

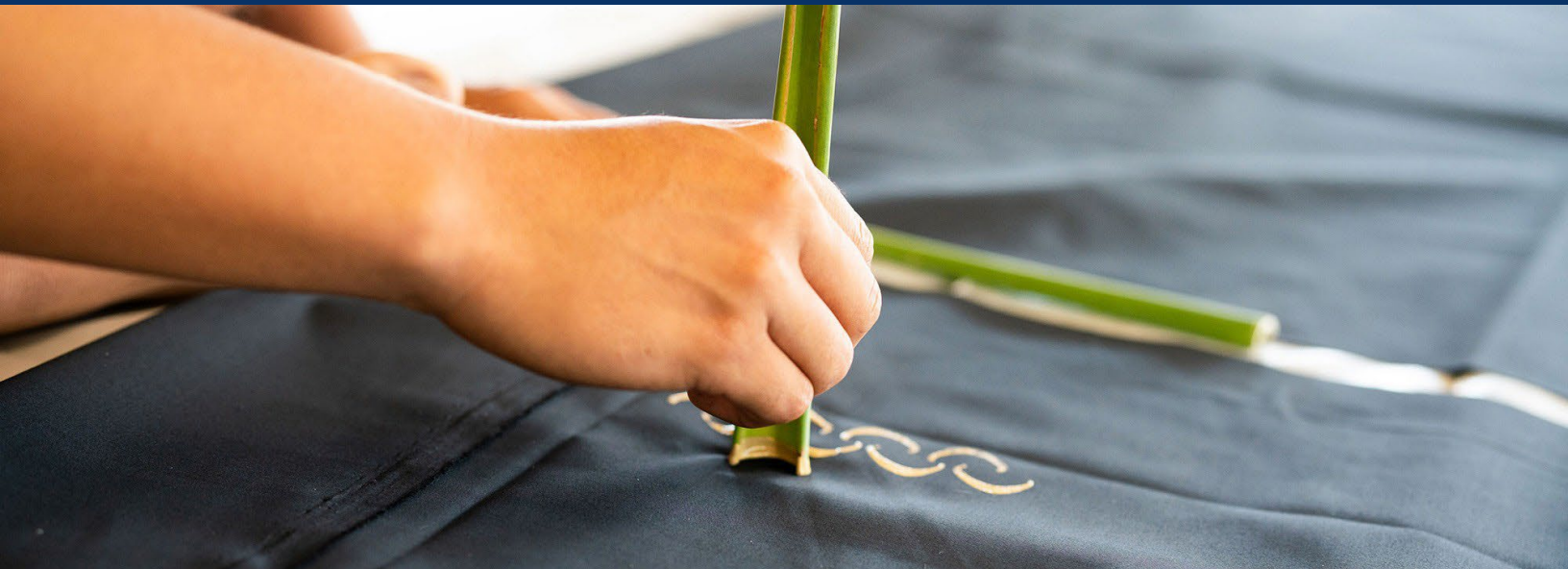


Kamehameha  
Schools  
KAPĀLAMA

2025

# HO'OMĀKA'IKA'I

STUDENT & PARENT HANDBOOK



# HO'OMĀKA'IKA'I

## STUDENT & PARENT HANDBOOK

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# THE LEGACY OF KE ALI'Ī PAUAHI

Ke Ali'ī 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'ī 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'ī Pauahi's vision became reality with the opening of the Kamehameha School for Boys. Seven years later, the Kamehameha School 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.



# STATEMENT ON THE STUDENT & PARENT 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.

**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/health\\_updates](https://www.ksbe.edu/health_updates)*



Kamehameha Schools®

KAPĀLAMA

## TRUSTEES & LEADERSHIP

### ADMINISTRATION

Waialeale Arroyo, *Interim Po'o Kula (Head of School)*

Layne Richards, *Po'o Kumu Hālau Kūkalaulama*

### BOARD OF TRUSTEES

Elliot Kawaiho'olana Mills, *Chair*

Crystal Kauilani Rose, *Vice Chair*

Jennifer Noelani Goodyear-Ka'ōpua, *Secretary/Treasurer*

Michelle Ka'uhane

Robert K.W.H. Nobriga

### CHIEF EXECUTIVE OFFICER

Livingston "Jack" Wong

# KAMEHAMEHA SCHOOLS

## RESOURCE CENTERS

Kamehameha Schools Resource Centers (KSRC) provide information and support for school activities in their respective communities. Students or parents needing information or material about school programs, activities, admissions, counseling conferences, or community education services may call these individuals:

### KS Resource Center – East Hawai‘i

Caroline Boiser, Manager  
Ranell Sioloa, Coordinator  
Keahi Pakani, Coordinator

16-545 Old Volcano Road  
Kea‘au, HI 96749  
Phone: (808) 982-0851 | Fax: (808) 932-4426  
Email: [ksrc@ksbe.edu](mailto:ksrc@ksbe.edu)

### KS Resource Center – Kaua‘i

Bricen Moritsugu, Manager  
Tylenn Morita, Admin. Coordinator

Kamehameha Schools Community Hale  
3201 Akahi Street  
Līhu‘e, HI 96766  
Phone: (808) 245-8070 | Fax: (808) 245-2848  
Email: [ksrckauai@ksbe.edu](mailto:ksrckauai@ksbe.edu)

### KS Resource Center – West Hawai‘i

Caroline Boiser, Manager

Haunu‘u Ho‘opai, Coordinator

Keauhou Shopping Center, Phase II  
78-6831 Ali‘i Drive, Suite 429  
Kailua-Kona, HI 96740  
Phone: (808) 322-5400 | Fax: (808) 322-5437  
Email: [ksrc@ksbe.edu](mailto:ksrc@ksbe.edu)

