, first-served basis. Applications received after the deadline date may be placed on a waitlist and filled as seats become available. The bus service ANNUAL SERVICE FEE is NON-REFUNDABLE.

Bus Pass

Students will be issued a bus pass for the school year. The bus pass is a RFID (radio frequency ID) that provides information to the transportation department to monitor ridership in a safe and non-intrusive way. Students must scan their RFID bus pass when entering/exiting their bus.

Replacement Bus Pass

Bus passes that are lost, stolen or damaged may be replaced by requesting a replacement bus pass through the KS Transportation Department. A replacement pass may be obtained by:

- written note delivered to the Transportation Office
- email sent to: raiyo@ksbe.edu; or makuikah@ksbe.edu

Requests made before 10:00 a.m. will be processed the same day. Requests received after 10:00 a.m. will not be processed until the next business day. The Transportation Office will process the request and notify the student and/or parent of completion.

A bus pass will no longer scan when the RFID wire inside the card becomes damaged. Damage occurs when the card is cracked, bent, broken or otherwise altered (cut, hole-punched, etc.). If the bus pass no longer scans or is defective without any physical damage, the bus pass should be returned to the Transportation Office for a free replacement. All damaged bus passes must be returned to the Transportation Office. If a damaged pass cannot be returned (thrown away, etc.), procedures for lost/stolen passes will apply.

There is a \$10.00 replacement fee (cash or check payable to: "Kamehameha Schools") for lost, stolen or physically damaged cards (bent, cracked, etc.) due upon receipt of the replacement pass.

Drop-off & pick-up from bus sites

Parents are asked for their kōkua at bus pick-up and drop-off points. Parents should drop off and pick up their children in a timely manner as KS will not be responsible for students who are left unattended at designated bus stops. In addition, please walk and drive in a safe manner while at or near bus stops.

Changes in Bus Service

Canceling bus service

The bus fee is non-refundable once bus service is used, except in limited circumstances with documented reasons which must be reviewed and approved by campus administration. If for any reason you decide to cancel bus transportation, notify the transportation department, in writing (mail, email).

Temporary change in plans

If your child normally rides the bus but will be transported home by another means for a special reason, parents may be required to notify the respective school office. Notification by a student alone is not sufficient. If notice is not received from the parent, the student will be put on their assigned bus.

Bus Passenger Code

While riding Kamehameha Schools' buses and/or vehicles, students are under the direct supervision of the driver. The driver shall be responsible for enforcing and reporting any infractions of the Kamehameha's School Bus Passenger Code to school administrators. If faculty and/or staff are riding the bus, they shall assist the driver with the supervision of students.

- Bus Passes ARE NOT TRANSFERABLE.
- Students giving their passes for others to board will be removed from the bus roster and privileges may be revoked.
- Unauthorized use of a bus pass will result in disciplinary action.
- Disciplinary action will be the responsibility of the student's administrators.

All students and passengers riding school buses, including faculty, staff, and guests, shall abide by the school bus passenger code noted below. Failure to comply may result in suspension or loss of bus privileges:

1. Before boarding the bus students shall:
 - a. Use the restroom. The bus may not be able to make restroom stops en route.
 - b. Be on time at the designated school bus stop to help keep the bus on schedule.
 - c. While waiting for the bus, students shall stay off the road and refrain from horseplay or other boisterous conduct that could pose a danger to the health and safety of students or to others.
 - d. Wait until the bus comes to a complete stop before attempting to board the bus. Students shall line up in a single-file manner and not rush to board the bus.
 - e. Where there are no sidewalks or paths, walk to the side of the road facing traffic to get to the bus stop.
 - f. Use the handrail and watch their step when boarding the bus.
 - g. Balloons are not allowed on the bus.

2. While on the bus students shall:
 - a. Keep heads and/or hands inside the bus at all time. No outside yelling or obscene gestures will be tolerated.
 - b. Refrain from loud talking, laughing, or creating unnecessary confusion, which may divert the driver's attention and may result in an accident.
 - c. Treat bus equipment as valuable furniture. Vandalism to seats, windows, etc. SHALL BE PAID FOR BY THE OFFENDER.
 - d. Never tamper with the bus or any of the equipment.
 - e. Keep all books, packages, coats, and other objects out of the aisles.
 - f. Remain in the bus in case of a road emergency, unless directed to do otherwise by the bus driver.
 - g. Not throw ANYTHING out of the bus window.
 - h. Remain properly seated while the bus is in motion with seat belts on. NO STANDING OR SITTING ON THE BUS FLOOR.
 - i. Refrain from fighting or engaging in other behavior that would endanger the health and safety of self or others.
 - j. DO NOT EAT OR DRINK on the bus.
 - k. Obey all instructions from the bus driver.

3. After leaving the bus students shall:
 - a. Cross at nearby crosswalks or intersections. DO NOT CROSS DIRECTLY IN FRONT OF OR BEHIND THE BUS. If there are no crosswalks or intersections nearby, students shall look both left and right to see that there are no vehicles approaching before crossing. Avoid crossing at curves or hills.
 - b. Observe the following crossing procedure when crossing the street with the assistance of a bus driver:
 - i. Walk 12 feet in front of the bus and check to see if the alternating red lamps on the top portion of the school bus are flashing. If they are, look at the driver and wait for him/her to give you the signal to cross.
 - ii. IF THE RED LAMPS ARE NOT FLASHING, DO NOT CROSS. Notify the driver if the red warning lamps are not working and ask for the driver's assistance to cross the street.Students are not permitted to leave the bus at locations other than DESIGNATED BUS STOPS unless advanced authorization has been given by school officials.

4. Bus Seat Belt Procedures:
 - a. The school requires that all students riding in the school buses to securely fasten three-point seat belts or lap belts, when available, any time the bus is in motion.
 - b. Students who may require assistance in using seatbelts should ask the bus driver for help so that all students are safely belted in their seat before the bus is put in motion.
 - c. Drivers will announce prior to the bus leaving that each student needs to be in their assigned seat and seat belts fastened.
 - d. Students refusing to use seatbelts in a legal and safe manner will be subject to disciplinary actions.
 - e. Repeated refusal to wear seatbelts may result in suspended bus riding privileges.

5. Notice of Use of Video and Audio Recording Devices on Buses
For the safety of the passengers and driver, buses utilized by Kamehameha Schools have video cameras installed with audio capability that allows for the recording of oral communications in the interior of the buses.
6. Bus assignments:
 - a. Students may be assigned to ride designated buses at specified times and locations.
 - b. Students may not bring GUESTS OR FRIENDS on the bus unless permission is granted by the principal or applicable school administrator.
 - c. Special written request will be reviewed on a case-by-case basis by the transportation manager.
 - d. The driver may assign students seats on the bus, if necessary.
7. Lost and found items
Any lost and found items left on the bus will be kept on the bus until the student reports lost or found items to the driver or the transportation office. Unclaimed items will be donated to a thrift shop or discarded. Unclaimed mobile devices (cell phone, tablets) will be taken to a cell phone carrier as a last effort to return it to its owner.
8. Corrective Action
KS will take corrective action against passengers who violate the School Bus Passenger Code. Bus drivers will send a Student Notice of Concern (SNC) form for students who misbehave to the Transportation Office or vice principal. Consequences can range from a warning to a suspension of bus service for the entire school year.
9. In Case of Emergency
In the event of an emergency, the driver shall stop at the nearest safe location to make reasonable efforts for self-protection and protection of passengers.

Parent Consequences

The following list of infractions and consequences directly apply to Parents:

- Continuously late / delaying departure
- Blocking / stopping bus from departure
- Dropping off or picking up in an unsafe manner
- Obscene gestures and/or language
- Unauthorized entry onto a school bus

Violations by parents will not be tolerated. However, consequences can easily be avoided by following these practices:

- Be at the bus stop 10-15 minutes before the departure time
- If you are late to the stop, drive your child into KS Campus
- Do not confront drivers in any way. Any issues should be immediately reported to the Transportation Department directly.
- Please drive safely and use caution when dropping off or picking up your child at bus stops.

Consequences for these infractions can range from a SNC / warning to suspension of bus service for the entire school year.

Please note that Transportation does not administer or determine consequences regarding Parent issues. Transportation's role is to report activity/issues to the unit offices of the parent's student bus rider involved for disposition.

Additional information concerning bus transportation may be found at <http://kshtransportation.weebly.com>

Driving and parking on campus

Parking on campus is a privilege. Students are not allowed to drive or park on campus during the school day, unless they have obtained a KS student parking tags or a one-day student parking pass. Student parking is restricted to designated parking areas on the campus. All drivers are expected to obey speed limits and all traffic signage and markings while driving on campus.

If any student is suspected of being under the influence of any impairing substances, they will not be permitted to operate a vehicle. They will be detained on campus until a parent or other designated adult would be able to provide them with safe transportation to depart campus.

Parking application

Each year, students drivers must complete a Student Parking Application available at the high school office. There is a \$5 fee to register two vehicles for parking. Students who are granted parking tags are responsible for obeying the rules and regulations for driving and parking on campus printed on the back of the application form. Students will also be issued a Kamehameha Student Driving Manual upon approval of their application.

Parking applications are available in June. Students who hold a space on a Kamehameha Schools' bus for the school year will not be granted driving and parking privileges.

One-day parking pass

One-day student parking passes may be purchased for \$1 at the high school office from 7:30 a.m. to 3:30 p.m. Passes should be obtained at least a day before they are needed. Requests will be granted on a first-come, first-served basis. Guidelines for one-day passes will be provided when the pass is issued.

BUSINESS MATTERS

Tuition and fees

It has been a long-standing policy of Kamehameha Schools that parents support their child's education by bearing a portion of the cost of that education. The charge for tuition for students enrolled in full-time Kamehameha Schools' educational programs continues to constitute a small percentage of the overall per-pupil cost to provide the educational program. At most private schools, families cover 70 to 90 percent of the per-pupil cost of the program through the tuition and fees that they pay. At KS families are asked to cover only about 20 percent of educational costs due to a tuition subsidy provided by KS. Families with demonstrated need may apply for KS financial aid to cover the remainder of the costs.

Following are the basic costs of a Kamehameha Schools' education:

- Tuition – The basic charge for instruction. Miscellaneous items such as textbooks, classroom supplies, instructional materials, class dues, yearbooks, and ASKS. Parent and Teacher Organization (PTO) dues are included in this charge. Meals are included. This covers breakfasts and lunches for students during the regular school year.

School charges

In addition to tuition/boarding fees, parents will be billed for other charges for which a student is responsible. They include unreturned and lost ID cards, yearbook pictures, and library book replacement fees. A statement of charges, together with a copy of each charge slip, is mailed to the parents. If there is any question regarding the statement, your inquiry should be directed to the Kamehameha Schools Controller Division at 982-0038.

Fee amounts

Students will be charged the following amounts, as applicable:

Course fees	See Catalog of Courses
Special Events attire	\$ 80.00 - 110.00
Parking (Student Decal)	\$ 5.00
Temporary Parking (One-Day Pass)	\$ 1.00/day
Traffic Court Fines	\$ 10.00 - 25.00

Transportation (day students)

One-way	Parents will be notified under separate cover.
Round-trip	Parents will be notified under separate cover.
Replacement Bus Pass	\$ 10.00

Library (overdue charges)

Regular Materials	\$.05/day
Reserve and Reference Materials	\$.50/day
Grace period, service fees	See Learning Center Guide

Estimated expenses for class and school activities

<u>Grade 9:</u>	Class Night	No charge
	Winter Ball	\$ 20.00 (\$40 including guest ticket)
	Winter Ball Pictures	Varies
	Homecoming Dance	\$10.00 guest
	Estimated Total:	\$ 20.00 (\$50 including guest)

<u>Grade 10:</u>	Class Night	No charge
	Winter Ball	\$ 20.00 (\$40 including guest ticket)
	Winter Ball Pictures	Varies
	Homecoming Dance	\$10.00 guest
	Estimated Total:	\$ 20.00 (\$50 including guest)

<u>Grade 11:</u>	Class Night	No charge
	Winter Ball	\$ 20.00 (\$40 including guest ticket)
	Winter Ball Pictures	Varies
	Class Ring	Varies depending on metal prices
	Junior Prom Tickets	\$ 40.00 (\$90 including guest ticket)
	Prom Pictures	Varies
	Homecoming Dance	\$10.00 guest
	Estimated Total:	\$ 60.00 (\$140 including guest)

<u>Grade 12:</u>	Class Night	No charge
	Winter Ball	\$ 20.00 (\$40 including guest ticket)
	Winter Ball Pictures	Varies
	Senior Pictures	Varies
	Senior Lū'au	\$ 25.00 guest
	Graduation Announcements	Varies
	Senior Prom Tickets	\$ 40.00 (\$90 including guest ticket)
	Prom Pictures	Varies
	Homecoming Dance	\$10.00 guest
	Estimated Total:	\$ 60.00 (\$215 including guest)

Payment of bills

Tuition, transportation, lost athletic uniforms, and some miscellaneous charges are billed to you by FACTS Management Company. Some of the fees listed above may be collected directly by the student activities coordinator, librarian, or other authorized KS Hawai'i representative.

