



KAMEHAMEHA SCHOOLS<sup>®</sup>  
Kealakūlia Department  
Career Pathways Unit

# STUDENT HANDBOOK

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## STATEMENT ON THE HANDBOOK

This handbook provides 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 students and Kamehameha, nor do they create or confer any legal rights. Kamehameha needs to be flexible 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. Students are encouraged to consult with the Director 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. Students are expected to be familiar with all information contained in the handbook.

## LEGACY OF KE ALI'IPAUAHI



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

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

In 1887, three years after her death, Ke Ali'i Pauahi's vision become 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.



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*M*e ke Aloha Pumehana,

Welcome to the Kamehameha Schools' Career Pathways Unit Work-Based Learning (WBL). We congratulate you on securing a work-based learning position that will allow you to gain the necessary skills and competencies to maintain a competitive advantage when entering the workforce. Through this program, you will be given the opportunity to apply knowledge you have obtained in the classroom, gain hands-on experience, and observe concepts you have been exposed to thus far.

We hope this will be a positive learning experience for both you and your host site as you build upon your knowledge and are able to develop a network of contacts for your future professional endeavors. Please do not hesitate to contact us at 1 (800) 842- 4682 (IMUA) ext. 24406 if you have any questions or need career assistance in the near or distant future.

We wish you success during this WBL session and in your educational and future career pursuits.

Me ke kākō'o mau  
(With continuous support),

Career Pathways Unit  
Kamehameha Schools  
Kealakūlia Department



# KEALAKŪLIA DEPARTMENT

## KEALAKŪLIA WE/WHY STATEMENT

Advancing the love of learning through Hawaiian culture-based education

Kealakūlia supports the vision of a thriving lāhui by providing middle through postsecondary haumāna with educational opportunities through programs, services, and partnerships rooted in ‘ike Hawai‘i so learners are culturally connected and prepared for college, career, and community.

## KEALAKŪLIA PROGRAM STATEMENT

Our Kealakūlia community-based programs and services draw on ‘ike kūpuna to connect today’s learning with the future well-being of our lāhui. We foster innovative haumāna who are grounded in a Native Hawaiian identity, have a global and sustainable influence, and embrace the challenges and opportunities of tomorrow.

## CAREER PATHWAYS UNIT

The Kealakūlia Career Pathways Unit (CPU) supports haumāna in their journey of personal and career development so that they prosper and thrive in their college, career, and leadership pursuits. CPU aims to improve access to high-demand and emerging sectors by developing partnerships with businesses and organizations to ensure haumāna have valuable workforce experiences and can succeed in an increasingly competitive world.

# CAREER PATHWAYS UNIT

## PROGRAMS OVERVIEW

Through these experiences, CPU aims to enable Native Hawaiian college students to connect and apply academic knowledge to real-life work experiences, increase knowledge and skills within a career industry builds their professional network, and increase their awareness of Hawaiian values and culture.

### KAPILI 'OIHANA INTERNSHIP PROGRAM

"To build a career or profession"

Meaning "to build a career or profession", the Kāpili 'Oihana Internship Program (KOIP) is a year-round college internship program that offers internships both statewide and on the U.S. continent. KOIP seeks to provide Native Hawaiian students with the opportunity to engage with professionals within their fields of interest with internship positions available in a varied selection of career fields including business, human services, engineering, and numerous other industries.

### ACADEMIC PRACTICUM

Academic practicums are courses of study that involves the supervised practical application of previously studied theory. They emphasize observation analysis, and application, or may include assisting with supportive tasks while closely shadowing a site supervisor. Practicums generally require no more time than what would be expected to complete an average college-level course. To be a host site, a business must be willing to comply with necessary agreements required by the university/college.

A Practicum differs from an internship when a course requires supervised practical work experience in a field, often a requirement for graduation. Where internships are often separate or optional work experiences available to many majors, practicums are most common for education and social work majors. In some cases, the practicum may be a part-time student teaching placement that occurs the semester before a student's full-time student teaching placement.

## ROLES AND RESPONSIBILITIES OF STUDENTS

Students Working at any internship and/ or practicum site are expected to fulfill the following roles and responsibilities. Please refer to page 14 for additional information concerning student conduct at host sites.

- Uphold professional and ethical behavior at all times
- Maintain confidentiality pertaining to internal and classified information from hosted site
- Report misconduct (discrimination, unethical activities, harassment, etc.) on behalf of the host site to CPU staff as soon as possible
- Develop a schedule that is approved by host site
- Inform the host site if student's schedule deviates from what was originally agreed upon.
- Maintain acceptable attendance as agreed upon between the student and host site
- Complete predetermined hours
- Present work-based learning experience at hō'ike event
- Complete student Learning Plan
- Complete the student Evaluation/Reflection Survey

## ROLES AND RESPONSIBILITIES OF HOST SITES:

- Orient students to a professional work environment
- Provide assignments that are meaningful, relevant, and career-specific
- Expose students to various departments within the company/organization
- Assign qualified mentors/supervisors to guide students
- Evaluate students' interviewing and work performance
- Confirm student's hours in IMUA Xchange



## IMUA XCHANGE (IX)

The CPU utilizes IMUA Xchange, an online platform that provides students consistent and timely resources during their college journey. IX provide access to career resources, including work-based learning opportunities. Students can schedule appointments, receive relevant announcements, access information and stay connected.

