



**Kamehameha Schools
Extension Educational
Services Division
Kamehameha Scholars
Student/Parent Handbook
2014-2015**

STATEMENT ON THE HANDBOOK

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

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

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The Legacy of a Princess

Princess 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, the princess envisioned a brighter future for Hawaiians. With the support of her husband Charles Reed Bishop, Princess 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, Princess Pauahi's vision became reality with the opening of the Kamehameha School for Boys. Seven years later, the Kamehameha Schools for Girls was established. In the years that followed, students acquired the skills and knowledge necessary to weather the changes brought about by western civilization, helping Hawaiians find their place in the new society.

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

Kamehameha Schools (KS) currently operates K-12 campuses on O'ahu, Maui and Hawai'i Island with a total enrollment of 5,400 keiki. It also operates 29 preschool sites enrolling 1,500 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.

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 success. Our programs shall help your child achieve his or her highest potential by providing a setting for 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 program when consequences are invoked for a violation of the rules.

Support regular attendance

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

Take an active interest in your child's learning

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

Communicate and monitor your child's progress

Open communication between parents and program staff is key to a child's successful involvement. When applicable, study informal notes and reports. Discuss them with your child. If you have any questions, contact the Director's office at (808)534-8272.

Keep informed

When available, participate in workshops and attend meetings. Read handbooks, letters and other correspondence from the school.

Support school activities

Show support for your child's involvement by attending events. Your support may also include: participating and/or volunteering to assist with activities, or by simply ensuring safe transportation for your child to and from program activities.

Program Information

With no set walls and no set geographic boundaries, students enrolled in Kamehameha Schools Extension Educational Services experience robust regional programs that begin in grade 5 and culminate in post high. Extension students are propelled through a 12+ year educational track with three major program themes: Explorations, Kamehameha Scholars, Career and Post High Counseling and Guidance (CPHCG).

Our Mission

To support Native Hawaiian students in achieving a higher education degree, entering the career of their choosing and cultivating their ability to be servant leaders.

Program Background

Kamehameha Scholars is a year-round supplementary educational enrichment program with a focus on college and career guidance. The program is designed to encourage and assist students in raising their education and career aspirations. Students will discover and assess their skills, interests and values and explore matching career options as they develop plans for their future. Kamehameha Scholars is part of Kamehameha Schools' effort to extend its educational reach to more students of Hawaiian ancestry.

Kamehameha Scholars strives to develop students through holistic programming. Program activities are delivered during weekend, evening and intercession workshops throughout the year. As a community education program of Kamehameha Schools, Native Hawaiian content is promoted and weaved in the program's curriculum and design. Kamehameha Scholars utilizes Hawaiian protocol in the program and cultural concepts are infused into learning opportunities to promote our haumana being confident and competent in both Hawaiian and Western worlds.

Program Expectations

To remain eligible for the program, students are expected to attend required program activities, to complete required program homework assignments and to demonstrate respect and kindness to other students and program staff. Scholars are expected to maintain a minimum 2.0 grade point average (GPA) for each high school grading period and to maintain excellent conduct and behavior at his/her current high school. Report cards shall be submitted annually for review by program staff, and program attendance shall be monitored. Scholars are expected to involve parents/legal guardians in college and career plans and to pursue admission to a post-high educational program. Failure to meet program expectations and requirements may result in release from the Kamehameha Scholars program.

Program Components

College and career guidance is the core service of the Kamehameha Scholars program. The program intends for exiting scholars to possess the knowledge, skills and behaviors to be successful in their post-high pursuits and ready for the rigor of post-secondary education and/or the world of work. As 12th graders, scholars will complete a post-high plan and will be mākaukau (ready) to transition to the next step in life. The program's curriculum aligns with the DOE Personal Transition Plan which is a graduation requirement of all public high school students.

Kamehameha Scholars Merit Scholarship

A one-time (non-renewable) post-high merit scholarship is awarded to recognize and reward scholars who “actively” participate, fulfill program outcomes and choose to continue their education through enrollment in an accredited post high institution.

12th grade scholars who earn merit scholarship points and successfully complete the Kamehameha Scholars program to graduation, are eligible to receive a one-time (non-renewable) post-high merit scholarship.

Scholars earn merit scholarship points during each year of their high school participation in the following areas:

- Participation/attendance
- Completing assignments
- School grades

A merit scholarship score sheet is sent at the end of each school year and indicates the cumulative amount of points earned during the program and the specific amount of points earned during the school year. Scholars may earn up to 25 scholarship points every high school year to achieve a maximum amount of 100 points. By fulfilling ALL requirements (4 years) of the merit scholarship incentive, a scholar may earn a merit scholarship in the amount of \$2500.00. No “extra credit” opportunities shall be offered

The merit scholarship is administered through the KS Financial Aid and Scholarship Services Department (FASS) and sent to an accredited post-high institution. The merit scholarship is based on the institution’s official letter of acceptance (which is provided by the scholar) and is disbursed directly to the accredited post-high institution

Since counselors from the Kamehameha Schools Ka’i Lamakū program assist scholars transitioning from high school to and through their first year of college, participation in at least one counseling appointment each term of your freshman year in college is required.