The school expects accounts to be maintained at current status and reserves the right to impose sanctions as listed in your enrollment contract. If you face difficulties in keeping your account current, please contact our school fiscal officer at 982-0038.

Prorated payment of fees if student is released

If a student is released during the school year, the financial responsibility for tuition and meal charges will be prorated up to the last day that the student attends school. Student fees will not be refunded, reduced, or waived. Any refunds or adjustments will be made within 60 days of such release.

Financial aid

Through the legacy of Ke Ali'i Pauahi, Kamehameha Schools is able to provide financial assistance to families who lack adequate resources to support their children's education. Kamehameha Schools provides financial aid to families who have clearly demonstrated financial need, giving priority to families on public assistance. Awards may be full or partial, and families must reapply every year.

A financial aid award is applied to tuition first. Any remaining amount is applied to eligible bus or inter-island air transportation. Any other expenses that are covered by financial aid are determined by the recipient's grade level.

Expenses **NOT** covered by financial aid are as follows:

- Tutoring
- Medical expenses
- Uniforms (P.E. and school uniforms)
- Music lessons
- Other supplemental costs (e.g. AP exam fees, physical education events, photography lab fees, scuba fees, etc.)

Students receiving KS financial aid may apply for assistance for these supplemental costs through the principal's office on each campus. Please consult with the principal on your campus to determine options available.

How to apply for financial aid

Information on the Financial Aid Program can be accessed online at:

Information on the 2023-2024 Financial Aid Program can be accessed online at

<https://apps.ksbe.edu/financialaid/>. Financial Aid applications are completed online. If you are unable to complete the online process or require additional information, call the Kamehameha Schools' O'ahu Resource Center at 808-534-8080 or 808-541-5300. Neighbor island applicants may call toll-free at 800-842-4682, press 2.

June 30 is the last day to complete an application to be considered for a FULL financial aid award.

If your child is invited to enroll at Kamehameha Schools after June 30, 2023, please contact Outreach Support Services (Financial Aid) for application assistance.

Financial aid for summer school

Not all students receiving KS financial aid during the 2023-2024 school year will be eligible for financial aid if attending KS 2024 Summer School. Should this occur, KS notifies parents in mid-January regarding their child's eligibility for summer school financial aid. Students **DO NOT** need to complete a summer school financial aid application if they are currently receiving financial aid for the 2023-2024 school year.

Student records and information

Parent/student access to student records

Parents and students are allowed:

- To inspect, review, and obtain copies of the student's education record
- To request that others review the student's education record (except where Kamehameha Schools is required or authorized to allow others to review the record without your permission). Requests should be made in writing to the principal or his/her designee.

Directory information

Generally, information such as phone numbers and addresses will not be released to outside parties who call the school. Instead, the name of the caller and any message will be taken. The school will then contact the student and/or parents, who may then decide if they wish to contact the caller.

Directory information may include:

- Student's name
- Address (physical and mailing)
- Telephone number
- Date and place of birth
- Activities
- Clubs and sports
- Weight and height for athletic team purposes
- Dates of school attendance
- Degrees and awards received
- Most recent and previous education institution attended
- Other similar information

IMPORTANT: Please notify the high school office in writing **IMMEDIATELY**, if your physical and/or mailing address, email or phone numbers change – including home, business, and cell phone numbers.

Release of information to colleges

As part of the college application process, counselors may be asked to release information to post-high institutions and scholarship organizations regarding student performance and behavior. This may include answering questions regarding academics, conduct, and/or disciplinary issues. When specifically asked, Kamehameha Schools' counselors will do what is *pono* and respond to such requests truthfully. Our expectation is that our students will do the same.

In addition, students may request that counselors, teachers, coaches, or administrators submit letters of recommendation to these organizations to give insight into their academic achievement and character. All statements, opinions, assessments, and other information provided by faculty or staff members are considered confidential.

Parent(s)/Legal Guardian(s) who do not wish Kamehameha Schools' faculty and staff members to release information, respond to questions, and/or issue letters of recommendation regarding their child, must notify your child's counselor in writing, by September 15.

Please note that the counselors will be unable to process any college applications on your child's behalf should you ask to withhold the information.

Kamehameha Schools abides by the National Association for College Admission Counseling's Statement of Principles of Good Practice, a copy of which is available in the high school college counselor's office.

TECHNOLOGY ACCEPTABLE USE

Electronic Communication with Students, Parents and Guardians

In order to promote KS' goal of increasing sustainability through reduction in paperwork, KS will communicate with students, parents and guardians electronically using one or more of the following approved electronic tools via the KS Systems and Web-based Applications (collectively "KS System"):

- **Daily bulletin:** The high school daily bulletin is emailed to each student's KS email account. It can also be found at http://www.ksbe.edu/education/hawaii/high_school. Students are expected to check the bulletin daily and delete the bulletins from their email accounts weekly.
- **Teacher's email:** Teacher's email addresses can be found on the High School's Web site at http://www.ksbe.edu/education/hawaii/high_school. Click on "Faculty & Staff" on the site's home page.
- **Infinite Campus:** Infinite Campus is a web-based system used to monitor student grades, track student progress, register for the upcoming school year, view school announcements, access school information and facilitate communication between students, teachers and parents. Once students are issued email accounts they will be given access to Infinite Campus. Parents will receive information when their child enters High School either during orientation or in the mail.
- **High School Web site:** The High School's Web site can be found at: http://www.ksbe.edu/education/hawaii/high_school. The site features a wellspring of useful information including the student and parent handbook, the course catalog, summer reading lists and a faculty contact list.

We ask that those parents/legal guardians who do not have access to the electronic tools listed above to contact their child(ren)'s grade level unit office so that the same information may be sent to them via U.S. mail.

For Kamehameha Schools Hawai'i High School specific information relating to student laptops, please refer to the Kamehameha Schools Hawai'i Kula Ki'eki'e Technology Guidebook located on the Hale Pāhana Kīpaepae (HPK) website: <https://sites.google.com/a/ksbe.edu/hpk/home>

Use of KS Mobile Devices and the KS System

KS assigns students at selected grade levels appropriate mobile devices (such as a laptop computer or an iPad) and allows students the use of its internet, intranet and email systems to support education-related communication and research. Students may access the systems through the KS Network. The use of these KS owned mobile devices, the KS System and its support facilities is a privilege and not a right, and students must abide by the guidelines discussed below when using their issued devices on the KS System. Mobile devices are returned at the end of the school year, unless KS has approved summer time use of the device. Upon return, KS re-images its mobile devices for the new school year. KS will remove all non-approved apps, software and content (including music, photos, videos, etc.) from each device. Inappropriate care and use will result in disciplinary action, as set forth in the disciplinary section of this Handbook. You may view a detailed version of the guidelines online at <http://connect.ksbe.edu>.

Guidelines for the proper use of KS Mobile Devices

KS expects students to practice good digital citizenship that includes assuming personal responsibility for their assigned device. Each student has the kuleana or responsibility for caring for their device as if it were their own. Students are responsible for knowing the whereabouts of their device at all times. Devices that are left unattended will be taken to the Vice Principal's office and a search conducted to determine its user identity. When using KS mobile devices, please remember to observe the following practices:

- The mobile devices are the legal property of Kamehameha Schools. Student's right of possession and use is limited to and conditional upon his/her full and complete compliance with the Student Technology Acceptable Use Agreement.
- Use of KS devices and systems for personal use should be kept to a minimum. Students should ask a teacher or computer lab resource person if they have questions or concerns about use of their assigned device.
- Report any mechanical problems with your assigned device or software to a teacher or computer lab resource person and they will work to resolve the problem.
- Take steps to backup school work data according to instructions set out by KS teachers.
- Students may not purchase online music, apps or software with their mobile devices without prior approval to do so by their teacher.
- Only assigned school software may be used on KS devices.
- Use of KS devices for entertainment purposes such as playing interactive games or watching YouTube, TV shows or movies not related to class is not permitted.
- Conducting unauthorized commercial activity of any kind is prohibited.
- Do not connect unauthorized equipment to any KS system or alter KS equipment to perform unauthorized activities.
- Removing software that has been installed by KS is prohibited.
- Students are permitted to use a variety of approved web tools on their devices for educational purposes under teacher supervision.
- Store KS devices with care by using a proper case or tote bag to protect the device.
- Keep equipment surfaces clean by keeping them free of markings, ink or decorative stickers.
- Students must have their name on power supply cords, removable cards and carrying bags.
- Students must keep food and liquids away from their device.
- Students must protect their devices and peripheral equipment from theft or loss.
- Maintain all identifier markings or stickers placed on the devices by KS support staff.
- Students are not allowed to have others use their device.
- Students should ensure that their device is fully charged every day.
- Students will sign a Student Mobile Device Agreement that sets forth requirements involved with the program including specific equipment care and maintenance.
- If a device is damaged or is in need of repair, KS may elect to replace the device and provide the student with a loaner. However, the use of a loaner device is not guaranteed.
- Parents assume all financial responsibility for any device or loaner in their child's possession that is damaged as a result of abuse, neglect, loss or theft. Families are required to repair or replace the device or loaner at its current value, including warranties and other related accessories.
- When making print copies from a KS device, students are required to:
 - Follow all printing instructions.

- o Print all assignments in black and white, unless given teacher approval to print in color.
- KS does not provide technical support for printing at home.
- Students should not clear their internet browser history on their device.
- Really Simple Syndication (RSS) feeds may only be used with teacher permission.
- Students who bring their own personal electronic mobile devices to school shall assume all risk and liability for devices that are damaged, lost, or stolen.
 - o If a student's use of these items interferes with the learning environment, the item will be confiscated and returned to parents at the unit office.
 - o Chronic misuse of cell phones and mobile devices during school hours may lead to disciplinary consequences as set forth in this Handbook.

Guidelines for the proper use of the KS System

When using the KS System you must observe the following practices:

- Properly manage your assigned KS student account within the KS system
- Students and parents are assigned a KS email account to receive and send official communication through the KS Network.
- New students will be issued accounts within the first month of school. Returning students will continue to use KS accounts already established.
- Limit the use of the KS system for educational purposes only.
- Do not use any school email account for non-school related activities.
- Always protect the privacy of your account by using only your assigned User ID and keeping passwords private and confidential.
- Never give others your email account information or use or attempt to obtain user names and passwords of other individuals under any circumstances.
- Actively organize and manage your account by checking KS email accounts daily, respond in a timely manner and regularly delete old emails.
- Do not use KS devices and/or email accounts to register and/or access social networks (Facebook, Twitter, Instagram, etc.) and abide by federal laws of sites that restricts use to individuals ages 13 years and older.
- Do not use images relating to weapons, pornographic material, inappropriate language, alcohol, drugs, gang-related symbols, sounds or pictures as part of your student account.
- Do not use inappropriate media as wallpaper on their devices.
- Parents should check their email accounts at least every three days. Parents without email addresses will receive like information via the U.S. Postal Service.
- Students are able to access their email from home via <http://www.outlook.com/imua.ksbe.edu>.
- Students are responsible for saving, organizing and manipulating their files according to teacher instructions.
- KS reserves the right to conduct random periodic inspections to enforce the 1:1 expectations and guidelines as explained in this Handbook.

Be Civil and Courteous When Communicating via the KS System

- Use appropriate language in all system communications and content creation. Do not use any KS system to transmit or receive obscene, threatening, offensive, sexually explicit, defamatory

- or harassing materials/communications, or other language that denigrates any individual or group, as well as do anything that is illegal or unethical.
- Do not “borrow” online material from other students or Web sites and try to pass them off as your own. This is plagiarism, and it will not be tolerated within KS.
- Students should not receive promotional email, subscribe to automatic listservs, or send chain letters.
- Never give out personal information online – including full name, telephone number, address and social security number.
- Steer clear of Internet sites that promote gambling, illegal drugs, alcohol consumption, violence or socially harmful activities.
- Do not visit chat rooms or other sites where people may misrepresent themselves and try to gain your confidence in order to do harm.
- Under no circumstances should you meet with someone you chatted with online without first notifying your parents, counselors or teachers.
- Do not share photos, lifestyle and other personal information on social media sites.
- KS devices may not be used to update personal Web spaces unless it is done in connection with KS educational activities.
- Do not respond to email messages from unknown senders unless the subject of the email is related to KS educational activities.
- Do not participate in chain mail or other group mail activities where email addresses may be passed on beyond your knowledge.
- Learn more about Web and email etiquette safety from your teacher and KS program personnel.

Use the KS System in a manner that does not harm the KS Network

- Do not alter KS system configurations used to provide KS firewall protections that protect users against viruses, malware and spyware threats.
- Be considerate when using shared computer resources. Do not keep informational resources from others, impair access to systems for others or maliciously alter or delete shared information.
- Respect online material created by others. Do not copy or distribute that material if it appears to be copyrighted and never use the materials directly without properly citing sources. If you have questions about copyrights or the proper citing of sources, ask a teacher.
- Do not use the KS system to harm others, alter other people’s materials, or misrepresent your identity.