All student participants must utilize IX as the primary tool for Career Pathways Unit work-based learning opportunities.

Through IX, all students will be able to:

- Connect with your work-based learning counselor
- Complete work-based learning KULEANA, a checklist of program requirements.
- Draft and finalize your learning plan in collaboration with your site supervisor
- Schedule and track program appointments and check-ins
- Refine your online profile to include the skills and knowledge gained through your work-based learning experiences.

## STUDENT LEARNING PLAN (REQUIRED)

It is a requirement that students complete a learning Plan (LP) that highlights their growth in the following three focus areas: Application of Academic Knowledge, Skill Development, and Personal Development. The purpose is to develop learning objectives that serve as a foundation for a meaningful work-based learning experience.

To complete the LP, students will utilize the Project-Based Learning (PBL) framework to investigate and respond to a complex question, problem, or challenge as identified by both the student and host site. Students will need to demonstrate the application of their academic knowledge in a real-world setting over the duration of the work-based learning experience, thereby having the opportunity to gain valuable knowledge and skills in their respective career fields.

It is important and necessary to the success of the projects and work-based learning experience that students collaborate directly with their site supervisor when drafting their LP.

## STUDENT ONLINE ORIENTATION

Online orientation will be available prior to the start of a work-based learning session. Information regarding the orientation will be available in IMUA Xchange

## STUDENT TRANSPORTATION

Kamehameha Schools does not provide transportation. Student is responsible for their own transportation to and from the participating site.

## MID-POINT EVALUATION

Our mid-point evaluation is designed to offer students the opportunity to receive valuable feedback to improve overall performance during a work-based learning experience. Each site supervisor will complete a mid-point evaluation for each student at their respective sites. Both student and site supervisor will review the evaluation and utilize the results to validate the students' progress and areas for development.

## HUAKA'I : OPTIONAL LEARNING FIELD TRIP

A huaka'i may be offered during any work-based learning session. This event may include learning in the areas of the Hawaiian culture, professional development/practices as well as a community service project. Details will be provided via email to students and sites.

## HŌ'IKE

Students and host sites gather for hō'ike to celebrate the culmination of a work-based learning experience. At hō'ike, students share their individual experiences. Please refer to IMUA Xchange for hō'ike information. All neighbor island students will be flown to O'ahu for the event.

## PROGRAM PARTICIPATION AND RELEASE

Program participants may be released from a work-based learning experience if they displays behavior that is inconsistent with, but not limited to, what is outlined in the "Standards of Conduct" section of this handbook and/or fails to perform the student roles and responsibilities described in this handbook.

Release from the program may result in suspension and/or termination of any KS stipend award and may disqualify your participation in future work-based learning sessions.

## WORK-BASED LEARNING AT SITE OWNED AND/OR OPERATED BY FAMILY MEMBERS

Students are not permitted to be placed at sites owned and/or operated by immediate family members, nor should students apply to any host site where an immediate family member is the hiring decision-maker or shall act as the student's supervisor.

# STUDENT RECORDS AND INFORMATION

## STUDENT ACCESS TO EDUCATION RECORDS

Students are allowed to (where applicable):

- Inspect, review, and obtain copies of the student's education record.
- Request that others review the student's education record (except where Kamehameha Schools is required or authorized to allow others to review the record without your permission). Requests should be made in writing to the Department Director or their designee.
- Obtain copies of Kamehameha Schools' policies and procedures concerning student access to education records. Requests should be made at the Department Director's office.

## ADDITIONAL KS-APPROVED COUNSELING TOOLS

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

## DIRECTORY INFORMATION

Generally, information such as phone numbers and addresses will not be released to outside parties who call the program. Instead, the name of the caller and any message will be taken. The program will then contact the student, 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
- Most recent and previous education institution attended
- Dates of school attendance
- Activities
- Other similar information

## 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 themselves 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.

## STIPEND AWARDS

A limited number of stipends are made available for students accepting unpaid work-based learning experiences. KS' Outreach Support Services (OSS) department administers and awards work-based learning stipends for Kāpili 'Oihana Internship Program.

Kamehameha Schools' policy is to give preference to stipend applicants of Hawaiian ancestry to the extent permitted by law.

Once all eligible interns have been placed, OSS processes stipend applications using the eligibility requirements listed below:

- Be a Hawai'i resident
- Be currently enrolled as a college or university student
- Be an applicant for a non-paid work-based learning opportunity at an eligible host site
- Will not be receiving any other financial support (including other stipends) for this work-based learning opportunity
- Not related to any employee including a supervisor, director, or officer or executive at the participating site
- Work-based learning opportunities at Kamehameha Schools, City, State, and Federal Government offices or any of their affiliates are ineligible for a stipend

Stipends are subject to the availability of funds. Students accepting unpaid work-based learning opportunities should be able to commit to the work-based learning opportunity regardless of whether a stipend is received.