Eligibility

Scholars who are currently enrolled in high school (grades 9-12) are eligible for a one-time Kamehameha Scholar Merit Scholarship by:

- Graduating from high school and receiving a high school diploma
- Successful 12th grade completion of the Kamehameha Scholars program
- Submitting a copy of his/her admissions application to an accredited post-high institution or an official College Acceptance Letter (CAL)

Scholars who drop out or are released from the program are not be eligible to apply for the Kamehameha Scholars Merit Scholarship.

Disbursement of Merit Scholarship

Merit Scholarship funds are disbursed by KS directly to an accredited post-high institution upon completion of the following requirements:

- Submission of an official College Acceptance Letter (CAL)
- Attendance at a Ka’i Lamakū Merit Scholarship orientation session

A list of recognized accrediting institutions can be found at: <http://www.ksbe.edu/finaid/posthigh.php>
Click on the “Qualified Schools & Accrediting Agencies” link.

Program Release

Scholars who accept an invitation to attend any one of the three Kamehameha campuses at Kapālama, Kea`au or Maui will be withdrawn from the Kamehameha Scholars program.

A participant **MAY** be released from the Kamehameha Scholars program if he or she:

- Moves to another state or region not currently served by the Kamehameha Scholars program;
- Repetitively displays behavior that is consistent with what is outlined as Level 1-5 infractions
- Commits a serious infraction as defined in the “Student Discipline” section.
- Fails to meet program expectations

Only disciplinary decisions by the Career and Post High Counseling and Guidance Department Director that result in a release may be appealed to the Extension Educational Services Division Director. All other disciplinary decisions by the Career and Post High Counseling and Guidance Department Director or his/her designee that results in consequences less than that standard may not be appealed.

Students with Disabilities

The Americans with Disabilities Act 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.

Kamehameha Schools' Kamehameha Scholars General Activities Information

Kamehameha Schools' Kamehameha Scholars programs provide a variety of activities for all enrolled student participants in a safe and pleasant environment. However, there are certain inherent risks associated with almost every activity. Listed below are the activities for program participants. Please read the activities to acquaint yourself with some of the risks involved. Field trip activities may include and require walking on trails and/or uneven and rocky terrain; clearing brush, weeds and debris on/at the fishpond; wading in salt, fresh and/or brackish waters in shallow depths of water; bending lifting and working in the lo'i kalo. Other outdoor activities may include beach outings for picnics and games that may require being in sandy and grassy areas and 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. Dependent on the nature 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, in the program 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 program 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 are making 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 Kamehameha Scholars Enrollment and Agreement Form, you assume all risks associated with KS' Kamehameha Scholar 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.

I GUIDANCE SESSIONS

- A. Guidance sessions include curriculum-based workshops as well as one to one advising meetings and are inclusive of K Scholar counselor(s)/staff and scholar participants in large to small/individualized settings.
- B. Guidance workshops are pre-scheduled - locations and timeframes are disclosed on program calendar; One to one advising session locations and timeframes are determined between K-Scholar counselor and scholar (per program guidelines).
- C. Parents are responsible for transporting scholars to and from these events in a timely manner.
- D. Direct contact between K Scholar counselor and scholar will be made via parents' and student's email and phone

II DAILY PROGRAM (If Applicable)

- A. Attend off-site field trips with hands-on and classroom activities. Field trip classes (and campus classes) may include arts and crafts, music, hula, Hawaiian history and culture, acting, life skills, human relations, team building and trust activities.
- B. Walking to and from: location sites, boarding dormitories, campus and dining facilities.

IV. LATE AFTERNOON/EVENING ACTIVITIES (If Applicable)

- A. Swimming B. Makahiki games C. Arts and Crafts D. Music classes
- E. Classroom activities

Success Enhancement Guidelines

The Kamehameha Scholars program provides support and intervention to all scholars. Preventative measures are used with those scholars who face the possibility of grade level retention, have been retained at least one grade level, or are at risk of being dismissed from the Kamehameha Scholars program.

Preventive Measures

Throughout the duration of the program, each scholar's status is classified using Kamehameha Scholars' Status Code. The status code provides an easy method for counselors, scholars and parents/legal guardians to track gains and deficiencies in a scholar's grades, attendance, program participation, submission of administrative documentation and merit scholarship assignments. The status code is used like a report card and helps the program to identify when to intervene and work with scholars on an action plan to address deficiencies that are coded YELLOW or RED in any of the categories listed in this section. A scholar may be released from the program if he or she fails to meet the action plan(s) created to address YELLOW and/or RED status code categories and/or deficiencies.