Obey Copyright and Trademark Laws

- Students are expected to follow all KS copyright policies and procedures. For a complete copy of these policies and procedures, please contact any KS staff.
- Do not transmit, transfer, upload or post content that is protected by U.S. copyright or trademark law onto a KS device or the KS system without written permission of the copyright/trademark owner and KS.
- Remember to properly cite and credit all research and information obtained from the internet.
- Do not make unauthorized and/or inappropriate copies of text, photos, audio files or

- videos found on KS devices or the KS system.
- Do not copy or download licensed software programs to your device or give or sell copies of software to others without written permission of the copyright owner unless the original software is clearly identified as shareware or in the public domain.

Disclaimer of Content transmitted over the KS Network

- No confidentiality or privacy in Content
- All KS systems, including its email system, may be monitored by authorized school officials from time to time for educational purposes, and therefore there is no guarantee that the content provided over the system is in anyway deemed private or confidential. System users may not claim copyright ownership rights over this content.

No warranty of service or accuracy/integrity of content of the KS System

- KS makes no warranty for the service that it is providing.
- KS is not responsible for the accuracy or integrity of content that system users obtain via the KS System, especially if the information comes from open Internet sites or is provided by individuals not formally representing KS positions. Users are urged to use the information from the system at your own risk.
- KS assumes no liability for the actions of users of the KS System. This includes loss of data due to delays, non-deliveries, misdeliveries or service interruptions.

Online communication

Daily bulletin

The high school daily bulletin is e-mailed to each student's KS e-mail account. It can also be found at http://ksbe.edu/education/hawaii/high_school/. Students are expected to check the bulletin daily and delete the bulletins from their e-mail accounts weekly.

Teacher e-mail

Teacher e-mail addresses can be found on the high school Web site at http://ksbe.edu/education/hawaii/high_school/. Click on "Faculty & Staff" on the site's home page.

Infinite Campus

Infinite Campus is a Web-based system used to check current grades, track student progress, register for the upcoming school year, view school announcements, access school information, and facilitate communication between students, teachers, and parents.

Once students are issued e-mail accounts they will be given access to Infinite Campus. Parents will receive information when their child enters high school either during orientation or in the mail.

High school website

The high school Web site can be found at: http://ksbe.edu/education/hawaii/high_school/. The site features useful information including the student and parent handbook, the course catalog, summer reading lists, and a faculty contact list.

Electronic equipment/cellular phones

Students are discouraged from bringing cellular phones, hand-held video games, and other electronic equipment to school. If a student chooses to bring any of these items to school, they assume all risk and liability. **Kamehameha Schools will not be responsible for replacing lost, stolen, or damaged items.**

If a student's use of these items interferes with the learning environment, the item will be confiscated and held for pick-up by parents. Chronic misuse of cell phones and portable media devices during school hours may lead to disciplinary action (see "Student discipline" section, Level 1).

SCHOOL SONGS

Sons of Hawai'i (alma mater)

By William B. Olson and Theodore Richards

Be strong and ally ye, oh sons of Hawai'i
And nobly stand together hand in hand.
All dangers defy ye,
Oh sons of Hawai'i,
And bravely serve your own, your fatherland.

CHORUS:

Ring, ring, Kalihi, ring
Swell the echo of our song.
Ray, ray, ray, ray, ray, rah; ray, ray Kamehameha
Let hills and valleys loud our song prolong.
Be firm and deny ye, oh sons of Hawai'i.
Allurements that your race will overwhelm.
Be true and rely ye,
Oh sons of Hawai'i,
On God, the prop and pillar of your realm.

CHORUS: (as before)

I mua Kamehameha

By Charles E. King

I mua, Kamehameha ē A lanakila 'oe. Paio, paio like mau I ola kou inoa. Ka wā nei hō'ike a'e 'oe 'A 'ohe lua ou E lawe lilo ka ha'aheo. No Kamehameha ē.	Forward Kamehameha Until you have gained the victory Go forward, strive, strive in unity That your name may live. Go forward This is the time for you to reveal That there is none to compare with you Take the victory with pride for Kamehameha
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© 1928 Charles E. King Music Co.

KAMEHAMEHA SCHOOLS HAWAII
HIGH SCHOOL

BELL SCHEDULES

ODD DAY SCHEDULE		
Time	Class / Activity	Minutes
7:45 – 9:00	Wehe/Opening; Period 1/3/5/7	75
9:00 – 9:07	Passing	7
9:07-10:17	Period 1/3/5/7	70
10:17-10:24	Passing	7
10:24-11:34	Period 1/3/5/7	70
11:34-11:41	Passing	7
11:41-12:11	Lunch 1	30
12:11-12:41	Lunch 2	30
12:41-12:48	Passing	7
12:48-1:23	Kūkoa	35
1:23-1:30	Passing	7
1:30-2:40	Period 1/3/5/7	70
2:40	Dismissal for Students	
2:40 – 3:30	Meetings; Faculty Office Hours	50

EVEN DAY SCHEDULE		
Time	Class / Activity	Minutes
7:45 – 9:00	Wehe/Opening; Period 2/4/6	75
9:00 – 9:07	Passing	7
9:07-10:07	<i>Ho'ōia</i> : Faculty Office Hours; Class/Grade Level Activities; Song Rehearsals; Ekalesia, Content/ 'Ōiwi Planning & Collaboration	60
10:07-10:14	Passing	7
10:14-11:24	Period 2/4/6	70
11:24-11:31	Passing	7
11:31-12:01	Lunch 1	30
12:01-12:31	Lunch 2	30
12:31-12:38	Passing	7
12:38-1:13	Kūkoa	35
1:13-1:20	Passing	7
1:20-2:30	Period 2/4/6	70
2:30	Dismissal for Students	
2:30 – 3:30	Faculty Meetings; Faculty Office Hours; Content/Academy Meetings/Articulation; K-12 Meetings, 'Ōiwi Planning & Collaboration	60

KAMEHAMEHA SCHOOLS HAWAII CAMPUS - HIGH SCHOOL 2023-2024 SCHOOL CALENDAR - PARENTS & STUDENTS

Students: Aug. 1 - May 22 (172 days) 1st Quarter: Aug. 1 - Oct. 6 2nd Quarter: Oct. 17 - Dec. 19 3rd Quarter: Jan. 8 - Mar. 8 4th Quarter: Mar. 12 - May 22

- Vacation / Holidays / No School
- Teacher Workdays / No School (3)
- Teacher In-Service / Professional Dev. Days / No School (2)
- Early Release - Accreditation (Early Release - 1:30pm)
- 'Ohana Presence Workshop

S M T W Th F S

Student Days										
	July	16	17	18	19	20	21	22	July 21	'Aha Lei Kipona
		23	24	25	26	27	28	29	July 24	Counselors Report
		30	31	1	2	3	4	5	July 25	EA's Report
4.0	Aug.	6	7	8	9	10	11	12	August 1	Mini-Registration
9.0									August 11	FIRST DAY OF SCHOOL
14.0		13	14	15	16	17	18	19		Wehena Kula/Open House
18.0		20	21	22	23	24	25	26	August 25	Teacher In-Service Day - No School, Grades K-12
23.0	Sept.	27	28	29	30	31	1	2		
27.0		3	4	5	6	7	8	9	September 4	Labor Day
32.0		10	11	12	13	14	15	16		
37.0		17	18	19	20	21	22	23		
42.0		24	25	26	27	28	29	30	Sept. 25-Oct. 6	No Fieldtrips
47.0	Oct.	1	2	3	4	5	6	7		FIRST QUARTER ENDS OCTOBER 6, 2023 (47 Days)
		8	9	10	11	12	13	14	Oct. 9-13	Fall Break
S		15	16	17	18	19	20	21	October 16	Teacher Workday - No School, Gr. 9-12
E		22	23	24	25	26	27	28		
M	Nov.	29	30	31	1	2	3	4		
E		5	6	7	8	9	10	11	November 10	Veteran's Day (Observed)
S		12	13	14	15	16	17	18	November 23-24	Thanksgiving Vacation
T		19	20	21	22	23	24	25	Dec. 4-19	No Fieldtrips
E	Dec.	26	27	28	29	30	1	2	Dec. 14, 15 & 18	Final Exams / Assessments
R		3	4	5	6	7	8	9	December 19	Founder's Day (1/2 day for students & teachers)
		10	11	12	13	14	15	16	Dec. 20-Jan. 4	Winter Break
88.0		17	18	19	20	21	22	23		SECOND QUARTER & FIRST SEMESTER ENDS DECEMBER 19, 2023 (42.5 Days)
89.5		24	25	26	27	28	29	30		
	Jan.	31	1	2	3	4	5	6	January 1	New Year's Day (observed)
S		7	8	9	10	11	12	13	January 5	Teacher Workday - No School, Grades 9-12
E		14	15	16	17	18	19	20	January 15	Martin Luther King, Jr. Day
C		21	22	23	24	25	26	27		
O	Feb.	28	29	30	31	1	2	3		
N		4	5	6	7	8	9	10		
D		11	12	13	14	15	16	17		
		18	19	20	21	22	23	24	February 19	Presidents' Day
122.5	Mar.	25	26	27	28	29	1	2	Feb. 26-Mar. 8	No Fieldtrips
127.5		3	4	5	6	7	8	9		THIRD QUARTER ENDS MARCH 8, 2024 (43 Days)
132.5		10	11	12	13	14	15	16	Mar. 11	Teacher Workday - No School, Grades 9-12
		17	18	19	20	21	22	23	Mar. 14 & 15	Hō'ike
S		24	25	26	27	28	29	30	Mar. 18-29	Spring Break
E		31	1	2	3	4	5	6	March 26	Kuhio Day (Observed)
M	April	7	8	9	10	11	12	13	March 29	Good Friday
E		14	15	16	17	18	19	20	April 19	Teacher In-Service Day - No School, Grades K-12
S		21	22	23	24	25	26	27	May 20-22	Final Exams / Assessments
T		28	29	30	1	2	3	4	May 22	LAST DAY OF SCHOOL (Gr. 9-11)
E	May	5	6	7	8	9	10	11	May 23	Senior Trip to Oahu
R		12	13	14	15	16	17	18	May 24	Last day for EA Responsibility
169.5		19	20	21	22	23	24	25		FOURTH QUARTER & SECOND SEMESTER ENDS MAY 22, 2024 (40.5 Days)
172.0		26	27	28	29	30	31	1	May 25	Commencement [(Last) 1/2 day for Teachers]
	June	2	3	4	5	6	7	8	May 27	Memorial Day
		9	10	11	12	13	14	15	May 30	Last Day of Counselor Responsibility
		16	17	18	19	20	21	22	June 11	King Kamehameha Day (Observed)
		23	24	25	26	27	28	29		
		30								

8 Special Schedule Days

1st Semester (5) - Oct. 24 (PSAT/NMSQT-Gr. 9-11), Dec. 14, 15, 18 (Final exams); Dec. 19 (1/2 day)
2nd Semester (4) - April 7 (SAT-Gr.11), May 20, 21, 22 (Final exams)

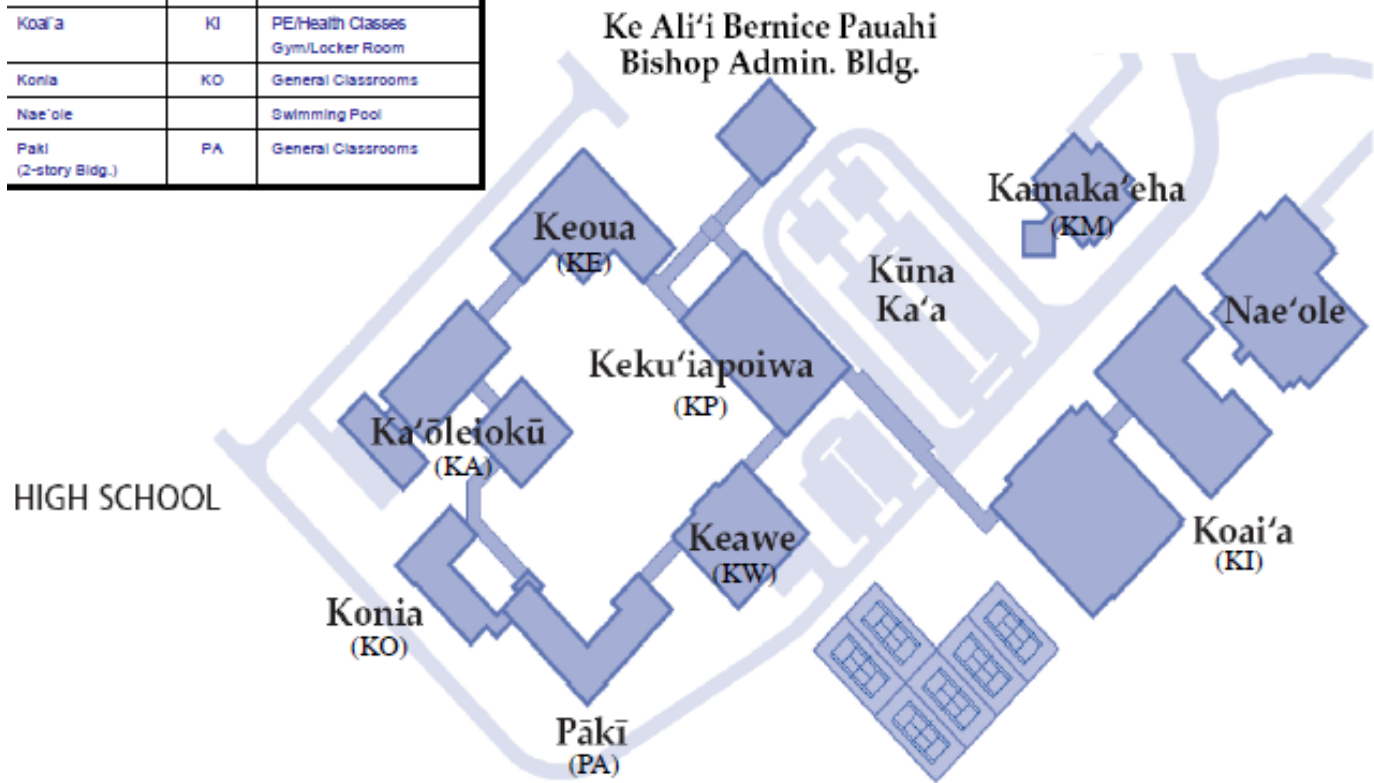
NOTE: Calendar is subject to change

DRAFT: 3/31/2023

Building Name	Abbr	Subject
Bernice Pauahi Bishop	PB	Administration Building
Kamaka'eha	KM	Music Building
Ka'oleloku	KA	Language/Art/Vocational Building
Keawe	KW	Dining Hall
Keku'iapoiwa	KP	Learning Center
Keoua	KE	Science
Koai'a	KI	PE/Health Classes Gym/Locker Room
Konia	KO	General Classrooms
Nae'ole		Swimming Pool
Paki (2-story Bldg.)	PA	General Classrooms