## STIPEND INFORMATION

Please refer to your stipend award letter for terms and conditions, including timelines for disbursements. Stipend disbursements will be mailed once OSS is notified that requirements of the work-based learning are completed.

Stipends are subject to IRS tax rules and Tax Document 1099-Misc will be generated and mailed in January.



# STANDARDS OF CONDUCT

Students and participating sites are expected to conduct themselves in a professional and ethical manner. This will ensure that both the student and participating sites adhere to proper guidelines which create an environment that is conducive and progressive towards the student's learning. Any instance where conduct on behalf of either the student or participating site is inappropriate should be reported to a supervisor or human resources staff at the host site as well as with the CPU Program staff.

Here are a few guidelines whereby conduct shall be reported:

- Dishonest conduct including, but not limited to, false accusation, forgery, alteration of documents, misuse of host site's physical property
- Lewd, indecent, or obscene conduct
- Disorderly conduct including destructive and disruptive behavior
- Actions or violent behavior that endanger oneself or other individuals
- Unauthorized entry or use of host site's facilities, services, or property
- Verbal, physical, or sexual harassment
- Possessing any weapon or potential weapon that may cause unforeseen harm on oneself or other individuals
- Consumption of alcoholic beverages at the participating site
- Possession of illegal drugs or controlled substances

## SAFETY AND SECURITY

KS is committed to providing a safe, secure, and orderly environment for students, faculty, staff, and visitors at KS campuses and other educational sites. Since work-based learning opportunities are held at participating sites that are not on KS property nor under the control of KS, students are ultimately responsible for their own personal safety and we ask that you please take necessary precautions to ensure your personal safety and well-being.

### REPORTING UNLAWFUL ACTIVITY

If you witness unlawful or suspicious activities such as theft, arson, or drug-use, please report it immediately to your supervisor or Human Resources staff at the host site, as well as to the CPU program staff (please refer to page 17 for contact information). In cases of emergency, contact local law enforcement, fire, and/or emergency services officials.

If you witness acts of discrimination, harassment, intimidation, bullying, hazing, or violence – please report the matter to your site supervisor and the CPU program staff to permit KS to take appropriate action. KS will investigate and handle such reports in accordance with its policies and procedures.

After the incident is reported and investigated, administrators may report the offense to local law enforcement officials if the act is serious and circumstances so warrant. KS may take disciplinary action, up to and including release from the program as determined by KS at its sole discretion.

### HI'IKUA HELPLINE

The Hi'ikua Helpline is a confidential helpline that provides students with an alternative way to report any concerns or ask questions that affect the health, safety, and/or well-being of any student (e.g., harassment, intimidation, bullying, sexual harassment, violence or threats of violence, suicidal thoughts or actions, drug or alcohol use). While reporters are encouraged to identify themselves in order for KS to ensure efficient attention to any concern or issue, anonymous reports are accepted and investigated to the fullest extent possible. The Helpline is not intended to replace traditional reporting methods should students feel comfortable doing so. (continued on the next page)

The Helpline is administered by an independent third party to maintain confidentiality and is available 24 hours a day, 365 days per year. To access the Hi'ikua Helpline:

- Online: [www.hiikuahelpline.ethicspoint.com](http://www.hiikuahelpline.ethicspoint.com) or [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.

## SECURING VALUABLES

To help safeguard property and valuables, interns are encouraged to lock all doors and windows before leaving a facility, lock car doors, and never leave valuables in exposed and/or unsecured areas.

## HEALTH CARE AND INSURANCE

KS does not provide health services in relation to this program. Students enrolled in a work-based learning opportunity are responsible for obtaining and maintaining their own health insurance throughout the term of the program with sufficient coverage and limits to cover any and all injuries or loss. For further information, please contact program at [koip@ksbe.edu](mailto:koip@ksbe.edu)

## USE OF THE KS NAME & IMUA WARRIOR LOGO

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

For this reason, the use of these marks in connection with the sale of any products or any commercial activity, or any use of these marks that implies sponsorship or endorsement by KS of any activity (even a non-commercial activity) requires the written approval of KS. To learn more about these requirements, please contact the Program Manager of the Kāpili ‘Oihana Internship Program at (808) 932-4406.



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## CAREER PATHWAYS UNIT STAFF CONTACT INFORMATION

If you have any questions/concerns or experience any problems, please contact CPU staff members at the following telephone numbers and/or e-mail addresses:

### JON PRICE

Career Pathways Unit Director

Phone: (808) 534-3897

Email: [joprice@ksbe.edu](mailto:joprice@ksbe.edu)

567 South King Street Suite 320

Honolulu, HI 96813

### HEIDI DANGARAN

Program Manager

Phone: (808) 932-4406

Email: [hedangar@ksbe.edu](mailto:hedangar@ksbe.edu)

16-545 Old Volcano Road

Kea'au, HI 96749

### SANDRA TANAKA

Employer Engagement Coordinator

Phone: (808) 534-8524

Email: [satanaka@ksbe.edu](mailto:satanaka@ksbe.edu)

567 South King Street Suite 320

Honolulu, HI 96813

### CHANSEN FUKUSHIMA

Employer Engagement Coordinator

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