Green – Excellent! Role Model	Yellow – At Risk! Improvement Needed	Red – Crisis! Scholarship in Jeopardy
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Classification Standards & Actions

Color	Standards	Actions
Green	Green in all areas	None
Yellow	No Reds	Recommended that Parent & Scholar initiate meeting with Kamehameha Scholars counselor for color status action plan.
Red	Red in at least one area	Mandatory parent & scholar meeting with Kamehameha Scholars Counselor for status action plan.

Mid-Year & End Year High School Grades/Attendance

Color	Grades
Green	Minimum 2.8 GPA or Equivalent
Yellow	Minimum 2.0 - 2.7 GPA or Equivalent
Red	1.99 GPA or Below or Missing Report Card

Kamehameha Scholars Participation

Color	Attendance (e.g., Holomua Ohana, Workshop, & Advising)
Green	5 Events
Yellow	4 Events
Red	0 – 3 Events

Parent Engagement

Color	Attendance (e.g., Holomua Ohana, Advising, & Workshop Upon Request)
Green	2 or More Events
Yellow	1 Event
Red	0 Events

Kamehameha Scholars Merit Scholarship Assignments

Color	Completed Assignments (See Merit Scholarship Assignment Calendar)
Green	Completed Assignments by Early Deadline
Yellow	Completed Assignments by Final Deadline
Red	No Assignments by Final Deadline

Report Card Collection & Advising

The following preventive measures will take place throughout the school year to ensure grade level promotion is being achieved and to alert counselors if intervention measures need to occur.

REPORT CARD COLLECTION
First Semester
Last Semester

INTENTIONAL ADVISING Grades 11th – 12th One-to-one advising based on the Program's core curriculum.
September-November
December-February
March-May

RESPONSIVE ADVISING Grades 9th – 10th One-to one advising based on the scholar's individual needs that may go beyond the Program's core curriculum.
Appointments made at Workshops or after October Messaging Check-in
Appointments made at Workshops or after December/January Messaging Check-in
Appointments made at Workshops or after April Messaging Check-in

Action Plan Intervention Steps

If a scholar is coded red in any category, has been retained a grade level, is at risk of retention, or is experiencing academic difficulty it is the scholars responsibility to notify a Kamehameha Scholars Counselor within 2 weeks. The scholar may be required to complete the following action plan steps to remain in the program.

STEP 1	Meet with a Kamehameha Scholars counselor to determine next steps.
STEP 2	Parent/Legal guardian may be requested to complete and sign a release of information form to give the Kamehameha School counselor access to school related information.
STEP 3	<p>Complete a Next Steps Action Plan*, which may include</p> <ol style="list-style-type: none"> 1. Identifying support network (e.g., parent, teacher, & coach). 2. Participation in academic recourse (e.g., summer school, on-line courses, & correspondence) if student has failed one or more courses. 3. Monitoring of regular school attendance. 4. Submission of monthly progress reports. 5. Regular check-ins with Kamehameha Scholars counselor. 6. Showing progress (e.g., grade improvement, credit recovery). <p>*The Action Plan must be signed by a parent or legal guardian.</p>

If a scholar fails to meet any of the action plan steps, the program may consider either of the following actions.

◆	Retain scholar within the Kamehameha Scholars program to the grade level equivalent to his or her high school with the possibility of forfeiting Merit Scholarship Award.
◆	Release scholar from the Kamehameha Scholars program with forfeiture of Merit Scholarship Award.

Parent/Student Access to Education Records

Parents and students are allowed:

- To inspect, review and obtain copies of the student's education record.
- To request that others review the student's education record (except where Kamehameha is required or authorized to allow others to review the record without your permission). Requests should be made in writing to the Director or his/her designee.
- To obtain copies of Kamehameha's policies and procedures concerning parent/student access to education records. Requests should be made at the Director's office.

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 school will then contact the student and/or parents, who may then decide if they wish to contact the caller.

Directory information may include:

- Student's Name
- Address
- Telephone Number
- Date and place of birth
- Most recent and previous education institution attended
- Dates of school attendance
- Activities
- Other Similar information

Student Discipline

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 their behaviors, as well as to learn what is, and what is not acceptable behavior.

When students misbehave

Sometimes students make poor choices. To ensure that students learn from mistakes and to protect the quality and safety of Kamehameha's learning environment for all members of the campus community, consequences will be applied when students misbehave. KS has a process in place to help identify student misbehavior that may be detrimental to the health and safety of Kamehameha people and property.

The KS student disciplinary process is designed to teach children to take personal responsibility for their actions and to respect the rights of others. The process applies to misbehavior during programs, in classrooms, on campuses/sites, at program-sponsored events, or at non-program sponsored events. Disciplinary problems occur for a variety of reasons and in varying degrees of frequency and severity, so there are FIVE 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. For students under age 18, 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.

For adult students, if the disciplinary consequence involves conduct probation and/or release, that information will be communicated to the adult student first verbally and then with a written, follow-up letter.

Kamehameha Schools programs 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 Division Director.