Kamehameha High School

Hawai'i



**Kamehameha Schools Hawai'i High School
School Leave Eligibility Form**

Student: _____ Grade: _____ Rm: _____

Teacher: _____ Request Leave From: _____ to _____

Total # of School Days Missed: _____ Attendance Summary Attached _____ Yes _____ No _____

Purpose:

Completed forms should be submitted to Kumu Lehua 10 school days prior to leave.

Teacher signatures: Please initial next to your respective class to indicate notification of the child's upcoming absence for this trip.

- | | | | | | |
|-----------|-----------|----------|----------|----------|---------------------|
| 1. _____ | Period 1 | 2. _____ | Period 2 | 3. _____ | Period 3 |
| 4. _____ | Period 4 | 5. _____ | Period 5 | 6. _____ | Period 6 |
| 7. _____ | Period 7 | 8. _____ | Kōkōa | 9. _____ | Christian Education |
| 10. _____ | Counselor | | | | |

Please note any concerns you may have regarding the student's upcoming absence:

Administrator's Signature: _____ Date: _____

_____ Approved _____ Denied

Parent contacted _____ (date)

FOR OFFICE USE ONLY Completed Form Submitted	
Date _____	Initial _____

STUDENT ATHLETICS

Kamehameha Schools Hawai'i
Athletics Department
16-718 Volcano Rd.
Kea'au, HI 96749

Revised 2-27.2023

CONTACT INFORMATION

Name	Title	Email Address	Phone
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Associate Athletic Director			
Jeffrey Law	Associate Athletic Director	jelaw@ksbe.edu	808-982-0648
C. Hōkūlani Haliniak	Associate Athletic Director	cohalini@ksbe.edu	808-982-0477
Administrative Support Staff			
Alane Moniz	Administrative Coordinator	almoniz@ksbe.edu	808-982-0653
Mary Rapoza	Clerk Assistant	marapoza@ksbe.edu	808-982-0062
Athletic Health			
Zeny Eakins	Athletic Trainer Supervisor	zeeakins@ksbe.edu	808-982-0743
Amy Shirk	Athletic Trainer	amshirk@ksbe.edu	808-982-0753
Athletic Equipment/Locker Room Attendants			
Leonahenahe Aina	PE/Athletic Utility	leaina@ksbe.edu	808-982-0654
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John Derek Oda	PE/Athletic Utility	jooda@ksbe.edu	808-982-0667
Aquatics			
Bronson Toledo	Lifeguard	brtoledo@ksbe.edu	808-982-0796
Supervisor, Athletic Facilities			
Doug Gray	Supervisor, Athletic Facilities	dogray@ksbe.edu	808-982-0796

A MESSAGE FROM THE ATHLETIC DIRECTOR

Aloha Mai Kākou,

It is with great pleasure that we welcome you to Kamehameha School's Hawai'i Athletics! Through athletic experiences, our coaches and staff stand behind our mission to fulfill our founder, Ke Ali'i Bernice Pauahi Bishop's desire to create educational opportunities in perpetuity to improve the capability and well-being of people of Hawaiian ancestry.

We view our jobs as a teaching opportunity, not only for the sports we play, but for the lessons of life that will continue long after the last cheers are heard. Interscholastic athletic programs have been established because research indicates a student involved in co-curricular activities has a greater chance for success during adulthood. Your child will learn values such as hard work, teamwork, sportsmanship, interpersonal relationships, honesty, and how to strive for success. Many of the character traits required to be a successful athlete are the same as those that will promote a successful life during and after high school. With your help and positive support of the high school staff, the experience will be rewarding for all.

We encourage participation in athletics, by offering a wide variety of programs – 19 sports/48 teams; our students can find a place where they can apply their personal skills and talents as our school continues its rich tradition.

Athletics plays an important role in creating a sense of pride and community at Kamehameha Schools. It is important to remember that the student-athletes are playing a game intended to be challenging and fun. Although the student-athlete dedicates him/herself to preparing for and competing in athletics, both the athlete and spectator must not allow emotions to override one's pono behavior. Sportsmanship demands respect for one's opponents and sports officials, acceptance of victory with humility, and acknowledgement of defeat with grace. Players and spectators must be "good" sports and demonstrate sportsmanship all the time, win or lose.

We need for you and your son or daughter to become informed and familiar with the policies contained in the *Student Athletics section of this Handbook*, and make the commitment to abide by and support program policies and codes of conduct for both student-athletes and parents.

Mahalo nui for your support of Kamehameha Hawai'i Athletics.

I Mua Kamehameha!

Kimo Weaver, CAA
Director of Athletics

A MESSAGE FROM THE PO'O KULA

Welina mai ke aloha e nā 'ohana,

Athletics is an integral part of the academic experience at Kamehameha and there is a very strong culture of supporting student-athletes here, as 89 percent of our students participate in at least one team throughout the year.

We pride ourselves that we are able to compete at the highest level of competition in the state, yet are recognized for combining that success on the field with good sportsmanship and academic achievement. It is this fine tradition that your student-athlete and 'ohana have joined.

Kamehameha's general philosophy for athletics affirms the development of the cultural, intellectual, spiritual, and physical potential of each student. It encourages student-athletes to be the best that they can be and to be a true team player with the idea that teamwork is what defines winning.

Dedicated coaches and athletic staff make the athletic experience a time of learning and growth for all students. The self-efficacy, self-discipline, teamwork, mental toughness, perseverance, and resilience that our student-athletes learn are among the traits that our coaches seek to teach and reinforce through our athletic programs. Playing sports at Kamehameha isn't about winning or losing. It's about school pride and the experience gained from being a part of the team. To this end, I encourage you to review the Student-Athletics section of this Handbook with your child. Should you have any questions, I encourage you to speak with your son or daughter's coach or one of our Athletic Department Administrators.

We mahalo you for the support that you provide to our student-athletes—the pick-up schedules, the late family dinners, the insistence on the primary importance of academics. We know how challenging parenting student-athletes can be. It takes a team effort and we look forward to teaming with you for your child's success.

I mua Kamehameha!



M. Kāhealani Nae'ole-Wong
Po'o kula (Head of School)

LEAGUE AND ASSOCIATION AFFILIATIONS

Big Island Interscholastic Federation (BIIF)

Kamehameha Schools Hawai'i is a member of the Big Island Interscholastic Federation (BIIF), which is comprised of a mixture of public and private schools on the island of Hawai'i. As a member of the BIIF, Kamehameha Hawai'i adheres to the rules of the National Federation of State High Schools Associations (NFHS) and the Hawai'i High School Athletic Association (HHSAA).

The Hawaii High School State Athletic Association (HHSAA)

The HHSAA is a member of the NFHS. All Hawai'i private and public schools are voluntary members of the HHSAA. The goal of the Association is to provide an organization through which schools can work cooperatively to support and promote athletics as an integral part of high school educational programs. The HHSAA operates the state tournaments, hosts a comprehensive website (www.sportshigh.com) that provides general information to the public, as well as information on top athletes, records, team rosters, statistics, photos, and bulletins. The HHSAA also sanctions high school interscholastic athletic events, conducts workshops and conferences for coaches, officials and athletes, provides assistance to leagues that promote sportsmanship and ethics to its membership, and oversees the five interscholastic leagues in the State of Hawai'i:

- ILH Interscholastic League of Honolulu
- OIA O'ahu Interscholastic Association
- MIL Maui Interscholastic League
- KIF Kaua'i Interscholastic League
- BIIF Big Island Interscholastic Federation

The National Federation of High Schools (NFHS)

The NFHS is a non-profit organization that mandates games rules for all interscholastic sports. It is both a service and regulatory agency that ensures teamwork on the part of more than 20,000 schools nationwide and enables schools to formulate policies for the improvement of interscholastic activities.

ATHLETICS MISSION STATEMENT

Kamehameha Schools exists to carry out in perpetuity the wishes of Ke Ali'i Pauahi Bishop --to educate children and youth of Hawaiian ancestry to become, in her words, "good and industrious men and women." This will be done through Kamehameha Schools as resources permit.

The Interscholastic Athletic Program at Kamehameha Schools is just one avenue of many that strives to:

- help promote the development of a student athlete's highest potential by providing them with a vast range of opportunities for the students to build individual and team skills;
- experience the thrill of competitive sports;
- learn to cope with victory as well as defeat;
- practice and carry out good sportsmanship;
- instill and hone values necessary for the development of respect for self and others;
- gain respect for authority and rules; and,
- appreciate the benefits of discipline through training, team work, and commitment.

ATHLETICS STATEMENT OF PHILOSOPHY

Kamehameha's athletic program supplements the Schools' educational program. Both reflect and represent the standards and values of an institution which exists to promote excellence and responsibility. Student athletes are encouraged to discover and achieve their highest potential with a sense of dignity, respect, pride and compassion, which establishes that mark of responsible citizenship.

Kamehameha continuously strives to develop and maintain a comprehensive athletic program work ethic which encourages the athlete to develop his or her highest potential, respects individual dignity, and contributes to the development of learning skills and emotional patterns that enable student athletes to make the maximum use of his/her education.

To accomplish this requires teamwork and an understanding and commitment to a basic philosophy and general code of conduct by student athletes, parents, and staff.

ATHLETICS GOALS AND OBJECTIVES

It is our hope that through the experiences gained from participating in Athletics at Kamehameha, the student athlete will develop favorable habits and attitudes that will eventually prepare them for a well-rounded adult life in our society. Participation in

interscholastic athletics is a privilege that includes responsibilities to the school, the sport, the team, the student body, the community and the student athletes themselves. In order to achieve our goals, the student athlete shall learn:

- 1 **To work with others** – The team and its objectives must be placed higher than personal desires.
- 2 **To be successful** – We do not always win, but we succeed when we continually strive for excellence. You can learn to accept defeat only by striving to win with earnest dedication. Therefore, develop the desire to excel.
- 3 **To develop sportsmanship** – We need to develop desirable social traits, including emotional control, honesty, cooperation, and dependability.
- 4 **To improve** – As an athlete, you must establish a goal and you must constantly try to reach that goal. Try to better yourself in the skills involved and those characteristics set forth as being desirable.
- 5 **To enjoy athletics** – It is necessary for athletes to enjoy participation, to acknowledge all of the personal rewards to be derived from athletics, and to give sufficiently of themselves in order to preserve and improve the program.
- 6 **To develop desirable personal health habits** – To be an active, contributing citizen, it is important to obtain a high degree of physical fitness through exercise and good health habits, and to develop the desire to maintain this level of physical fitness after formal competition has been completed.