### KS Resource Center – O‘ahu

Jason Doi, Manager

567 S. King St., Suite 131  
Honolulu, HI 96813  
Phone: (808) 534-8080  
Email: [ksrc@ksbe.edu](mailto:ksrc@ksbe.edu)

### KS Resource Center – Mau‘i

Brandi Ferguson, Manager

175 N. Market St.  
Wailuku, HI 96793

Mailing Address:  
P.O. Box 514  
Wailuku, HI 96793

Phone: (808) 242-1891 | Fax: (808) 242-0824  
Email: [ksrc@ksbe.edu](mailto:ksrc@ksbe.edu)

### Ko‘olau Resource Center

Day Mau, Coordinator

Windward Mall – 2nd Level (Macy’s Wing)  
46-056 Kamehameha Hwy., #285  
Kāne‘ohe, HI 96744  
Phone: (808) 534-8780  
Email: [rkoolau@ksbe.edu](mailto:rkoolau@ksbe.edu)

### KS Resource Center – Moloka‘i

Frances “Maka” Cobb-Adams, Manager

Kulana ‘Ōiwi Complex  
612 Maunaloa Hwy. Bldg. A  
Kalama‘ula, HI 96748

Mailing Address:  
P.O. Box 1047  
Kaunakakai, HI 96748

Phone: (808) 553-3673 | Fax: (808) 242-0824  
Email: [ksrc@ksbe.edu](mailto:ksrc@ksbe.edu)

### Ma‘ili Resource Center

Uakea Weisbarth-Tafaoimalo, Coordinator

87-790 Kulauku St.  
Wai‘anae, HI 96792  
Phone: (808) 843-9650  
Email: [ksrc@ksbe.edu](mailto:ksrc@ksbe.edu)

# PROGRAM CONTACT INFORMATION

## PROGRAM OFFICE

From January 2 to July 11, 2025

Monday - Friday:	8:00 a.m. – 4:00 p.m.
Phone:	(808) 534-8272
Email:	hmkk@ksbe.edu

## OVERVIEW OF PROGRAM

### Hālau Kūkalaulama Vision Statement

Hālau Kūkalaulama is committed to carrying the multitude of torches, empowering the lāhui to rise through innovative educational opportunities. Grounded in a Native Hawaiian identity, the flames of nā pua a Pauahi are brightened by leveraging partnerships and reciprocating resources to address challenges and opportunities for life. The fire within will illuminate local communities to impact our honua.

### Ho'omāka'ika'i Program Overview

Through the aloha of Ke Ali'i Pauahi, Ho'omāka'ika'i has been able to ignite a spark in generations of 'ōiwi leaders since its inception in 1968. Our Ho'omāka'ika'i program is focused on connecting keiki with 'āina and 'ike kūpuna to set the foundation for developing their Hawaiian identity. The Kapālama campus will, once again, be the homebase for this week-long residential program for students entering grade 6. Students will engage in hands-on cultural learning activities with our staff and community collaborators during the day and return to our campus dormitories with our Residential Life 'ohana at night to rest and prepare for the next day. At the end of the week, students will showcase their learning at our Friday Ho'olaule'a celebration with mele, hula and culminating projects.



# PROGRAM SCHEDULE

## Summer 2025

The Ho'omāka'ika'i summer program will run weekly from June 8, 2025 through July 11, 2025 at the Kamehameha Schools Kapālama Campus on O'ahu with students checking in on Sunday afternoon and checking out/returning home on Fridays.

\*Weeks offered by island subject to airline availability.

<b>SESSION 1</b>	Sunday June 8, 2025	-	Friday June 13, 2025
<b>SESSION 2</b>	Sunday June 15, 2025	-	Friday June 20, 2025
<b>SESSION 3</b>	Sunday June 22, 2025	-	Friday June 27, 2025
<b>SESSION 4</b>	Sunday June 29, 2025	-	Friday July 4, 2025
<b>SESSION 5</b>	Sunday July 6, 2025	-	Friday July 11, 2025

# INFORMATION FOR PARENTS

## 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. 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 everyday 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 quiet study time for completion of homework.

## Monitor Your Child's Progress

Study and discuss informal notes, interim reports, and report cards with your child. If you have any questions, contact a school coordinator.

## Communicate

Contact a teacher or coordinator as soon as a concern arises. Parent calls are always welcome. Open communication between parents and school professionals is essential to a child's academic achievement and overall well-being and can be the first defense in identifying when interventions and/or special services are needed.

## Ohana Expectations and Maintaining a Positive Relationship with School Staff

Kamehameha Schools (KS) is committed to fostering a respectful, positive, and productive partnership between the school and our 'ohana. Open and constructive communication is essential to maintaining a strong and healthy school community, and we encourage 'ohana to engage in a manner that supports this shared commitment.

All 'ohana and students are expected to adhere to our Student and Parent Handbook and cooperate with any corrective actions taken when violations occur. 'Ohana are expected to interact civilly and respectfully with students, other 'ohana, faculty, and staff—whether on campus, off campus (including school-sponsored events), or through digital or electronic communications. Disruptive, intimidating, aggressive, harassing, or otherwise inappropriate behavior is prohibited.

The school's administration has sole discretion to determine whether the actions, behavior, communications, or interactions of an 'ohana member disrupt school operations, interfere with our mission, or impede a positive and constructive relationship between the school and 'ohana. In such cases, the school may take appropriate steps to address the situation. This may include adjusting an 'ohana member's access to campus, participation in school-related events, or other school-affiliated activities. In severe or repeated cases where concerns persist without resolution, KS may determine that a student's continued enrollment is not in the best interest of the school community and may release the student from KS or decline re-enrollment.