LEVEL 1

Level 1 discipline addresses behavior that disrupts the school community.

Infractions – Examples include, but are not limited to:

- Failure to follow established rules
- Disobeying authority
- Dishonesty
- Excessive tardiness
- Inappropriate language and gestures (profanity, swearing)
- Dress code violation
- Misuse of KS property
- Being in an off-limits area
- Misuse of cell phones and portable media devices (iPods, MP3 players, hand-held videogames, etc.) when not allowed
- Unauthorized card playing and/or trading
- Refusal to show student I.D. card

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

- Verbal warning
- Written reprimand
- In program restriction
- Repair/replacement of items misused or broken
- Written incident report
- Restriction of school electronic devices, including computers

LEVEL 2

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

Infractions – Examples include, but are not limited to:

- Unmodified Level 1 behavior
- Consistent failure to obey school rules
- Disrespect towards adults or students – defiance, insubordination, and other forms of disruptive conduct
- Cheating and/or plagiarism, or other forms of academic dishonesty
- Forgery
- Public display of affection
- Inappropriate conduct off campus when part of a school-related activity
- Unauthorized use of or possession of school property, equipment, and materials
- Damage to property due to negligence
- Destruction or damage of other students' work or materials

Possible Consequences – (Depending on the severity and/or frequency of infraction): In addition to the consequences listed in Level 1, the following consequences may be applied:

- Loss of participation in other activities
- Outside counseling
- Suspension from program
- In program restriction
- Conduct probation
- Restitution
- Behavioral contracts
- Extended restriction of school issued computer or electronic device usage

Level 3

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

Infractions – Examples include, but are not limited to:

- Serious acts of defiance, insubordination, physical assault, or threatening a staff member or student
- Being present where drugs or alcohol are being used, or evidence of use exists
- Misuse of school electronic devices, including computers
- Inappropriate public display of affection
- Sexual misconduct
- Use or possession of any nicotine or tobacco product and use or possession of electronic cigarette
- Minor Theft
- Vandalism, graffiti, computer hacking, and/or other forms of destruction of property
- Gambling & betting

Possible Consequences – (Depending on the severity and/or frequency of infraction): In addition to the consequences listed in Levels 1 and 2, the following consequences may be applied:

-
- Repossession of school property/equipment
- Financial restitution
- In-program work assignment
- Community service
- Release from program
- Prohibited from participating in other programs

Level 4

Level 4 discipline addresses behaviors which have not responded to either Level 1, 2 or 3 intervention, results in violence to self and 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:

- Fighting
- Possession and/or use of alcohol and/or illicit drugs during or at program activities
- Intermediate Theft
- Possession of drug paraphernalia
- Chronic Absences
- Serious misuse of school electronic devices, including computers
- Refusal to cooperate with drug and/or alcohol testing
- Harassment, discrimination, intimidation, bullying, and/or hazing
- Tampering with or Misuse of Fire Alarm and/or other safety/emergency equipment
- Extortion
- Serious sexual misconduct

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

- Alcohol and/or drug testing

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
- Serious Assault
- Bomb threat
- Burglary
- Possession, Threat or Use of a Dangerous Instrument or Weapon
- Sale or Distribution of Alcohol and/or Illicit Drugs
- Serious Sexual Offenses
- Terroristic Threatening
- Major Theft

Possible Consequences - (Depending on the severity and/or frequency of infraction): One or more of the consequences listed in Levels 1, 2, 3, or 4 may be applied.

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

Conduct outside-of-program activities

Certain activities, even outside of program hours or off KS property, may result in loss of program privileges and other disciplinary action up to and including release from the program. 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 program, even if such conduct takes place in the community, during non-program activities. 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 the program include any violation of law; underage purchase, use or possession of alcohol or a controlled substance; cyberbullying or other use or misuse of computers, or computer websites (personal, at home or during the program), which do, or could, impact the welfare of any member of the school community or the reputation or functioning of the program.

Appealing a disciplinary decision

Only disciplinary decisions by the Program Director that result in a release may be appealed to the **Extension Educational Services Division Director**. All other disciplinary decisions by the Program Director or his/her designee that results in consequences less than that standard may not be appealed. For students under age 18, once a decision has been made by the Program Director or his/her designee, it will usually be first communicated to the parent/guardian, verbally, then with a written follow-up letter. For students over age 18, once a decision has been made by the Program Director or his/her designee, it will be communicated to the student, then with a written follow-up letter. Once the written decision to release a student has been communicated, the parent or adult student has ten working days to appeal the decision to the **Extension Educational Services Division Director** in writing.

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

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

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

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

Kamehameha Schools' Extension Educational Services Participation and Behavior Expectations

Each participant shall agree to abide by the following:

- To participate in all activities and lessons, unless excused to do so.
- To be responsible for his/her own belongings and actions.
- To respect all other participants, staff, and property including:

Treating all others as he/she would like to be treated. No harassment, discrimination, intimidation, bullying, teasing, and/or hazing).