SUPPORTING KS ATHLETICS

Role of the Student Athlete

Athletes are looked to as role models, whether they realize it or not. Even in school sports, student athletes serve as role models to the entire student body, as well as the community at large. In addition, athletic events are popular activities for providing learning experiences for participants and spectators. In this regard, that we ask you as the student athlete to practice good sportsmanship. Good sportsmanship requires as much work as any play or skill you will learn as a student athlete. How our school and community are perceived is highly influenced by the good sportsmanship you display. As a representative of Kamehameha, your actions are viewed by family and friends, opposing fans, the local community, and the media. The display of good sportsmanship is the “Golden Rule” at KS: **Treat others the way that you wish to be treated, with fairness and respect.** To help this happen, we hold you as a student athlete to the following expectations:

- Accept and understand the seriousness of your responsibility, and the privilege of representing your school and community.
- Live up to the standards of sportsmanship established by the school administration and coaching staff.
- Learn the rules of the game thoroughly and discuss them with parents, fans, fellow students and peers. This will assist both them and you in the achievement of a better understanding and appreciation of the game.
- Treat opponents the way you would like to be treated, as a guest or friend. Who better than you can understand all the hard work and team effort that is required of your sport?
- Refrain from taunting, trash talking, or making any kind of derogatory remarks to your opponents during the game, especially comments of ethnic, racial or sexual nature. Refrain from intimidating behavior.
- Wish opponents good luck before the game and congratulate them in a sincere manner that you would like to be greeted following either victory or defeat.
- Respect the integrity and judgment of game officials. The officials are doing their best to help promote you and your sport. Treating them with respect, even if you disagree with their judgment, will only make a positive impression of you and your team and your school in the eyes of the officials and all people at the event.
- Win with humility, lose with grace. Do both with dignity. Avoid excessive celebrating after a play or end of a game.

STUDENT ATHLETE CODE OF CONDUCT

Participation on any athletic team or squad at Kamehameha Schools is indeed a privilege and all athletes must earn the right to represent Kamehameha by conducting themselves appropriately so that the image of our Schools would not be tarnished in any manner. Thus, providing for the discipline of student athletes in extracurricular activities both on and off campus is a necessary part of any school athletic program.

Inappropriate behavior by a student athlete is subject to discipline as set forth in the Citizenship Behaviors section of this Handbook. In addition to the disciplinary policies set forth in this Handbook, student athletes may be disciplined for a variety of infractions specific to athletic related activities. Such examples include, but are not limited to:

- | | |
|---|---|
| • Failure to follow established rules | • Academic or conduct probation |
| • Inattention to directions | • Unexcused absences or tardiness to practice |
| • Horseplay | • Destruction or damage to KS property or equipment |
| • Unsportsmanlike conduct | • Harassment, intimidation, bullying, or hazing |
| • Inappropriate language and gestures (profanity, swearing, verbal abuse) | |
| • Theft | |

Possible disciplinary consequences, (Depending on the severity and/or frequency of infraction), may include, but are not limited to:

- Verbal warning
- Written reprimand
- Loss of locker room privileges
- Suspension from the team
- Removal from the team
- Restitution
- Conduct Probation

Investigations will depend on the frequency and/or severity of each incident. Students may be placed on administrative leave during the investigation and will be given an opportunity to explain their views before disciplinary action is taken. Efforts will be made to contact parents/guardians concerning serious issues and to protect the confidentiality of all parties. If the disciplinary consequence results in suspension or removal from the team, that information will be communicated to parents first verbally and then with a written, follow-up letter.

Kamehameha Schools Athletics may include additional infractions as appropriate to maintain a safe and orderly learning environment, and additional or alternative disciplinary consequences may be applied. In all cases, KS has the sole discretion to determine the appropriate level of discipline for each incident. Only disciplinary actions which results in a student's removal from the team may be appealed to the Principal.

Role of the Parent

A parent or legal guardian's love, encouragement, and belief in their child's ability can make a world of difference in their child's athletic success. Supporting their child will assure that he or she gets the most out of his or her athletic experience. To help this happen, we hold parents to the following expectations:

- Enforce school rules - Help children understand and follow the policies and rules contained in the Student Athletics section, as well as the Student and Parent Handbook, and support the school when consequences are invoked for a violation of the policies and rules.
- Support regular attendance - Make sure that the student athlete is at team practices, meetings, and games on time unless attendance is prevented by an illness, injury or emergency. If unable to attend, please make sure that the coach is notified in a timely manner.
- Appropriate Interaction with Staff - Open and respectful communication between parents, coaches, athletes, and/or athletics staff to address in a timely manner issues or concerns that arise can only help to strengthen and enhance a student athlete's performance. Coaches will do their best to help the athlete achieve his or her highest potential in any of the competitive sports offered at Kamehameha.

Ultimately, however, understanding each party's role both on and off the field and/or court will contribute towards a successful sport season.

- **Parent –Coach Relationship** - During the season, parents may have questions and concerns that they feel need to be discussed with the coaching staff. Please keep in mind that coaches are responsible for what is best for the entire team and take into account the needs of the entire team over those of individuals. The following guidelines should be used to determine whether such a topic should be discussed with your child's coach(es):
 - **Appropriate concerns to discuss with coaches:**
 - Treatment of their child which endangers a child's well being
 - Ways to help their child improve
 - Concerns regarding their child's behavior
 - Coaches' expectations and role for their child and the team
 - Ways in which they can help the team (i.e., fundraising, manpower at home games, etc.)
 - Their child's athletic as well as academic progress
 - **Inappropriate concerns to discuss:**
 - Placement on teams (future)
 - Playing time
 - Coaching strategies used during practice or games
 - Other student athletes
 - Problems with other coaches (unless an attempt to communicate directly with that coach was unsuccessful)

There may be times when a private conference between coach and parent is needed. In that instance, the parent should ask to speak or schedule an appointment with the coach in private. **The parent should refrain from talking to a coach about concerns before or after a game.** If a coach cannot be reached, parents are urged to contact the Associate Athletic Director or designee assigned to supervise the particular sport at the directory information in this Handbook who will assist in arranging the conference meeting. In the event the meeting does not provide satisfactory resolution, or if after meeting the problem continues to exist, parents may contact the Athletic Director or designee for further discussion of the situation or matter.

- **Appropriate Behavior and Sportsmanship at Athletic Activities** - Respectful and courteous behavior is expected at all KS sport events and competitions. This includes interactions with opposing players, coaches, spectators, and support groups as well as, game/league officials, judges, and referees. Individuals

exhibiting unsportsmanlike conduct may be subject to KS or league disciplinary rules, such as removal from games/vicinity/campus, or in serious cases, being banned from any participation in or attendance at athletic events.

- **Examples of Disrespectful and Inappropriate Behavior**
 - Taunting, trash talk, and other intimidating actions.
 - Not admonishing those sitting around you who exhibit poor sportsmanship.
 - Yelling and/or waving arms during opponent's free throw or service attempt
 - Disrespectful and/or derogatory yells, chants, songs, or gestures.
 - Booing and/heckling an official's decision.
 - Criticizing officials in any way and/or displays of temper with an official's call.
 - Yells that antagonize opponents.
 - Refusing to shake hands or give recognition of good performance(s).
 - Blaming loss of game on officials, coaches, or participants and/or displays of temper with coaches.
 - Laughing or name calling to distract opponent.
 - Use of profanity and/or displays of anger language toward student-athletes, coaches, officials, and other fans that draw attention away from the game.
 - Doing own yells instead of following lead of cheerleaders.
 - Threats of physical harm toward student-athletes, coaches, officials, and other fans.
 - Involvement in a physical altercation.

Role of the Coach

Coaches should motivate the athletes they work with and provide them with information that will allow them to train effectively and improve performance. In this regard, we expect our coaches to:

- Always maintain appropriate interaction with students.
- Prioritize student health and safety.
- Exemplify the highest moral character, behavior, and leadership, adhering to strong ethical and integrity standards "Practicing good citizenship is practicing good sportsmanship!"
- Respect the integrity and personality of the individual athlete.
- Abide by and teach the rules of the game in letter and in spirit.
- Describe and define respectful and disrespectful behavior. Stress that disrespectful behavior, especially taunting, trash talking and intimidation will not be tolerated.
- Set a good example for players and spectators to follow:
 - Refrain from arguments in front of players and spectators;
 - No gestures which indicate that an official or opposing coach does not know what he or she is doing or talking about;
 - Not throw any objects in disgust;

- Shake hands with the officials and the opposing coaches before and after the contest in full view of the public, and demand the same of their players.
- Respect the integrity and judgment of game officials by treating game officials with respect, even there is disagreement with the officials' judgment.
- Display modesty in victory and graciousness in defeat in public and in meeting/talking with the media. A coach should confine his or her remarks to game statistics and to the public and to the performance of the team.
- Instruct athletes and spectators in proper sportsmanship responsibilities and demand that they make sportsmanship the No. 1 priority.
- Develop a program that rewards participants and spectators for displaying proper sportsmanship and enforces penalties on those who do not abide by sportsmanship standards.
- Not be a party to the use of profanity or obscene language, or improper actions.

Role of the KS Athletic Community

It is our expectation that student-athletes, coaches, family & friends, and fans display proper sportsmanship at all athletic contests. In the simplest of terms, we want every student-athlete participant to experience all that interscholastic competition has to offer. The priority is for the competition to remain with the contestants; with no distractions or disturbances due to poor behavior of coaches, family & friends, and fans. We encourage fans to cheer for their teams but not cheer against the opponent and ask that fans show appreciation for good plays from both teams and individual student-athletes. It really is enough to cheer for student-athletes and support their efforts regardless of the outcome of the game.

**E lawe lilo ka ha'aheo, No Kamehameha ē!
(Take the victory with pride, for Kamehameha!)**

OUR ATHLETIC PROGRAM

The Kamehameha Schools Athletic Program offers a broad range of interscholastic sports. The interscholastic Program strives to promote the development of a student's highest potential by providing students with a vast range of opportunities to practice good sportsmanship, and to appreciate the benefits of discipline through training, teamwork, and commitment.

Eligibility to Participate In Athletics

A student athlete who maintains a satisfactory academic and conduct record is considered to be eligible to participate in athletics or represent Kamehameha, subject to the following guidelines:

Eligibility Forms - Any student wishing to participate in team activities, including summer workouts, pre-season strength and conditioning, practices, or competition at Kamehameha Schools must be medically cleared to start school and must have the following forms properly completed and current:

1. **Physical Evaluation:** This form provides the student athlete's medical history and physical examination and communicates medical clearance from a licensed Physician Assistant, Advanced Practice Registered Nurse, or Physician for the student to participate in sports. This form must be completed at least every 13 months. This completed form should be submitted to the student's health room.

All student Athletes must have medical insurance coverage, typically by being on a parent's medical insurance policy or by having QUEST. QUEST is a free health insurance program for low-income individuals, and you can apply online at mybenefits.hawaii.gov. Students who are not insured are not eligible to participate in any KS athletic program, NO EXCEPTIONS. THE PARENT/GUARDIAN MUST ENSURE THAT THE STUDENT ATHLETE HAS MEDICAL INSURANCE.

If an athlete is seriously injured, he/she must have a doctor's release before he/she can return to practice or compete in athletic contests. PARTICIPATION IN AFTER SCHOOL PRACTICE OR ATHLETIC CONTESTS WILL NOT BE PERMITTED IF THE ATHLETE IS OUT OF SCHOOL ALL OR PART OF THE DAY AS DEFINED BY THE ATHLETIC OFFICE OF THE PRACTICE OR CONTEST FOR REASONS OF ILLNESS OR INJURY. The only exception to this rule is a doctor's release, which must be presented to the athletic trainers and coach prior to the practice or the contest.

It is the parents/guardians' responsibility to contact the department to update information.

Final Team Selection– Participation in athletics is both voluntary and a privilege, and is neither compulsory nor a right. While coaches strive to keep as many students as they can without unbalancing the integrity of their sport, other factors such as time, space, facilities, equipment, personal preference, and other factors will place limitations on the most effective team size for any particular sport. Coaches will select their final roster for their teams based on the following considerations:

1. Prior to trying out, the coach shall provide the following information to **all** candidates for the team:
 - a. Extent of try-out period.
 - b. Criteria used to select the team;
 - c. Number to be selected;
 - d. Practice commitment if they make the team;
 - e. Game commitments.

2. All student athletes who tryout are considered potential candidates. Therefore, everyone is to be given an equal chance in order for the selection process to be fair and balanced. NO COACH is allowed to have their teams “pre-picked” or selected prior to their actual scheduled try-outs.
3. When a team cut becomes a necessity, the process will include three important elements. Each candidate shall:
 - a. Have competed in a set amount of practice sessions;
 - b. Have performed in at least one intra-squad game;
 - c. Be personally informed of the cut by the coach and the reason for the action.
4. The final selection for any team sport shall be made by the coach, subject only to review for good cause by the Athletic Director. In the event an athlete appeals the cut as being unfair, he/she may be granted an additional day to try-out.

Participation in Multiple Sports: Student athletes may participate in as many sport seasons as the student and their parents wish them to participate in **without influence from any coach to specialize in one sport.**

1. Athletes may also participate in more than one sport in a sports season. To be allowed, a student must be in good academic standing and coaches of both sports must work together. The athlete is to choose one sport as the primary sport. Some practice in both sports is required. Ideally a practice and competition schedule will be created prior to the start of both sports’ seasons. All parties involved must communicate openly, effectively, and constantly.
2. Although athletes may choose the sport(s) they wish to enjoy, once the season has started no one shall change sports without the consent of each coach involved. Athletes cut from one sport, however, may try out for another sport providing they did not “quit” or were not cut from the first sport for disciplinary reasons.
3. No athlete may start another sport until the previous one has been completed. (Unless approval is given by the current coach)

Ineligibility to Participate In Athletics

A student athlete may be deemed ineligible to participate in athletics or represent Kamehameha if any of the following occurs:

1. **NOT MEDICALLY CLEARED FOR SPORTS**
Upon notification from the Athletic Office, any student on a roster or list who IS NOT MEDICALLY CLEARED FOR SPORTS BY KS, **MAY NOT PRACTICE OR**

COMPETE UNTIL they have completed all requirements for medical clearance for sports. This policy is strictly enforced.