Maintaining a collaborative and supportive relationship between the school and 'ohana is fundamental to our educational mission. By enrolling at KS, students and their 'ohana agree to uphold these expectations, ensuring a safe, respectful, and thriving learning environment for all.

To maintain the privacy, safety, and integrity of our school community, all students and 'ohana must adhere to the following guidelines regarding photography, audio recordings, and video recordings. Taking photos, audio recordings, or videos of faculty, staff, or students without their permission is strictly prohibited. Additionally, sharing or posting unauthorized recordings and photography, whether on social media, messaging apps, or other digital platforms, is a violation of school policy and appropriate steps will be taken to address the situation. These guidelines apply to general school activities and settings but do not extend to public sporting events and to events that are either invitation-only or open to the public, unless otherwise stated by school administration or event-specific guidelines.

Any recordings intended for educational or school-related purposes must receive prior authorization from the school administration and consent from all parties involved.

## Keep Informed

Read handbooks, letters, and other correspondence from the school.

## Support School Activities

Show support for your child's involvement by volunteering to assist with activities or by simply ensuring safe transportation for your child to and from school activities.

## Enforcing Dress Code

Enforcement of the dress code begins at home. Please ensure your child is in proper school attire while on campus.

## Parent/Student Access to Education Records

Parents and students are allowed:

- To inspect, review, and obtain copies of their own education record.
- To request that others review the student's education record (except where Kamehameha is required or authorized to allow others to review the record without your permission). Requests should be made in writing to the Summer School Unit Coordinator or their 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 or information will be taken. From there, the school will 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
- telephone number
- date and place of birth
- email
- activities
- dates of school attendance
- degrees and awards received
- most recent and previous education institution attended
- any other similar information

# PROGRAM INFORMATION

## Airline Transportation to Program (if applicable)

Kamehameha Schools provides round-trip air transportation to O'ahu for Ho'omāka'ika'i participants who are residents of the State of Hawai'i traveling from their home island. Students will travel in groups at assigned dates and times. ***Individualized travel arrangements will not be made.***

The program does not cover mainland or international air transportation. Kamehameha Schools is not responsible for airport arrival and departure arrangements for participants traveling to and from the mainland or internationally.

## Attendance, Early Dismissals & Absences

### Attendance & Tardiness

Attendance is important to successfully master course materials covered during the program. Students attending the Ho‘omāka‘ika‘i summer programs are expected to stay for the entire duration of the program session. Students who cannot commit to program attendance should withdraw prior to the start of the program.

### Absences

Absences due to family trips and vacations, athletic games and/or tournaments are discouraged. Absences due to illness or injury shall be reported to the program office by 12:00 p.m. Sunday.

### Returning to Program After an Illness or Injury

All students returning to school/program after an absence for illness or injury must readmit through Mālama’ Ola Health Services. All students are required to submit a note from their healthcare provider if the student has any new medical restrictions.

### Returning to School and Activities After a Concussion

All students who have sustained a concussion must readmit through the student’s health room and provide clearance to return to school from a licensed healthcare/medical provider. Clearance by a qualified provider to return to school will begin the KS return to school/activity/play protocol. It is not clearance to return to the KS athletic activity.

Students who do not participate in sports/athletics, must still complete the KS return to activity/play protocols with our KS Athletic Trainers in order to resume Physical Education (PE) and other physical activities that occur while in school.

### Concussion Prevention and Management Program (ImPACT Testing)

KS utilizes ImPACT (Immediate Post-Concussion Assessment and Cognitive Testing) which is an online neurocognitive assessment. ImPACT’s two testing components (baseline testing and post-injury testing) that are used to determine if a student can safely return to an activity.

ImPACT is only one factor of comprehensive concussion management. It is not a diagnostic tool nor is it exclusively used for clearance from injury. All students with a suspected concussion must still be evaluated by a healthcare/medical provider and if diagnosed with a concussion, must complete the KS return to school/activity/play protocols, whether or not the concussion was sustained during a KS activity.

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

**Residential Life students** can be evaluated by a community healthcare/medical provider as mentioned above or by a KS healthcare/medical provider (such as a physician or advanced practice registered nurse).

For more information regarding the return to activity/play protocol please read the Athletic Health section of this handbook. 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](http://www.cdc.gov/headsup/pdfs/schools/tbi_factsheets_parents-508-a.pdf)

## Meals and Dietary Restrictions

Students attending a short-term residential boarding program are provided all daily meals including snacks. No outside foods are allowed.

Students with medical dietary restrictions are required to notify Mālama 'Ola Health Services upon enrollment confirmation via email at [kskmalamaola@ksbe.edu](mailto:kskmalamaola@ksbe.edu) prior to the start of the program session. Students who have *medically* restricted diets are to submit a note from their physician stating their dietary restrictions if it is not noted on the Physician's Evaluation Form.

## Program Fees and Withdrawals

Full payment of \$150 is required to confirm enrollment to the program. Withdrawals from program must be received no later than May 10. Program fee is non-refundable if withdrawn after May 9. No refunds will be given for no-shows or absences due to illness.

## Program Session Changes

Only students who have completed enrollment are considered for session changes (receipt of medical form, acceptance forms, and payment). ***A session change means your child will be withdrawn from his/her current session and will only be rescheduled if space becomes available.***

## Program Release

A student may be released from the program if one or more of the following occurs:

- Fails to, in a timely manner, notify the program of their intent not to attend. The student will not be invited to attend other KS programs and will not receive offers of future re-enrollment;
- Displays behavior that is inconsistent with what is outlined in the *Student Expectations & Discipline* section of this Handbook;
- Commits a serious infraction as defined in the *Student Expectations & Discipline* section of this Handbook;
- Fails to meet program expectations.