Refraining from disruptive conduct (no horseplay, hitting, pushing, shoving, pulling, fighting, etc.).

Listening to and following instructions from coordinators, teachers, dorm leaders, and student aides. No disrespect toward adults or other participants (for example, no talking back, no insubordination).

Using proper language. No inappropriate language and/or gestures (for example, no profanity or swearing).

Picking up after oneself and caring for his/her own property and the property belonging to others.

For Short-Term Residential (Boarding) Program Participants – *Only If Applicable.*

- To commit to stay for the entire duration of the program, day and night, for the entire week and refrain from calling home.
- To be responsible for his/her own personal needs by practicing proper hygiene including showering, brushing or combing hair, brushing teeth and using deodorant.
- To stay in his/her assigned room and go to sleep when it's time to go to bed and "lights-out" is announced.

Each participant shall be aware that electronic devices (such as cellular phones, tablet, laptops, etc.) are **NOT** permitted once he/she is dropped off at check-in

Each participant understands that if he/she dishonors this agreement, he/she may be **sent home.**

Guidelines for Short-Term Residential Programs

An integral component of the KS Kamehameha Scholars program is a one week residential program where students will board together supervised by selected program staff. This one-week residential boarding program is designed to promote and develop independence as well as social interaction skills among young adolescents. Students will be provided meals, lodging and limited program activities after regularly scheduled Kamehameha Scholars activities have ended each day. Summer Orientation Sessions on O`ahu, will be located on the Kapālama campus. For other programs, neighbor island campuses or comparable commercial lodging facilities may be used. The following guidelines are provided to ensure that all participating students discover their fullest potential in a safe learning environment:

Student Conduct

All students are expected to:

- abide by the guidelines as stated in the “Student Discipline” section of this handbook.
- be responsible for his/her own personal needs, belongings and actions
- commit to stay for the entire duration of the program, day and night, for the entire week and refrain from calling home.
- NOT remain in their rooms during the program; except at approved times or approval of program staff.
- NOT visit individual rooms of the opposite sex.
- remain in their own room throughout the night until the morning staff comes on duty. If a student needs to leave the room before a morning staff comes on duty, permission is to be obtained in advanced.

Other rules applicable to the specific program may be distributed before or during the program. Consequences for not adhering to these expectations range from warnings to release from the program, as set forth in the Student Discipline section of this Handbook. All staff members have been instructed to correct improper behavior of students. When such action is taken, students should comply respectfully. Disrespect or insubordination will not be tolerated.

Dress Code

Students are to dress comfortably and in good taste and should not wear clothing that promotes tobacco, drugs, alcohol, or acts of violence. Footwear is required.

Clothing and Personal Items

Students will receive a “Clothing and Personal Items List” prior to the start of the program. Each list may vary according to program and students should bring the minimum items mentioned on the list. Additional clothing may be included as laundry facilities may not be available. Each child must be able to carry all personal baggage up and down several flights of stairs.

The following items will not be permitted:

- Jewelry
- Anything of high value, money, keys, etc.
- Sunglasses
- Trading cards
- Electronic Equipment-Cell phones, iPods, radio, etc.
- Vitamins
- Blow dryers, irons
- Flashlights, laser lights
- Snacks, food of any kind

Items may be turned in for safe-keeping upon arrival or confiscated by staff.

KAMEHAMEHA SCHOOLS WILL NOT BE RESPONSIBLE FOR LOST, STOLEN OR DAMAGED ITEMS.

Safety and Security at KS Educational Sites

KS 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, 7 days a week. To contact the campus security office, call the appropriate numbers: Kapālama - 842-8320 or 842-8332; Hawai'i Island – (808) 982-0149; Maui Island (808) 572-4260.

Security at the Kapālama Main Gate

Campus access is strictly controlled at the main gate between the hours of 8 a.m. – 2 p.m. and 10 p.m. – 5 a.m. on school days. All visitors, including parents, must call 842-8680 prior to arriving on campus for clearance. Campus security will arrange for a visitor pass to be waiting for you at the main gate upon presentation of a photo ID. Unannounced visitors will be subject to delay or may be turned away, so please plan accordingly.

Reporting School Infractions & Unlawful Activity

If you or your child witnesses a school infraction – including discrimination, harassment, intimidation, bullying, hazing or violence – please report the matter to the Director's office immediately to permit KS to take appropriate action. KS will investigate and handle such reports in accordance with its policies and procedures. Student suspect(s) will be given the opportunity to explain their views.

After the incident is reported and investigated, administrators may report the offense to local law enforcement officials if the infraction is serious and circumstances so warrant. KS may take disciplinary action, up to and including suspension or release, as determined by KS at its sole discretion. A detailed list of infractions and disciplinary actions can be found in the "Student Discipline" section of the handbook. For more information about how to report a school infraction, please contact the Director's office.