2. ABSENCE FROM SCHOOL.

Students whose absence from school has been determined by the campus unit office as unexcused are **NOT ELIGIBLE TO PARTICIPATE** in any practice or scheduled league event. Exceptions to this policy require the approval of the Principal or Vice Principal.

3. STUDENTS ON ACADEMIC OR CONDUCT PROBATION.

Students who represent Kamehameha must be in both good academic standing and behave appropriately.

A. ACADEMIC PROBATION - Students with at least **one (1) "F"** or **two (2) or more "D" grades** or below a 2.0 GPA for the quarter will be **INELIGIBLE** to represent the school for a minimum of a **(2) two-week period**.

- i. Students **may continue to practice** with their teams or groups during the ineligibility period. Study Hall on/during assigned Study Hall times/dates will be required.
- ii. After two (2) weeks, beginning with the third week, eligibility will be determined through a grade check conducted by the Athletic Department. Please remember that Administrative clearance to resume participation **DOES NOT** remove the student from academic probation; therefore student must continue attending study hall for the remainder of the quarter.
- iii. Student athletes with **two or more "F" grades**:
 - a. **May still participate in PRACTICE but not in any league scheduled COMPETITION** for a minimum of **four (4) weeks**. Study Hall on/during assigned Study Hall times/dates will be required.
 - b. After four (4) weeks, beginning with the fifth week, eligibility will be determined through a grade check conducted by the Athletic Department. Again, please remember that administrative clearance to resume participation **DOES NOT** remove the student from academic probation; therefore student must continue attending study hall for the remainder of the quarter.
- iv. Students on academic probation are **not** permitted to represent the school in any activities and will have their unscheduled time restricted for a minimum of a two-week period. Administrative clearance to

resume participation in activities does not remove the student from academic probation.

- v. Students on academic probation are allowed to sit on the bench with the team. However, they are NOT ALLOWED to suit up and wear their uniform.
- vi. Athletes with a quarter GPA below 2.0 will be ineligible to compete in state tournaments.

B. CONDUCT PROBATION - As stated in this Handbook, Conduct Probation is assigned to a student for repeated infractions of school rules or a major violation. Any student who is placed on conduct probation **will not be permitted** to represent Kamehameha in any activities and will have their unscheduled time restricted for a minimum of a **two-week period**. During that **two-week period**, they may practice, but **may not compete**. Other restrictions, such as no early release from school, no riding with the team, or standing or sitting with the team during games, may be imposed. (The dates and duration of the ineligibility period will be determined by the Principal/Vice-Principal.)

4. QUITTING A SPORT

Being a team member means making a commitment to Kamehameha, the team, teammates, and to the coaches. This commitment begins at the point when team rosters are drawn and then becomes a contract when the teams' eligibility list is submitted officially. The normal rule for athletes quitting a team is that they make themselves ineligible for any sport during that season which has already begun. If a student should break this contract and decide to quit without school sanction (i.e., academic difficulties, misbehavior, etc.), then the following conditions will apply:

- a. Normally, an athlete who is dropped from one squad for disciplinary reasons, or who "quits" after competition has begun, shall be ineligible to compete in another sport for the current season as well as the next.
- b. He or she will also forfeit any individual or team awards, which may have been earned for that particular sport within that particular year.
- c. Exceptions for just cause may be made only with the approval of the Athletic Director or the Principal.

Awards and Recognition

All Athletic Awards and Letters are issued to student athletes at the end of the academic school year, and are based on the following general criteria:

1. Regular attendance and participation during the season.
2. Being a team member in good standing at the end of the regular season.
3. Any responsibilities outlined by the coach prior to the beginning of the season that have been satisfied.
4. All team managers and statisticians are eligible for Letters.

All qualifying athletes will receive an Award of a Chenille Letter “K” together with corresponding inserts and certificate (Varsity only), or Letter certificates (JV and Middle School sports). Other awards may be available. Please check your campus athletic office or website for more information.

Male and Female Athletes of the Year

This award recognizes a Kamehameha male and female senior who excelled in one or more sports and is considered the outstanding senior male and female of the year. The Athletic Director selects the recipient with input from coaches. A plaque (replica) is also given to the recipient.

Senior Scholar Athletes of the Year Award

Presented annually to an outstanding male and female senior who excelled in one or more sports and who also excelled in academics with a minimum cumulative grade point average (GPA) of 3.0 through the end of the first semester of their senior year. The Athletic Director selects the recipient with input from coaches. A plaque is also presented to the recipient.

DAY TO DAY STUDENT ATHLETE LIFE

Practice Sessions and Schedules

Student athletes are responsible for attending and participating in all regularly scheduled team practices, which are held after the regular school day, Monday through Friday, 3:15 PM - 5:45 PM. Middle School practices at La'amea Gym and Keaka Play court must end by 5:30 PM. In addition, practices may be scheduled on Saturdays and non-instructional days, at the discretion of the Coach and in collaboration with our Athletic Trainers, but no practices will be held on Sunday. Evening practices may also be scheduled, but only upon the approval of the Athletic Director. Upon completion of all afternoon classes, athletes should report directly to the locker rooms to prepare and be prompt for practices.

Dress Code and Appearance

During all regularly scheduled practices and games, athletes are expected to wear their KS issued athletic uniform, unless special circumstances warrant approval otherwise. During any practice or game, no jewelry of any type is allowed. Items that must be removed include: earrings, necklaces, watches, bracelets, finger rings, toe rings, brow rings, belly button rings, nose rings, and tongue piercings. Such items may result in lacerations, severe contusions, and/or avulsions to both the student and those around him/her. Covering jewelry is not equivalent to removing jewelry. New piercings and tattoos are considered open wounds and are highly discouraged. Students should ensure proper healing time before participating in athletics. If jewelry is not removed, the student will be removed from participation.

Student Athletes who are members of an athletic team but are not actively participating with their team on any given day must wear their KS school uniform or, when approved, their team t-shirt or polo shirt with school shorts, long khaki pants, or jeans. Shirts shall fall below the waistline of the student.

A student athlete's dress and appearance must follow the Dress and Appearance Guidelines stated in this Handbook. This same dress code applies to student-managers. Failure to abide by the Dress and Appearance Guidelines may result in the student athlete being held out of practices or from representing KS at athletic events.

ABSENCES, LEAVES, AND TARDINESS

Student athletes are expected to attend all scheduled practices and games during the athletic season, unless excused due to illness or injury. As set forth in other sections of this Handbook, an athlete who is absent from school for more than half of the day due to illness will not be allowed to practice or otherwise participate in any athletic event until

they are cleared by their parent or physician to return. A student athlete is **expected to** attend all classes on his/her schedule on the day of a game and the next school day following the game. Habitual absences, before and after games may result in suspension from the team. Athletes may also be excused due to participation in an approved KS school activity, or from written approval received from the Vice Principal or Principal.

Athletes are expected to arrive on time for all scheduled practices and games, as determined by the Head Coach. Athletes who are late to practice without an approved excuse will be considered tardy and are subject to the disciplinary consequences as set forth in this Handbook.

Student athletes who are absent from school for more than half of the day will be considered to have been sick and may **NOT PARTICIPATE** in any practice or a scheduled league event. Student athletes need to have attended at least two (2) or more periods within a school day in order to be eligible to participate in any athletic event. (Exceptions to this policy require the approval of a Vice-Principal.)

Student athletes who miss part of a school day because of a doctor or dental appointment will be permitted to participate in an extracurricular or athletic event scheduled for that day, evening or weekend, provided that they are cleared by the Unit Office before going to the appointment. Likewise, the same is true for a student athlete who is out sick on a game day PROVIDED that the athlete is cleared by a licensed healthcare provider to participate. The healthcare provider's written medical clearance must be presented to the student's school nurse or athletic trainer before the student athlete can participate. On the following school day, the school nurse or athletic trainer must ensure that a copy of the athlete's clearance is presented to the student athlete's Vice Principal.

Early Dismissals

Coaches are asked to schedule games after the regular school day and on weekends during the regular season. There may be times, however, when games may be scheduled that require the student athlete to be released earlier than the end of the school day. When a student athlete is released earlier than the end of the regular school day, it is the responsibility of the student athlete to:

- Notify their teacher(s) of periods they will miss.
- Turn in any assignments that are due the day of early release, BEFORE leaving for the game.
- Coordinate with their teacher(s) to reschedule any quizzes, exams or presentations scheduled for the day of early release.

Admission to Games

- **KS STUDENTS** are admitted for FREE to regular season home games with his/her student I.D. BIIF student activity cards (high school students) can be purchased to attend regular season **away and post season games at reduced prices.** BIIF student

activity cards (only at participating schools) allow the bearer entry into regular season away contests for free. **BIIF student activity cards** are available for purchase for \$20.00 through the athletic office (high school campus) on school days from 10:00am-3:30pm, and are active for the entire school year. BIIF student activity cards are honored at BIIF post season tournament games, however, admission is charged at a discounted rate. BIIF student activity cards are not honored at HHSAA State Tournament games.

- **KS PARENTS/OHANA** can purchase KS Parent/Ohana passes for \$25 each (cash only) from the athletic office (high school campus). KS Parent/Ohana passes are active for the entire school year. These passes allow the bearer **FREE** entry **ONLY** at KS regular season HOME games. KS Parent/Ohana passes are **NOT** honored at away contests, pre-season tournaments (fundraisers), BIIF playoff games, or HHSAA State Tournament games.
- **KS FACULTY/STAFF** are admitted for **FREE** to regular season home games.

BIIF: Admission prices available at: <https://www.biifsport.com/page/2994>

HHSAA: There is an admission fee to attend all state tournament games sponsored by the Hawai'i High School Athletic Association (HHSAA). Information concerning HHSAA-sponsored events is usually made available and/or published closer to the scheduled event. Please check with the HHSAA website at <http://hhsaa.org> for more information.

At all events, students are expected to: dress appropriately, show good sportsmanship, be considerate, and keep the facility free of litter.

Taking Photos or Videos at Games

In general, the taking of photos and videos at all KS athletic events and competitions is allowed, provided that they do not unreasonably interfere in any way with the operations of any athletic event. For example, no flash photography at indoor contests. You will be expected to comply with the request of any coach, staff member, and/or game/school official to remove or relocate yourself and/or equipment within the competition area. Failure to do so may result in the loss of the privilege to record or attend future athletic activities.

Potlucks and Snacks

Because many of our scheduled games are held in areas far from our campus, team potlucks or refreshments after games are allowed (this refers to all home and off campus games) with the approval of the host school. Please ensure that all refreshments are coordinated and arranged through the respective coaches.

Team Fundraising

All fundraising activities in connection with any KS athletic activity or event must be approved and adhere to KS' policy on student fundraising. The fundraising policies are adopted for the health, safety, and well-being of students and include guidelines for the selection of fundraising activities, security requirements for proceeds and sale of perishable food items. For details on the KS fundraising policies, please contact your coach.

All athletic t-shirt designs should promote the team concept and the KS spirit of ha'aha'a. Fundraising should NOT begin (e.g. commit resources and/or collect money) until coaches seek and obtain approval from the Athletic Department.

Use of the Name "Kamehameha Schools" and the I Mua Warrior Logo

The name "Kamehameha Schools" and the I Mua Warrior logo (shown below) are registered and protected as trademarks, service marks, and trade names under federal and state law. They are valuable intellectual property of KS and it is important to protect them and use them properly.



KAMEHAMEHA SCHOOLS®

For this reason, the use of these marks in connection with the sale of any products or any commercial activity, or any use of these marks that implies sponsorship or endorsement by KS of any activity (even a non-commercial activity) requires the written approval of KS. To learn more about these requirements, please contact the campus athletic office at 982-0653.

The Use of Nutritional Supplements

Nutritional supplements are widely used by athletes in high schools nationwide to enhance strength and endurance during performance. These supplements, however, are not regulated by the Food and Drug Administration (FDA) and may contain potentially harmful ingredients such as (but not limited to) creatine, ephedrine, or excessive amounts of caffeine. Given their widespread use, the National Federation of High Schools (NFHS) strongly recommends that all student athletes and their parents/guardians consult with their physician before taking any supplemental nutrition product. While the use of nutritional supplements does not violate the laws, it is KS policy that KS coaches will not dispense or recommend any supplement to a student athlete.

SAFETY AND SECURITY

Policy Prohibiting Discrimination, Harassment, Intimidation or Bullying (HIB)

KS is committed to providing safe, healthy and respectful environments for its learner communities free from all types of discrimination, harassment, intimidation, or bullying (HIB) that would interfere with a student's ability to learn and enjoy his or her educational experience.