## Prohibited Items for All Program Participants

- A. No PEANUT products of any kind.
- B. NO Tobacco-related products, e-cigarettes or similar devices, drugs, or alcohol.
- C. **Cell phones, tablets and cameras are not allowed.** KS shall not be responsible should any theft or damage occur to any electronic equipment brought to the program.

## Request to Administer Medication

A Request for Medication Administration (RAM) needs to be completed for each medication that a student will bring to campus. Please refer to the Student Health, Injury, and Illness section of this Handbook (refer to page 33).

## Residential Accommodations and Overnight Safety

During overnight sleeping hours, student dorms will be staffed by Resident Attendants (RAs) who will conduct regular walk-throughs, bed checks, as well as provide help to students or respond to emergency situations. In order to provide a safe environment and conduct nightly head counts, all students must keep their door panel open so RAs can have viewing access without disturbing students. RAs conduct rounds in pairs. The RA of the same gender conducts room checks by opening student doors or using the open windowpane to ensure the student is present. The other RA acts as the floor tracker by marking the presence of students in the floor map. As an added safety measure, RAs who live in the hale are also available to respond in the event of an urgent matter. Additionally, during the overnight hours all hale exterior doors are locked, doors are alarmed, and hale are equipped with motion sensing exterior cameras. Kamehameha Security officers also make regular rounds of the school campus and Hale Ola is open 24/7.

## Student Activities Information

Kamehameha Schools provides a variety of activities for all enrolled student participants in a safe and pleasant environment. However, there are certain inherent risks associated with any activity. Listed below are some examples of activities that program participants may engage in. Please read this to acquaint yourself with some of the risks involved.

Field trip activities may require walking on trails and/or uneven and rocky terrain; clearing brush, weeds, and debris on/at a fishpond; wading in salt, fresh, and/or brackish waters in shallow depths of water; and/or bending, lifting, and working in the lo'i kalo. Other outdoor activities may include beach outings and activities that may require being in sandy and grassy areas and in close proximity to large bodies of water; ocean-related activities may include swimming, reef-walking, wading, and/or canoe paddling in shallow to deep water depths. Depending on the topic or theme of the program, classes and/or activities may include the use of hand and/or power tools under the direct supervision of adult program staff/volunteers after sufficient safety training has been provided. Outdoor activities have necessary and unavoidable risks of injuries based on the nature of the activity. There are, therefore, risks of orthopedic, dental, cervical, spinal, and head injury, lacerations, and other injuries from falling and/or colliding with people or objects. In addition, all activities require a level of fitness and health that only your physician can determine your child possesses. **We strongly urge that you obtain medical advice as to whether certain outdoor activities are suitable for your child.** Many undetected or chronic diseases such as cardiac disease or high blood pressure may be worsened by participation in these activities. Swimming and other ocean/stream aquatic activities also carry inherent risks as well. Finally, some activities may result in allergic reactions or individual sensitivity to allergens (natural or man-made) when ingested, inhaled, or when in contact with skin.

If you make a determination that your child(ren) is able to participate in any activity, it is your responsibility to assess your child's maturity and fitness and determine for yourself if the risks associated with this activity are acceptable to you. While KS hopes that every participant enjoys an injury-free activity, by your signing the Admissions & Enrollment Agreement Form, you assume all risks associated with KS' program activities. Please ask any questions of our staff which you may need to make a fully informed decision in order for your child(ren) to participate.

## Community Partner Waivers

In order to offer the best experiences possible, KS engages community partners to assist in providing different types of learning activities. While KS takes necessary precautions to ensure a safe and secure learning environment, its community partners may require parent(s)/legal guardians to complete additional waiver forms that may be included in your child's enrollment packet. Each waiver is an agreement between parent(s)/ legal guardian(s), and the community partner that addresses risks associated with a particular activity, location, and/or site and also releases the community partner from liability. Please refer to the activities schedule in your confirmation packet to find out if

there are any waiver(s) required for the program your child will be attending. If a signed waiver is not received, your child WILL NOT BE ALLOWED to participate in the waiver-related activity.

**I. Daily Program:**

- Attend on-site classes and participate in academic and cultural activities.
- Attend on-site and/or off-site field trips with hands-on activities.
- Classes may include arts and crafts, music, hula, Hawaiian history and culture, acting, life skills, team building and trust activities.
- Field trips may include lo'i kalo, farming/planting, imu making, loko i'a restoration, wa'a, hiking, gathering, beach activities, and other cultural activities.
- May require walking to and from: bus drop-off and pick-up locations, in and around field trip sites, boarding dormitories, dining facilities, other campus facilities, and in and around other non-campus program sites.

**II. Late Afternoon Activities:**

- Swimming
- Makahiki Games
- Arts and Crafts
- Music Classes
- Classroom Activities

## Leptospirosis

Your child may participate in swimming and other ocean/stream aquatic activities that may require walking on stream trails, clearing brush and weeds at the fishpond, and/or working in the lo'i kalo which could increase the likelihood of your child's exposure to leptospirosis.

### What is leptospirosis?

Leptospirosis is a bacterial infection that is transmitted from animals to humans. Nationally, Hawai'i has more cases of leptospirosis than any other state due to our year-round tropical climate. Rats and mice are the most important carriers of the disease, but other animals like pigs, goats, cattle, dogs, horses, and other wild animals can also carry the disease. The bacteria can survive for long periods of time in fresh water and mud.