If you witness non-students engaging in unlawful or suspicious activities such as theft, arson or drug-use please report it immediately to KS faculty, staff members or campus security. In cases of emergency, contact local law enforcement, fire, and/or emergency services officials.

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 program day:

- Areas where construction or renovation is in progress
- Parking lots
- Forest areas
- Physical plant area
- Elementary or middle school campus during normal program hours. Access is allowed after school hours
- Athletic facilities, unless being used for school functions
- Classroom lanai areas & restrooms during class, except with permission
- Dormitory areas (off-limits to both boarding and day students)
- Any other areas identified and communicated by faculty and/or staff

Visitors & Volunteers

Upon arrival on campus, ALL visitors - including parents, relatives and caregivers - must report to the unit office, sign in, and obtain a visitor's pass 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. At the end of the visit, visitors must report back to the unit office, sign out and return the visitor's pass. . Visitation to all other program sites is arranged through the Program office.

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

Volunteers must also have a TB test on file and authorize a criminal history record check annually before working directly with the children. This information is kept in a confidential file in the Director's office. Upon arrival on campus, volunteers must report to the school administrator authorized to supervise the volunteer. At the end of the field trip, special activity, program, or service, volunteers should return to the authorized school administrator's office to sign out, unless alternate arrangements have been made.

Kamehameha facilities are smoke- and drug-free environments. All visitors and volunteers are expected to adhere to this policy. Smoking (except in designated smoking areas), drinking, or use of any illegal substance is prohibited on school property (including parking lots, bus terminals, and KS vehicles and/or 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, Kamehameha reserves the right to refuse to allow visitors or volunteers, including parents, relatives or caregivers, to participate in its programs and services if, in the opinion of the administrator, there exists a reasonable belief that the visitor or volunteer may pose a risk to the health, safety or welfare of the students.

Unlawful or suspicious activity should be reported immediately to faculty, staff, and/or campus security which can be reached at 842-8320 or 842-8332 (Security Gate House). If campus security is unavailable please notify local law enforcement officials. In cases of emergency, immediately contact local law enforcement, fire, and/or emergency officials and campus security.

Securing Valuables

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

Right to Search

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 Schools strives to ensure that searches and/or seizures be justified at their inception and reasonably related in scope to the circumstances that justified the initial search and/or seizure.

Reporting Child Abuse &/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 parental consent IS NOT REQUIRED. If, however, DHS or the police want to interview a child during an investigation concerning another child, parental consent IS REQUIRED before any interview can take place.

Changes in Your Child's Custodial Status

It is the policy of Kamehameha Schools to remain a neutral party in parental disputes concerning the care or custody of their child. It is the obligation of parents and legal 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 the 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 or permanent custodian, a Guardian Ad Litem, or a representative of Child Welfare Services or a similar agency if these people seek information about a student or try to instruct staff in matters which conflict with the rights of the last-known legal guardian.

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

Emergency Response Plan

The Kamehameha Scholars Department has an emergency response plan to guide administrators, teachers and staff during emergencies. The goals of the plan are to ensure the safety of students, staff and visitors; minimize disruption of programs; minimize property loss and assist the community. A specific emergency response plan for the Kamehameha Scholars department is accessible for review by request.

KS Electronic Information System

KS allows students the use of its Internet, Intranet and e-mail systems to support education-related communication and research. Students may access the systems through the Kamehameha Schools Electronic Information System (EIS). The use of the system and its support facilities is a privilege not a right and inappropriate use will result in disciplinary action, up to and including cancellation of the privilege and/or release from Kamehameha.

Students and other learners, including parents or guardians, must abide by the following guidelines when using the EIS.

Student Computer-Use Guidelines

Use EIS resources for educational purposes

- Students should use KS computer equipment, Internet, Intranet and e-mail systems for the purpose of education-related communication and research.
- Use of KS computer equipment and systems for personal communication and Internet browsing should be kept to a minimum. If such personal usage should occur, it is subject to the KS "EIS Responsible Use Provisions."
- Use only program provided software on KS computers – leave all personal files, software, CD's, etc. at home.
- Do not use the KS EIS to transmit or receive offensive, sexually explicit, defamatory, or harassing materials/communications; or to do things that are illegal or unethical.
- Do not use KS computers for entertainment purposes such as playing interactive games or watching You Tube, TV shows or DVD movies, and do not download music, movies, games or software unless instructed to do so by KS staff.
- Really Simple Syndication feeds may only be used with program staff permission.
- Conducting unauthorized commercial activity of any kind is prohibited.

Practice responsible computer use

- Ask a teacher or computer lab resource person if you have questions or concerns about the KS computer equipment or systems.
- Report problems with equipment or software to a teacher or computer lab resource person and they will work with KS Information Technology professionals to resolve the problems.
- Take steps to backup school work data according to the provisions set out by program staff.
- Do not shut down or restart computers unless instructed to do so by KS staff.
- Identify your data storage discs and zips by writing your first and last names on them with a permanent marker.