"HIB" is any gesture, any written, verbal, or physical act, or any electronic communication, whether it be a single incident or a series of incidents, that takes place on or off school property, at any school sponsored function, or on a school bus that substantially disrupts or interferes with the orderly operation of the school or the rights of other students and that a reasonable person should know, under the circumstances, will have the effect of physically or emotionally harming a student or damaging the student's property, or placing a student in reasonable fear of physical or emotional harm to a person or damage to a property; has the effect of insulting or demeaning any student or group of students; or creates a hostile educational environment for a student by interfering with the education, or by severely or pervasively causing physical or emotional harm to the student.

Any incident of discrimination, harassment, intimidation, or bullying should be reported immediately to permit KS to take appropriate action.

Policy Prohibiting Sexual Misconduct

KS prohibits sexual misconduct of any kind between adults (faculty, administrators, staff, coaches, other employees, volunteers and contractors) and students, and between students, regardless of age. KS treats all reports of sexual misconduct seriously, with the safety and well-being of our students as our first priority. KS will promptly assist the student victim to obtain medical care and other necessary support, and notify the victim's parents of sexual misconduct allegations. KS will also promptly investigate all reports of

sexual misconduct and take necessary action, including reporting and discipline, in accordance with KS' policies and procedures. KS is committed to increasing awareness around sexual misconduct and supporting victims and their families.

“Sexual Misconduct” is any form of sexual harassment, exploitation or abuse. It includes behaviors that may range from sexually provocative, tasteless or degrading comments or jokes, to conduct by an adult who fails to observe appropriate boundaries with a student (e.g., gifting, one-on-one activities or communications for non-school (personal) purposes), to more serious behaviors such as intentional unwelcome sexual contact (e.g., touching or patting breasts, buttocks or other sexual body parts) or engaging in a romantic and/or sexual relationship between a student and a KS-related adult.

How to Report Suspicious Activity

Students who wish to report any violations of school policy contained in this Handbook, or wish to raise concerns/ask questions that affect the health, safety and or well-being of any student (e.g. abuse and neglect, harassment, intimidation, bullying, sexual misconduct, violence or threats of violence, suicidal thoughts or action, or drug or alcohol use) should immediately contact a trusted adult on campus, including the school nurse, a counselor, a faculty member, any administrator, or the Po’o Kula (collectively, “Student Supporters”). If the student reporter is a victim, the student should immediately report the incident to a Student Supporter so that KS may assist the victim and take other appropriate actions. Reports may be received both verbally or in writing.

Students are also encouraged, but not required, to make a report online with KS’ Hi’ikua Student Helpline. While reporters are encouraged to identify themselves in order for KS to ensure efficient attention to any concern or issue, anonymous reports are accepted and investigated to the fullest extent possible. The Helpline is not intended to replace traditional reporting methods should students or families feel comfortable doing so. To access the Hi’ikua Helpline:

- Online: www.hiikuahelpline.ethicspoint.com or www.ksbe.edu/hiikua
- Toll free: 1-844-284-2640

Adults who wish to report any suspicious activity, whether reasonably suspected, alleged, or actually witnessed, may file a report in KS’ EthicsPoint system at <https://secure.ethicspoint.com/domain/media/en/gui/13061/index.html>.

Kamehameha Schools does not tolerate retaliation against anyone who in good faith, reports a concern. It is a violation to knowingly report false allegations. A student or staff member who is found to report a false allegation may be subject to disciplinary action. KS shall also report known or suspected child abuse and neglect to the government authorities

Corrective Action

Once a report is received, KS will conduct an investigation based on credible allegations, whether or not a student victim chooses to bring a formal complaint or participate in KS' investigation. KS will require the participation and cooperation of all non-victim students and adults in an investigation, and any non-victim who refuses to cooperate may face disciplinary action. KS may take disciplinary action, up to and including suspension or release, as determined by KS in its sole discretion. Information and activities surrounding school investigation and disciplinary proceedings are confidential. Discipline is handled by KS and the families directly involved. If the infraction is serious and circumstances warrant, KS may report the incident to local law enforcement officials. KS' school investigation is separate and independent from any law enforcement investigation. Nonetheless, KS will cooperate in any government investigation. A detailed list of reportable infractions and disciplinary actions can be found in the "Citizenship Behavior" section of the Handbook.

Policy on Appropriate Interaction with Students

Kamehameha Schools (KS) expects athletic staff (coaches, athletic trainers, etc.) and employees (collectively "staff") who interact with students will ensure that an appropriate teacher/student and adult/child relationship is maintained by conducting themselves in a professional manner that is age and culturally appropriate at all times. Interactions between staff and student that should be avoided regardless of whether the conduct occurs on or off KS property, or during working or non-working hours, includes but is not limited to, singling out a student for personal attention beyond what is required for the performance of one's job, initiating or extending contact with a student beyond the school day or outside of class times or school related activities, including through social media activities, without a legitimate reason to do so. Under no circumstances will a sexual relationship between an Adult (someone over 18 years of age, not in the status of student) and a KS student be construed as consensual. Romantic or sexual relationships between adults and students are strictly prohibited and will lead to the staff member's termination. If a KS athletic staff member is acting inappropriately towards a student athlete, please report the matter to the Athletic Director.

Right to Search

Kamehameha Schools is a private educational institution responsible for the safety of its student athletes and staff members. As such, KS reserves the right to search student athlete lockers, cars, persons, and personal possessions if there is a reasonable suspicion that a student athlete is in possession of contraband items or has violated school rules or criminal laws. Searches may include drug and alcohol testing and/or the seizure of contraband items that may injure student athletes or others. Kamehameha Schools strives to ensure that searches and/or seizures be justified at their inception and reasonably related in scope to the circumstances that justified the initial search and/or seizure.

Visitors & Volunteers

KS depends greatly on parents, relatives, and community volunteers to enhance its curriculum and to make such things as field trips and special activities possible. In order to provide the safest environment for student athletes and volunteers, KS requires every volunteer who will be in direct contact with student athletes for an extended period (example: sleepovers), and/or on a regular basis, to complete a volunteer information form, have a TB test on file, and authorize criminal history record check annually before working directly with student athletes.

In all cases, Kamehameha reserves the right to refuse to allow visitors or volunteers, including parents, relatives, or caregivers, to participate in its programs and services if, in the opinion of the administrator, there exists a reasonable belief that the visitor or volunteer may pose a risk to the health, safety, or welfare of the student athletes.

ATHLETIC HEALTH SERVICES

Athletic Training Services

Kamehameha Schools strives to provide a safe and healthy athletic experience for the entire Kamehameha Schools athletic community, consistent with its medical care standards as set forth in the Health Services section of this Handbook. Both campus Health Services staff and Certified Athletic Trainers provide athletic healthcare services to student athletes.

KS' Certified Athletic Trainers are multi-skilled health care professionals who collaborate with physicians to provide preventative services, emergency care, clinical diagnosis, therapeutic intervention and rehabilitation of injuries and medical conditions. Athletic trainers work under the direction of the KS Student Health Services Director, team physician(s), and the student's private physician as prescribed by state regulatory statutes, and in collaboration with KS Health Services staff. Any injury or illness requiring treatment beyond the scope of athletic training will be referred to the student's physician or the nearest emergency care facility.

Athletes are not to be in the athletic training room unless they are being examined or treated by an athletic trainer. Only authorized and qualified personnel under the direct supervision of an athletic trainer, shall be allowed to use the medical or rehabilitation equipment in the athletic training room.

Priority of Service in the Athletic Training Room

In-season athletes preparing for practice or an event will receive priority to avoid tardiness to the practice or event. All other athletes will be serviced as staffing permits.

Coverage of Practices and Events

A Certified Athletic Trainer will be accessible during regularly scheduled campus practices and games. Coverage of practices and events is determined by the KS Athletic Trainer Staffing policy and is determined by level of risk, location of event, availability of KS staff and if off-site availability of host medical personnel.

Illness or Injury Occurring at Practice or Event

All injuries should be reported as soon as possible to the athletic training staff. The athletic training staff will assess the condition, treat the condition, or refer the athlete to another medical professional. The athletic trainers will communicate with the students and coaches as to their participation status until release for return to full participation.

When a Kamehameha Schools Certified Athletic Trainer is unavailable for an off campus athletic event, the host athletic trainer is usually responsible for emergency/first aid care of all participants. If there is no host athletic Trainer or the trainer is otherwise unavailable, the Head Coach is responsible for the athlete's care. When a Certified Athletic Trainer is not present, the coach must make very conservative decisions when deciding to return an injured/ill athlete to play. Athletes and parents are not authorized to make athletic health care decisions for Kamehameha Schools.

Clearance to Return to Full Participation

The athletic training staff must clear every injured or ill athlete before returning to full participation, whether assessed/treated by the athletic training staff or not. A physician's clearance is a release to the care of the Certified Athletic Trainer—not a clearance to full participation in athletics. Clearance is based on the athlete's ability to participate in practice safely. The Head Coach is responsible for determining when the athlete will return to competition after obtaining clearance from the athletic training staff.

Injury/Illness Education

Best practices for athletics recommend that coaches, parents and students receive education regarding Head Injuries, Sudden Cardiac Arrest (SCA), Heat Illness and other environmental conditions. Athletics requires all KS coaches take an annual online course on Head Injuries/Concussions, Sudden Cardiac Arrest and Heat Illness. The following sections provide a brief synopsis for Head Injuries/concussions, SCA, and Heat Illness. More information can be obtained from the resources/references which follow.

❖ Concussion Management

Kamehameha Schools (KS) Concussion Prevention and Management Program has been created to ensure that students return to athletic participation and other school activities safely. It applies to all students and is in accordance with national best practices, the Hawaii High School Athletic Association Rules for Minimizing Head Impact Policy and Hawaii State Law.

In the management of a concussion KS utilizes ImPACT (Immediate Post-Concussion Assessment and Cognitive Testing) a neurocognitive assessment administered online in a controlled environment. ImPACT has two components: baseline testing and post-injury testing which are used in conjunction to determine if a patient can safely return to an activity. Student athletes in contact or collision sports will take baseline tests on an every other year basis as determined by campus policy. ImPACT is one component of the comprehensive management of a concussion. It is not a diagnostic tool nor is it exclusively used for clearance from injury.

All students with a suspected concussion must be evaluated by a healthcare provider and if diagnosed must complete the KS return to school/play protocols, whether or not a student sustained a concussion while participating in a KS athletic activity

Day students suspected or diagnosed with a concussion should be evaluated by a community licensed healthcare provider who is able to provide medical clearance (advanced practice nurse, neuropsychologist, physician assistant, physician, or osteopathic physician trained in concussion management).

Clearance by a qualified provider to return to school is considered clearance to begin the KS return to school protocol. Once a student has returned to school full time, the student can begin the KS return to play protocol. A healthcare provider's clearance to return to play is considered clearance to begin the KS return to play protocol, and will not be treated as clearance to return to the KS athletic activity.

All students who sustained a concussion must readmit through the student's health room and provide clearance to return to school from a licensed healthcare provider who is qualified to do so. When school is not in session, an athletic trainer will begin the RTP protocol when student has clearance to return to play from a licensed healthcare provider and is symptom free at rest or with minimal exertion.

To allow for optimum health and safety of the student during recovery the athletic trainer will notify and communicate with the KS Student Success Team (SST) when a student has been diagnosed with a concussion. The SST will provide coordinated care for the duration of the student's recovery, under the direction of the student's healthcare provider as applicable and may involve the following or their designee as well as others as applicable: the School Counselor, Vice Principal, Learning Supports Specialist, Behavioral Health Specialist, Nurse, and as applicable.

RETURN TO PLAY GUIDELINES

KS will use the following guidelines. Consistent with the Hawaii Concussion Management Program, as a guide to return the student athlete to active status:

Step 1: Cognitive rest. This may include staying home from school or limiting school hours and study for several days which would be determined by a physician or

the SST. Activities requiring concentration and attention may worsen symptoms and delay recovery.

Step 2: Return to school full time.

Steps 3-7 will be supervised by a KS Athletic Trainer. (Each step is separated by a minimum of at least 24 hours.)

Step 3: Light exercise. This step cannot begin until student is cleared by the treating physician for further activity. At this point, the student may begin walking or riding a stationary bike under supervision.

Step 4: Running in the gym or on the field. Completion of step 4 will allow clearance for return to PE.

Step 5: Non-contact training drills in full equipment. Weight training can begin.

Step 6: Full contact practice or training.

Step 7: Play in game.

For more information regarding concussions, including signs and symptoms, please visit the U.S. Department of Health and Human Services' Centers for Disease Control and Prevention website and factsheet located at http://www.cdc.gov/headsup/pdfs/schools/tbi_factsheets_parents-508-a.pdf.

❖ Sudden Cardiac Arrest

Sudden cardiac death in young athletes is nontraumatic, nonviolent, and unexpected. An athlete actually appears healthy within 6 hours before death. Most often, death is caused by a heart (cardiac) problem.

How often does it happen?

About 5 million youth participate in competitive sports each year. Chances of a teen dying from heart failure while playing sports is less than 1 in 250,000. Each year, approximately 10 to 13 such cases are reported in the United States. In comparison, about 15,000 teens die each year in motor vehicle crashes.