### How can you get the disease?

People get leptospirosis by contact with fresh water, damp soil, or vegetation contaminated by the urine of infected animals. Swimming or wading in freshwater ponds or streams, drinking contaminated fresh water, contact with mucosal surfaces such as the eyes or nose, or with broken skin (cuts, scratches, etc.). About two-thirds of Hawaii's cases occurred in people with abrasions or cuts on the skin exposed to contaminated water.

**What are the symptoms?**

Symptoms may occur 2–28 days after exposure and may present initially as a “flu-like” illness similar to flu, dengue, malaria, and other infections with fever, chills, headache, muscle aches, vomiting, and diarrhea lasting 5-7 days. After this time most people recover. However, a small percentage of people may develop a second phase of the illness that is more severe and can be dangerous.

**How is leptospirosis diagnosed?**

Leptospirosis is diagnosed by a special blood test that is ordered by your doctor.

**What is the treatment?**

If you think that you have symptoms of leptospirosis, you should see your doctor right away. Your doctor may treat you with antibiotics, which should be given early in the course of the disease.

**How can I prevent myself from getting leptospirosis?**

The risk of acquiring leptospirosis can be greatly reduced by not swimming or wading in water that might be contaminated with animal urine, especially if you have cuts or abrasions. If swimming, do not place your head underwater. Do not drink stream water without boiling or chemically treating it.

## Student Dress Code

We believe that the learning environment is affected by students’ appearance. Neat clothing and good hygiene are standards for Kamehameha students. Students are expected to present a neat appearance and be appropriately clothed and groomed when attending field trips. Students are to dress comfortably and in good taste and should not wear clothing that promotes tobacco, drugs, alcohol, or acts of violence. All students are required to wear a rash guard with their swimwear. A detailed packing list will be included in confirmation packet prior to program start.

# ACADEMIC POLICIES

## 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 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.

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 become 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 interest 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 include refining a governance model, improving student learning, and participating in Kanaeokana-the network of Native Hawaiian schools.

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 contact Program Director, Kahala Wery, at [kawery@ksbe.edu](mailto:kawery@ksbe.edu).

## 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.

## Technology Acceptable Use

### Use of KS Mobile Devices and the KS System

KS assigns students at selected grade levels appropriate mobile devices (such as laptop computer or an iPad) and allows them 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 are a privilege not a right. 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 summer session. 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, photo, videos, etc.) from each device. Any inappropriate care and misuse will result in disciplinary action as set forth in the disciplinary section of this Hand- book. 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 which 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 unit office and a search will be conducted to determine its user identity.

**When using KS mobile devices, please remember to observe the following practices:**

- The mobile devices are legal property of Kamehameha Schools. Student's right for 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. Ask a teacher or computer lab staff if you have questions or concerns about use of your assigned device.
- Report any mechanical problems with your assigned device or software to a teacher or computer lab staff and they will work to resolve the problem.
- Take steps to backup schoolwork 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.
- 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 DVD movies is prohibited.
- 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. To view a list of these approved web tools, visit <http://blogs.ksbe.edu/hesipad/web-tools/>.
- Store KS devices with care by using the case provided by KS
- Keep equipment surfaces clean by keeping them free of markings, ink, or decorative stickers.
- Students must have their name on power supply cords and carrying bags.
- Keep food and liquids away from your device.
- Protect your devices and peripheral equipment from theft or loss.
- Maintain all identifier markings or stickers placed on the devices by KS support staff.
- Do not allow others to use your device.
- Ensure your 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 any other related accessories.
- When making print copies from a KS device, students are required to:
  - Follow all printing instructions.
  - Print all assignments in black and white unless given approval to print in color by their teacher.
- KS does not provide technical support for printing at home.
- Do not clear your devices/internet browser history.
- 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.
- 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.
- Chronic misuse of cellphones 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, please remember to 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.
- Never use or attempt to obtain usernames and passwords of other individuals under any circumstances.
- Actively organize and manage your account by checking KS email accounts daily, responding in a timely manner, and regularly deleting old emails.
- Do not use KS devices and/or email accounts to register and/or access social networks (Facebook, X, 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 devices.
- Parents should check their email accounts at least every three (3) days. Parents without email addresses will receive 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.

## Guidelines for the Proper Use of Generative AI

### Purpose and Overview

- To enhance work efficiency and analyses and increase Students' capacity for learning, KS encourages the responsible use of AI technologies.
- For Students, learning to use AI tools is crucial for staying competitive in an increasingly AI-driven world.
- Students: Use AI technologies responsibly and report any policy breaches.
- Parents/Legal Guardians: Support the appropriate and ethical use of AI technologies.

### Guidelines

- Generative AI assists, but does not replace, the work of Students. Users are accountable for their work product and are expected to critically review, verify, and edit AI-generated outputs before relying on the outputs for educational purposes. Uncorroborated information from AI should not be used.
- AI-generated content must not be presented as original work without proper attribution. Its use as a resource for KS work or education should be cited following normal citation rules, except for general correspondence such as emails and chats or where authorship is generally not noted.
- Users must validate the accuracy of AI-generated content before reliance for work or educational purposes. Uncorroborated information from AI should not be used if a reliable source for verification is not available.
- KS email addresses should be employed to create AI accounts. Confidential Information, including PII\* and PHI\*, must not be entered into Generative AI tools, as it may risk exposure and potential legal or brand damage.
- (Acquiring and) using AI tools must adhere to established processes and security protocols.
- Violations of this policy may lead to disciplinary actions, up to and including release from KS. Queries and concerns about AI use should be directed to supervisors or the appropriate school authority.
- Examples of unacceptable uses include but are not limited to engaging in illegal activities, creating deceptive or damaging content, unauthorized system access, and bypassing security or operational controls.
- Report violations of this procedure to a teacher, administrator, or supervisor.