Stay safe

- 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 the confidence of chat users in order to do harm.
- Under no circumstances should you meet with someone you chatted with online without first checking with program staff.
- Never give out personal information online – including full name, telephone number, address and social security number. You may become a victim of a phishing scam or phony contest.
- Beware of the dangers of sharing photos, lifestyle and other personal information on Web sites such as MySpace© and Facebook©. KS computer systems may not be used to update personal Web spaces unless they are associated with KS educational activities.

Stay safe (cont'd)

- Do not respond to e-mail messages from unknown senders, unless the subject of the e-mail is related to KS educational activities.
- Do not participate in chain mail or other group mail activities where e-mail addresses may be passed on beyond your knowledge.
- Learn more about Web and e-mail safety from your teacher and K Scholars program staff.

Respect others

- 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.
- Do not use the KS EIS to harm others, alter other people's materials, or misrepresent your identity.
- Use appropriate language in all system communications and content creation. Do not use profanities or other language that denigrates any individual or group.
- Leave equipment and room in good condition for next user/class.
- Do not "borrow" online material from other students or Web sites and try to pass them off as your own. This is plagiarism, and it will not be tolerated within KS. Violation of this principle may result in significant disciplinary action.
- Respect online material created by others. Do not copy or distribute that material if it appears to be copyrighted and never use the materials directly without properly citing sources. If you have questions about copyrights or the proper citing of sources, ask a teacher.

Protect privacy

- Respect the privacy of others. Never use or try to obtain the online user name or password of another individual.
- Always use your own online user ID, and keep your passwords private.
- Do not let others use your e-mail account or portable data storage devices such as zip discs, CDs, DVDs, iPods or flash drives (thumb or jump drives).

Care for KS computer equipment

- Do not connect unauthorized equipment to the KS network or alter KS equipment to perform unauthorized activities.
- Avoid installing software onto KS computers other than what is authorized by KS, and avoid removing software that has been installed by KS.
- Handle and store KS computer equipment with care, including the use of a proper case or tote bag to protect your laptop.
- Keep equipment surfaces clean by keeping them free of markings, decorative stickers or grime. Keep food and drinks away from the computers as well.
- Protect KS equipment from theft or loss.
- Maintain all identifier markings or stickers placed on the equipment by KS.
- Do not allow others, except parents or guardians, to use the equipment.

Preserve the EIS system

- Do not change basic system configurations that alter firewall protections or protect against virus and spyware threats.
- Check your e-mail accounts regularly and respond in a timely manner when asked to do so for KS educational purposes.
- Keep your e-mail accounts organized and keep your mailbox from becoming full by deleting old mail from the system.
- Do not agree to receive promotional e-mail or subscribe to automatic elistservs.

Obey copyright and trademark laws

- Do not transmit, transfer, upload, or post material that is protected by U.S. copyright or trademark law onto a KS computer, the Internet or the KS Intranet without written permission of the copyright/trademark owner and KS.
- Do not make unauthorized copies of text material, photos, audio files or videos found on school computers or the Internet.
- Do not copy licensed software programs to your own discs or give or sell copies of software to others without written permission of the copyright owner, unless the original software is clearly identified as shareware or in the public domain.

For additional information, please ask staff for a copy of KS' policies on ownership and use of copyrighted materials.

Understand that KS may access your information

- Since the KS Electronic Information System is provided for KS educational activity, no student or parent should assume that its content is confidential.
- The KS e-mail system may be monitored by authorized school officials and therefore does not guarantee privacy of content provided over the system. System users may not claim copyright ownership rights on e-mails.
- KS may use information provided by its students and their parents or guardians through the EIS to help carry out its educational mission. System users may not claim copyright ownership rights on this information.

Take responsibility for your actions online

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

Medical Services

At the Kapālama Campus and at KS EES educational sites, KS Medical Services staff provides limited medical evaluation, first aid, urgent/emergency care, and referral services to other physicians or facilities, as defined below. A Registered Nurse is on duty and students are seen on a first-come, first-served basis as they sign in, except in the case of an emergency, which will take precedence. There is no charge to students; however, any cost(s) incurred from outside referrals and treatments is the responsibility of the parent(s)/legal guardian(s).

- Medical Evaluation is the process of being evaluated by the Registered Nurse, Nurse Practitioner, or Clinical Director, to determine any health problem and recommendation for treatment.
- First Aid Care is defined as any minor medical care given to an individual who has been injured or becomes ill and is usually provided by the nurse.
- Urgent/Emergent Care is medical care of a more serious nature such as a fracture, laceration, severe wheezing, etc. The student is evaluated by the Nurse Practitioner, Clinical Director, or nurse, in consultation with the Nurse Practitioner or Clinical Director.
- In the event of a serious medical emergency, emergency medical service personnel shall transport the student to the nearest medical/emergent care facility.

While KS provides these medical services for the students, the parent(s)/legal guardian(s) are ultimately responsible for the health of the student.