For reasons unknown, sudden cardiac death appears to be more common in boys, African-Americans, and football and basketball players. This may be because more athletes participate in these sports. Most deaths occur between 3 PM and 9 PM - during or immediately after training or competition.

What causes this?

Most young athletes who die unexpectedly from heart disease while participating in sports were not known to have heart disease. Most sudden cardiac deaths in athletes younger than 35 years are due to conditions that may be inherited or conditions that the athlete had since birth. Unfortunately, some heart problems that can cause death during sports

training and competition are not likely to be detected during sports physicals or routine exams.

Screening Evaluations

Before participating in any sports, young athletes should have a complete physical exam that includes a detailed personal and family history of any heart conditions. Most children and teens who experience heart symptoms during physical activity will not appear to have heart disease during an exam, so more tests may be needed.

Athletic screening (sports physicals) should be done by a health care provider with the training, medical skills, and background to obtain a detailed family history of heart disease, perform a physical exam, and recognize heart disease. Screening evaluations should include a complete medical history and physical exam, including blood pressure measurements.

Parents Should Complete the Medical History Forms with their Child

Young athletes may be at greater risk and need further evaluation and tests if there is:

1. A history of chest pain, dizziness, fainting, or abnormal shortness of breath or fatigue during exercise.
2. Unexpected sudden death of a family member at a young age. (This could mean there is a possibility of inherited heart disease.)
3. A history of abnormal heartbeat or heart murmur (most murmurs are harmless).
4. Heart and/or eye problems experienced by an athlete who is unusually tall, especially if being tall is not common in other family members.

Electrocardiography (EKGs) and echocardiography (echoes) are not recommended as part of regular screening of athletes. This is because a heart problem is found very rarely.

Recommendations

Most young athletes with heart conditions can participate in most, if not all, physical activities. Deciding whether to participate in physical activities is an individual choice. It is the main responsibility of health care providers to evaluate each individual heart problem and set individual limits of physical activity with appropriate consultation with a cardiologist.

Source: American Academy of Pediatrics:

<https://www.healthychildren.org/English/health-issues/injuries-emergencies/sports-injuries/Pages/Sudden-Cardiac-Death.aspx>

❖ Heat Illness

Exertional heat illness includes exercise-associated muscle cramps, heat syncope, heat exhaustion, and exertional heat stroke (EHS). Current best practice guidelines suggest that the risk of exertional heat injuries can be minimized with heat acclimatization and diligent

attention to monitoring individuals participating in activities that place them at a higher risk for these types of injuries. In the event an athlete sustains a heat illness, immediate and proper treatment is needed. KS adheres to the Hawaii High School Athletic Association Heat Acclimatization Policy which includes a 14 day acclimatization protocol, environmental monitoring and modification of practices as needed, proper hydration, recognition of signs and symptoms and an emergency action plan for heat related illness.

Prevention of Heat Illness

- Students should monitor their body weight before and after practice to ensure they are replacing fluids lost, especially during hot and humid events (practices and games).
- Monitor the color of their urine to ensure proper hydration levels. Urine should be a light/pale color similar to the color of lemonade.
- Replace fluids with water and/or sports drinks to replace fluids and electrolytes.
- Be encouraged to get 6 to 8 hours of sleep and eat a well-balanced diet.
- Should not participate in athletics when they have a fever ($\geq 100.4^{\circ}\text{F}$)

Resources:

https://www.sportshigh.com/assets/content/resources/governing_documents/Heat-Acclimatization-Revised-8-22-16.pdf?1478652398

<https://ksi.uconn.edu/>

Each Campus also has emergency preparedness plans for lightening and other natural disasters. The Athletics Director has responsibility for communicating those plans.

Student Accident Insurance

Kamehameha Schools provides limited accident insurance for students for accidental injuries incurred during participation in school functions, activities, or trips. This insurance provides accident coverage in conjunction with parents' personal medical insurance. For more information, please contact the campus athletic office at 982-0653.

SERVICES AND RESOURCES

Uniforms, Lockers, Equipment, and Facilities

Athletes are expected to exercise care of school uniforms, equipment, and facilities, and to report any abuses to their coach or the Athletic Director. Replacing broken or damaged equipment/facilities can only result in a loss of monies that could be used elsewhere in the athletic program.

1. Athletes may receive the following items (items may vary depending on the sport):
 - (a) One (1)-combination lock and a locker (If a locker is not available, they may need to share/double-up)
 - (b) One (1)-set of practice clothes (t-shirt and a shorts)
 - (c) (*) A set of game uniforms (*depending on sport)
 - (d) One (1) laundry belt
 - (e) One (1) towel (towels are exchanged on a one-for-one basis)
 - (f) Socks and other sporting apparel are also available upon request. (depending on availability)
2. In the event that an athlete withdraws from the team, all items that have been issued must be returned immediately and the athlete must clear out their locker by the next school day following withdrawal from the team. Failure to clear out their locker within 3 days of withdrawing from a team will result in the individual's lock being removed. If an individual's lock is removed, personal belongings will be bagged, identified, and held for a period of two weeks from the date of withdrawal. Thereafter, items will be disposed of.
3. Athletes must return uniforms and equipment on the last day of their respective seasons. They shall clear out their assigned lockers by the next school day following their last competition. Failure to clear out their lockers within 3 school days following their last competition will result in the individual's lock being removed. If an individual's lock is removed, personal belongings will be bagged, identified, and held for a period of two weeks from the first school day following the conclusion of the season. Thereafter, items will be disposed of.
4. All uniforms (practice and game) and equipment must be returned in good condition at the end of the season. Any stolen, damaged, missing, or unreturned items will be subject to a finance charge that must be paid before any other items are issued, and before any grades are issued. (Seniors may not be able to graduate until their balances are cleared.)
5. Student athletes will be **charged** the cost of replacement uniforms or equipment. Once uniforms are returned to their respective locker rooms, the locker room attendants will submit a credit slip to the Cashier's Office to credit the athlete's account.
6. Students who have not cleared their accounts will not be able to register for classes for the following semester, will not be issued uniforms for any other sport during the next sport season, and students in Grade 12 will not be able to graduate.

Uniforms

Student athletes' practice and game uniforms are issued under the following guidelines:

1. Laundering of Uniforms
 - (a) **ALL UNIFORMS ARE TO BE WASHED DAILY or after each game AT SCHOOL.**
 - (b) Home washing is to be discouraged unless transportation makes it difficult to return to campus. In such cases, student athletes will be held responsible for any damage to the uniforms washed outside of school.
 - (c) Properly returned uniforms will be washed & dried on the issued wash belts; and returned to the student athletes' lockers.
 - (d) **Absolutely NO PERSONAL ITEMS ARE ALLOWED ON THE WASHBELTS!** (Washbelts will not be washed if personal items are found on them)
2. Uniforms and equipment are to be worn only during practice sessions and at interscholastic contests, or upon approval of the Athletic Director. At no time are athletes to wear their athletic uniforms or equipment for:
 - (a) P.E. classes
 - (b) Work or job
 - (c) Socially
 - (d) School wear (see policy below)
3. Normally, the wearing of athletic uniforms will be reserved for special school occasions, upon the approval of the Athletic Director.
4. Warm-up jackets for certain sports (e.g. baseball, softball, basketball, cheerleading, etc.) may not be worn to and from school. They should be turned in to the locker rooms after every game along with the uniforms to be laundered.
5. Athletes are strongly encouraged to return their uniforms and other equipment on the day of, and directly after their last contest.

Lockers

Student athlete lockers will be issued according to the following guidelines:

1. **Absolutely NO rough-housing and throwing of towels or other objects allowed in the locker room. Hazing of other players is not allowed, and is subject to disciplinary action.**

2. No photos or video are permitted to be taken in a locker room without permission from a coach. Misuse of phones will result in disciplinary actions, including release from KS.
3. Since other teams will be using the locker room area, please make an effort to keep this area as neat and clean as reasonably possible.
4. All showers must be turned off after showering. The last person to leave the shower room is expected to check all showers.
5. **No one** except coaches and assigned players **are allowed in the locker room.**
6. **No GLASS** containers are permitted in the locker room areas.
7. All shoes must be put on and taken off outside of the locker rooms. No metal or hard-plastic spikes or cleats are ever allowed in any other part of the school building. House/shower slippers may be kept in personal lockers and worn in the locker room.
8. Towels for athletics are furnished by the school. Each athlete will receive a clean towel when lockers are issued and is expected to place it in the proper barrel after each use in exchange for a clean towel.
9. Report any vandalism or thefts to the locker room attendants immediately and notify the Security Department. (x-20149/982-0149)

Equipment

Student athletes' practice and game equipment will be issued under the following guidelines:

1. All student athletes receiving equipment will be responsible for the equipment issued. If the equipment is lost or is returned with abnormal usage, the athlete will be charged accordingly.
2. All athletic equipment is the property of Kamehameha Schools, and will not be loaned to outside groups except with the approval of the Athletic Director, and then only in unusual circumstances.

Strength and Conditioning

The strength and conditioning program at KS has several goals and objectives, namely, to: 1) properly utilize a strength training facility in the best interest of all students, 2) provide adequate coaching technique in strength training, 3) provide program alternatives for achieving specific results, 3) insure that the proper safety measures are being employed during all training sessions, 4) provide responsibility in the proper care of equipment, 5) allow for strength training consultation for all athletic squads and physical education

instructors, 6) make available opportunities for students to enjoy the benefits derived from a sound strength training program on a year-round basis, , and to 7) present a program for self-improvement that is open to all students, regardless of athletic affiliation.

Athletes are allowed to use the weight room located at Koai'a to improve their strength and overall performance, subject to the following guidelines:

1. **Shirt and shoes are required in the weight room at all times.**
2. The weight room will be controlled by the Athletic Facility Supervisor. Both out-of-season and in-season coaches may supervise the weight room on a schedule as established by the Athletic Facility Supervisor when he is unavailable. **AT NO TIME ARE ATHLETES TO USE THE WEIGHT ROOM WITHOUT AUTHORIZED SUPERVISION.**
3. Lifters must work with a partner.
4. Replace all weights on racks immediately following use.
5. Know your limits! Work with the instructor in determining your limits.
6. Do the lifts **CORRECTLY**. It is better to use lighter weights for correct lifting than heavier weights and run the risk of injury.
7. Warm-up with proper stretching exercises.
8. Remember, strength training is not only a supplement to other athletic programs, but also a highly-skilled activity itself.

TRANSPORTATION AND TEAM TRAVEL

Transportation to and from Athletic Events

Kamehameha provides limited bus transportation to and from athletic events for its coaches and athletic team members. Transportation for athletic events is arranged solely by the Athletic department, and may consist of KS school buses, non-school bus vehicles or approved rental vehicles as KS deems prudent and/or necessary. Student athletes are expected to follow and observe the Kamehameha's School Bus Passenger Code, as set forth in the Bus Transportation section of this Handbook, while being transported to and from all athletic events.

Permission for Alternative Transportation and to Leave the Group

As a general rule, student athletes are required to ride in KS approved vehicles and travel as a team with their coaches and teammates and are not permitted to leave the group or travel separately to and from team competitive events, unless prior approval is obtained from KS in writing. Parents/legal guardians shall obtain the Coach or Athletic Director's approval before the athletic event by completing and submitting a written request, using the KS Permission for Alternative Transportation or Permission to Leave the Group form, to the student athlete's respective head coach. Forms are available online at the Athletic Department's website located at: <https://kshathletics.org/main/filesLinks/>

Permission for alternative transportation is NOT routinely granted unless there is an emergency or unusual circumstances exist. Permission to leave the group is granted by the respective team coach on a case by case basis.

Overnight and Inter-Island Travel

Team competition may and oftentimes require overnight and/or inter-island travel. This is especially true for HHSAA sponsored tournaments, which involve Varsity teams traveling to O'ahu or the neighbor islands for competition. If state tournament travel is required, KS will provide air and ground transportation, including meals and lodging, for coaches and all team members. Additional parental permission may be required.

Team members travel to and from athletic events together in KS-approved uniform and/or apparel as a team at all times. Family visits are prohibited. All KS policies and procedures governing student behavioral expectations and conduct as set forth in this Handbook apply to student athletes at all times during team travel.

Itineraries are usually distributed to team members 5-7 days before travel. Changes in travel arrangements and itineraries due to personal reasons and/or to accommodate family members requires prior approval from school administration. Please notify the Athletic Director, in writing, at least 14-days before team departure. Once approved, families are responsible for the arrangement(s) and cost(s) of the alternative travel.

In the event a student misses a KS-sponsored flight, the student shall not make alternative travel arrangements and will not be allowed to participate in team competition. Families are responsible for any cancellation fees, late charges, and/or reimbursements associated with travel changes, no shows, missed flights, etc. Questions/concerns should be addressed to the Athletic Director.

In the event of an emergency, coaches have the discretion to modify travel arrangements.

Kamehameha Schools Hawai'i Administration

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Scott DeSa, Hope Po'o Kula (Assistant Head of School)
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Dr. Lehua Veincent, Kula Ki'eki'e Po'o Kumu (Principal)
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