**\*PERSONALLY IDENTIFIABLE INFORMATION (PII):**

A person's first name or first name initial and last name in combination with any one or more of the following sensitive data elements, when either the name or the data elements are not encrypted, redacted. It does not include publicly available information that is lawfully made available to the general public from federal, state or local government records.

1. Employee personnel records and tax information, including Employer Identification Number and truncated or untruncated Social Security number.
2. School identification numbers and records.
3. Driver's license number, Hawaii identification card number, or passport information.
4. Account, credit, or debit card number.
5. Access code or password that would permit access to an individual's financial account.
6. Electronic and digital account information, including email addresses and internet account numbers.
7. Biometric information.

**\*PROTECTED HEALTH INFORMATION (PHI):**

A form of PII and is bodily or mental health data of a person that indicates provision of healthcare, state of health (height, weight, bloody type, test results, etc.), and payment methods and insurance coverage for healthcare services.

## 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 material, communication, or any 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 websites 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 list servers, 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 teachers 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. 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.
- Do not 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

- All KS systems, including its email system, may be monitored by authorized school officials from time to time for educational purposes. 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 their system at their 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, missed deliveries, or service interruptions.

# STUDENT EXPECTATIONS

## Home Ho'ona'auao - Kukilakila 'O Kamehameha

- Our kula is Pauahi's home; a place of honor, respect, and pride.
- Pauahi established her legacy of education for Hawaiian youth in perpetuity.
- 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.
- 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.
- 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 for 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 to the Princess, we commit to a discipline process that centers on reflections, focuses on growth promotes learning, and leads to positive behavioral change.

## A Commitment to Appropriate Conduct

### Ka Loina Lawena Pono

"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."

### A Commitment to Appropriate Conduct

"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."

Kamehameha Schools is committed to 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 discipline system used at Kamehameha Schools is intended to help students control both their emotions and behaviors, as well as to learn what is and what is not acceptable behavior.

## Student Behavior

To protect the quality and safety of Kamehameha's learning environment for all members of the campus community, consequences will be applied 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 misbehavior that may be detrimental to the health and safety of themselves, Kamehameha, people and property.

The KS student disciplinary process is designed to model and teach children to take personal responsibility for their actions and to respect the rights of others. The process applies to misbehavior in classrooms, on campus, online, at school-sponsored events, or at non-school sponsored events. Disciplinary problems occur for a variety of reasons and in varying degrees of frequency and severity, so there are five (5) levels to the KS disciplinary process.

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 all parties. If the disciplinary consequence involves conduct probation and/or release, that information will be communicated to parents first verbally and then with a written, follow-up letter.

Kamehameha Schools campuses may include additional infractions as appropriate to maintain a safe and orderly learning environment. 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 may result in a student's release may be appealed to the Po'o Kula.

### 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 rule
- Inappropriate language and gestures (profanity, swearing)
- Inappropriate use of technology (cell phone, portable media devices, laptops, etc.)
- Misuse of school property
- Physical contact (horseplay)

**Possible Consequences** – depends 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 behavior 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** – depends on the severity and/or frequency of infraction; in addition to consequences listed in Level 1, the following consequences may be applied:

- 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 activities/events
- School counseling
- Suspension

### Level 3

Level 3 discipline addresses behavior 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 pose a direct threat to other students or adults at school.

**Infractions** – examples include, but are not limited to:

- Being present where drugs or alcohol are being used, or evidence 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, computer hacking, and/or other forms of destruction of property

**Possible Consequences** – depends on the severity and/or frequency of infraction; in addition to consequences listed in Level 1 and 2, the following consequences may be applied:

- 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 behavior which have not responded to either Level 1, 2, or 3 intervention, 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
- Serious sexual misconduct
- Tampering with or misuse of fire alarm and/or other safety/emergency equipment
- Threatening a staff member or student

**Possible Consequences** – depends on the severity and/or frequency of infraction; in addition to consequences listed in Level 1, 2, and 3, the following consequences may be applied:

- 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 intervention or that may result in serious physical or emotional harm and/or serious property damage.

**Infractions** – examples include, but are not limited to:

- Arson
- Bomb threat
- Burglary

- 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
- Serious sexual offenses
- Terroristic threatening

**Possible Consequences** - depends on the severity and/or frequency of infraction; one or more of the consequences listed in Level 1, 2, 3, and 4 may be applied:

- 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 the 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 the Program Director, Program Manager, 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 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 any controlled substance and cyberbullying or other use or misuse of computers, computer websites, or social media (personal, at home or at school) which do or could impact the welfare of any member of the school community or the reputation and functioning of the school.

## Appealing a Decision to Release

Only disciplinary decisions by the Principal that result in a release may be appealed to the Po’o Kula. 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, it will usually be first verbally communicated to the parent/guardian then with a written follow-up letter. Once the written decision to release a student has been communicated, the parent has three (3) working days to appeal the decision to the Po’o Kula in writing.

## Release Categories

There are two types of release categories:

- **Release with prejudice:** the student is released from Kamehameha Schools Kapālama without the option to reapply.
- **Release without prejudice:** the student is released from Kamehameha Schools Kapālama with the option to re-apply through the admissions process for the following school year.

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 Po’o Kula will review the information gathered by the Principal or his/her designee. If the Po’o Kula determines that there are sufficient grounds for the appeal, a time will be scheduled for the Po’o Kula to meet with parent/guardian(s) and the student (and if necessary deemed by the Po’o Kula, with the Principal). If there are insufficient grounds for the appeal, the Po’o Kula will notify the parent/ guardian(s) in writing.

After the scheduled meeting, the Po’o Kula 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 Po’o Kula is final and not reviewable.

# SAFETY AND 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 (7) days a week. To contact the campus security office, call 842-8320.

## Notice of Use of Video and Audio Recording Devices

In the interest of promoting campus safety, Kamehameha Schools has installed video cameras with audio capability that allows for the recording of oral communications in various locations on the campus. These video cameras will be visible and signs in the area will indicate their presence. KS may record video and audio surveillance through use of these cameras. Presence in the recorded areas constitutes consent to such video/audio surveillance and recording.

## Traffic Regulations

While on campus, drivers are responsible to observe and adhere to all posted speed, stop, parking, and other traffic requirements.

## Student Drivers

Students must register their vehicles with the High School office (located in Smith office) on the first day of the program and obtain a parking permit. Drivers will need to produce a valid driver's license, safety check, registration and insurance for the vehicle they are obtaining a parking permit for. All parking permits are kept on file at the KS Security office.

Students are not allowed to drive or park on campus during the school day unless they have registered with the High School office. Available parking on campus is very limited. Driving and parking on campus is a privilege for students; it is not a right to which students are entitled. All student drivers are responsible for knowing the rules and regulations for driving and parking on campus. Failure to follow driving and parking rules and regulations may result in the loss of parking privileges.

## Skateboards, Rollerblades, and Scooters

Skateboards, rollerblades, scooters, hoverboards, Heelys, Razors, etc., are not allowed on campus at any time.

## 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 areas during the regular school day:

- Areas where construction or renovation is in progress
- Parking lots
- Access roads
- Physical plant area
- Athletic facilities (unless enrolled in a sports class assigned to that area)
- Classroom lanai areas and restrooms during class (except during passing periods or with permission)
- Dormitory and boarding areas
- Any other areas identified and communicated by faculty and/or staff

## Visitors and Volunteers

Upon arrival on campus, ALL visitors - including parents, relatives and caregivers must report to the division office, sign in, and obtain a KS identification (ID) 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 division office, sign out and return the KS ID badge.

In certain circumstances, KS allows volunteer participation in the Ho'omāka'ika'i program. When this occurs and to provide the safest environment for students and volunteers, KS requires volunteers to complete a volunteer application form as required under KS procedure. Please contact the program office at (808) 534-8272 or [hmkk@ksbe.edu](mailto:hmkk@ksbe.edu) for more information.

Before working directly with the students, volunteers might be required to have an annual:

- Criminal history record check. This information is kept in a confidential file.
- Screening as required under the Hawai'i Harm to Students Registry law.
- KS volunteer training certification.
- 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.

KS facilities are smoke-free, vape-free and alcohol/drug-free environments. All visitors and volunteers are expected to adhere to this policy. Smoking/vaping/electronic cigarettes (except in designated smoking areas), alcohol consumption, 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, and as may be required under the Hawai'i Harm to Students Registry law.

## Securing Valuables

As a safeguard, never leave valuable items unattended or unsecured. Kamehameha Schools will not be responsible for replacing lost, stolen, or damaged items.

## Personal Electronic Equipment/Cellular Phones

If a student chooses to bring any of these items to school, they assume all risk and liability.

If a student's use of these items interferes with the learning environment, the item will be confiscated, and disciplinary action will be taken. All personal electronic equipment must be turned off and stowed in the student's bag during class periods.

## 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 Violence in the Learning Environment

KS prohibits violence by anyone in its workplace, which includes the KS learning environment. KS prohibits any bullying, intimidation, threats of violence, acts of violence, and any other behavior that violates its procedure on the Prevention of Workplace Violence. This includes the presence and/or possession of weapons (except by law enforcement) on KS property. Any such conduct should be reported immediately to any school administrator, principal, teacher, counselor, or KS Security. KS will promptly investigate and 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 Make a Report

Parents or 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"). Parents or students should follow the same reporting process 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). Where the student is a victim, a parent or 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.

Kamehameha Schools has a direct reporting tool for timely, non-emergency incidents where a quick response from a school administrator is needed. Examples of what should be reported include bullying, vandalism or vaping. We encourage that if you see something, say something. Students can complete a web form to report types of incidents.

To access the Report It form:  
**Online:** [bit.ly/ksksaysomething](https://bit.ly/ksksaysomething)

If circumstances make it impractical or inappropriate to report to campus as outlined above, students or parents may make a report online with KS' Hi'ikua Line. 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 Hi'ikua Line is not intended to replace traditional reporting methods should students or families feel comfortable doing so.

To access the Hi'ikua Line:  
**Online:** [www.ksbe.edu/hiikua](http://www.ksbe.edu/hiikua) | **Toll free:** 1-844-284-2640

Adults (including Kamehameha Schools staff) who wish to report any suspicious activity, whether reasonably suspected, alleged, or actually witnessed, may file a report through the Hi'ikua Line:

**Online:** [www.ksbe.edu/hiikua](http://www.ksbe.edu/hiikua) | **Toll free:** 1-844-284-2640

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.

## Right to Search

Kamehameha Schools 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, dormitory living quarters, 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. Kamehameha School 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, KS 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 is 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 parent 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 guardians 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 legal document establishing parental authority is also retained in the student's record.

KS staff verifies the identification and the legal documents granting a change in custody for anyone claiming to be a foster/permanent custodian, a Guardian Ad Litem, 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.

## 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, or visitors
- Minimize disruption of academic programs and business operations
- Minimize property losses
- Assist the community in time of emergency

KS' 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: KCCN 100.3 FM, KRTR 96.3 FM, KUMU 94.7 FM, KINE 105.1 FM, or via Connect ED, the school communication system.

Telephone Calls: In the event of an emergency, parents may call KS' main switchboard at 808-842-8211 or toll-free at 1 (808) 842-IMUA. Parents will reach the KS operator or hear a pre-recorded message with the information about the status of the school and students.

Evacuation of Students: If students must be evacuated, school personnel will ensure that students are moved to a safe location. In case of local or national emergencies, students will be transported to bus stop sites AT NORMAL DROP-OFF TIMES only if transportation is deemed safe. Otherwise, students will remain in their designated evacuation center on the

Kapālama campus. In such cases, parents are asked to listen to local radio stations or call the emergency hotline for information.

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 KS emergency response plan, call the Operations Support Division at 808-842-8260.

# STUDENT HEALTH, INJURY, & ILLNESS

## Health Services

The Mālama Ola Health Services Department (HSD) is responsible for performing the medical clearance for all students. In addition, the HSD is available to provide healthcare services to students. All health rooms on a KS 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.

Kamehameha Schools does not assume responsibility for treating any student who appears to be under the influence of any drug, chemical, alcohol, or any other intoxicating or mood-altering substance; however, it reserves the right to administer emergency treatment in connection with any physical disability or accident resulting from the above influence.

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

- Clinical assessment is an evaluation by a licensed healthcare provider that includes taking 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 protocol 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/legal guardians are required to complete a Medical Treatment Agreement and Release prior to the start of the program year. While Kamehameha Schools may provide healthcare services for its students, final and complete responsibility for the health of the student rests with the parents/legal 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. If a student is assessed to need care at an outside physician or facility, a Medical Evaluation form will be provided to parents to be completed by the physician or facility. If the student does not have a referral letter, a private physician's written clearance with restrictions as applicable is acceptable. A signed referral letter or physician's written clearance is required when the student returns to the program. The parent/legal guardian(s) is responsible for the cost of any medical services not provided by KS medical staff.

## Medication Administration

A Request for Medication Administration (RAM) needs to be completed for each medication that a student will bring to campus. The RAM form can be requested through Hale Ola or downloaded via this link: [Request for Administration of Medicine Form 2024](#)

If medication is a prescribed medication from a medical provider, both parent and prescriber need to sign. If

medication is an over-the-counter medication that needs to be taken daily but not prescribed by a medical provider, i.e., daily vitamins, daily allergy medications, etc. a RAM form must still be completed with parent signature, but provider signature is not required.

KS is not responsible for reminding students to take or report for their medication. Kamehameha Schools is not responsible for any medications that a student self-administers. 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. However, students are not permitted to self-administer any controlled medications (e.g. narcotics or common ADHD medications); these medications will need to be administered by KS medical staff or their designee.

## Contacting Parents

In cases of emergency, KS staff will call 911 first. Then as soon as possible, a call will be placed to the parent/legal guardian(s) and, if unavailable, will then call the emergency contact.

Students will be sent home from the program if they have any of the following:

- Signs and symptoms consistent with infection, especially symptoms of COVID-19 such as cough, shortness of breath or difficulty breathing, sore throat, muscle or body aches, loss of taste or smell, headache, congestion or runny nose, fatigue, nausea, vomiting, diarrhea, abdominal pain or fever or chills.
- 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.
- Any illness or injury that prevents full participation or could pose a risk to another student's health.

If the non-emergent ill or injured student is on his or her home island, KS expects that the child will be picked up in a timely manner, within an hour of the call. Failure to timely pick up the child may result in the child's inability to return to the program once healthy. For students not on their home island, arrangements will be made to send the student to his/her on-island emergency contact or home.

In the event of illness or injury during the program, students should inform program staff when the illness or injury occurs. For injuries, a KS Injury Form is completed by a supervising program staff member.

## 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 BH Specialists who are licensed or 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 the 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 BH staff have assessed and addressed a safety concern with a student.

## Health Records

The HSD maintains a health record on each student. Please report any changes to your child's health immediately by calling Mālama Ola at (808) 842-8075.

Kamehameha Schools retains all student health records for a minimum of seven (7) years beyond majority. Student health records are considered confidential with information disclosed externally to authorized individuals and healthcare providers. Information is shared internally when there is a legitimate educational impact.

## 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.

# BUS TRANSPORTATION

Kamehameha Schools provides bus transportation for students on a limited basis for field trips, athletic, and other KS-sponsored events and activities.

## Bus Passenger Code

While riding KS buses and/or vehicles, students are under the direct supervision of the bus 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.

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.

### **Before boarding the bus, students shall:**

- Use the restroom. The bus will not make restroom stops en route.
- Be on time at the designated school bus stop to help keep the bus on schedule.
- 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.
- Wait until the bus comes to a complete stop before attempting to board the bus. Students shall line up in single-file manner and not rush to board the bus.
- Where there are no sidewalks or paths, walk to the side of the road facing traffic to get to the bus stop.
- Use the handrail and watch their step when boarding the bus.

**While on the bus, students shall:**

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

**After leaving the bus, students shall:**

- 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.
- Observe the following crossing procedure when crossing the street with 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.
- Wait until the bus comes to a complete stop before attempting to board the bus. Students shall line up in single-file manner and not rush to board the bus.
- Where there are no sidewalks or paths, walk to the side of the road facing traffic to get to the bus stop.
- Use the handrail and watch their step when boarding the bus.

## 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.

## Bus Assignments

- Students may be assigned to ride designated buses at specific times and locations.
- Students may not bring GUESTS OR FRIENDS on the bus.
- The driver may assign students seats on the bus, if necessary.

## 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 form for students who misbehave to the Program Coordinator. School administrators may terminate a student's bus service if the behavior continues.

## 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.

# USE OF THE KS NAME AND IMUA WARRIOR LOGO

The name "Kamehameha Schools" and the I Mua Warrior logo are used 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®

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