KS medical staff will attempt to call one of the parent(s)/legal guardian(s). It is recommended that all students are required to have an additional on-island adult emergency contact designated to authorize medical care when parent/legal guardian is unable to be contacted. Further treatment by a private physician or an Emergency Room is at the discretion of the parent(s)/legal guardian(s).

Medication Administration

All prescription and over the counter medications that must be taken during program hours must be delivered to the attending nurse during Program check-in, accompanied by a signed Request for Administration of Medication (RAM) form. This form is available at Hale Ola or may be downloaded from the website:

<http://blogs.ksbe.edu/haleola/>. The form must be completed by parents and the prescribing physician and approved by the Medical Director. All medication should be in their original pharmacy container with the necessary information - student name, medication name, physician's name, and dosage of the medication and frequency to be given. If the medication(s) need to be given by KS medical staff this should be noted on the RAM form.

Upper elementary, middle school, and high school students may be permitted to carry and self-administer a medication based upon the information contained on the KS Medical Form and agreement between their parents and KS medical staff. Parents must ensure the following:

- The student's physician certifies the medication by completing and signing the appropriate section of the KS Medical Form.
- The student knows what the medication is for, when to take a dose & is able to safely self-administer the medication.

- The medication does **not** require refrigeration or security measures (for example controlled substances).
- The medication is appropriately labeled by a pharmacist or physician (student name, medication name, dose, when to take & physician's name).

KS does not assume the responsibility for reminding your child to take or report for his/her medication.

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

- A temperature of 101°F or above. Students must be fever free for 24 hours without medication (e.g. Tylenol, Motrin, etc.) before returning to school.
- Vomiting or diarrhea
- Infectious Disease (e.g., chicken pox, pink eye, influenza, head lice, etc...)

In the event of illness or injury during the program, students should inform program staff when the illness or injury occurs.

If the student is injured during a program-related activity, a KS Injury Form is completed by a supervising program staff member. The injury form becomes part of the student's health record.

KS 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 listed influences.

Health Services for Boarding Students at Campus-Based Kamehameha Scholars Programs

At the Kapālama campus, Hale Ola serves as the primary source of medical care to boarding students. Hale Ola is staffed Monday through Friday from 6:30 a.m. to 11:00 p.m., and a registered nurse is on-call and available from 11:00 p.m. to 6:30 a.m., as needed to provide inpatient care for boarding students on campus when it would be unsafe for the student to remain in his or her dormitory. Hale Ola provides sick call hours on Sunday evenings from 4:00 p.m. to 11:00 p.m. Hale Ola can be reached at 842-8075.

- a. When parent(s)/legal guardian(s)/on-island emergency contact(s) are unavailable, referrals for treatment, testing, or services not available at Hale Ola will be made to outside facilities or physicians by the Nurse Practitioner or Clinical Director.
- b. Any cost incurred from outside referrals and treatments is the responsibility of the parent(s)/legal guardian(s).
- c. Costs of medications and laboratory tests provided by Hale Ola will be billed to the parent(s)/legal guardian(s) of the student through normal billing procedures.
- d. A student who is not able to return to the dorm because of illness or injury may be admitted to Hale Ola or discharged to the care of a parent/legal guardian/on-island emergency contact.
- e. Inpatient care is provided to students who require ongoing medical supervision, yet, their care does not necessitate hospitalization.

Hale Ola is also the emergency contact and care provider for boarding students when they are off-campus. On-duty nurses are responsible for contacting the appropriate program staff and parent(s)/legal guardian(s)/on-island emergency contact at all times concerning any emergency.

Health Records

KS maintains a health record on each student. The health record contains emergency contact, health insurance and immunization information and a chronological account of each visit to the medical services staff. It also contains a signed KS Medical Form which enables the medical services staff to ensure that your child receives medical care from providers who participate in your health plan. Please report changes in your child's health record information immediately by calling Hale Ola at 842-8075.

Kamehameha Schools retains all student health records for a minimum of seven years beyond majority. KS also complies with the Hawai'i Medical Association and American Medical Association rules on medical records confidentiality and retention.

Student Accident Insurance

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

Transportation of Students

Kamehameha Schools provides bus transportation to and from program activities. KS complies with the State of Hawai'i Department of Transportation administrative rules and regulations governing student transportation.

While riding in 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 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.

School Bus Passenger Code

All students and passengers riding school buses, including faculty, staff and guests, shall abide by the school bus passenger code noted below:

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

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

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

Students are not permitted to leave the bus at locations other than DESIGNATED BUS STOPS unless proper authorization has been given in advance by school officials. Parents/legal guardians must be on time at the designated bus stops to pick up student(s).

4. Bus assignments
 - a. Students may be assigned to ride designated buses at specified times and locations.
 - b. Students may not bring GUESTS OR FRIENDS on the bus unless permission is granted by the principal or applicable school administrator. Please do not make this request to the bus driver unless it is an emergency situation as there are students on the wait list in most of our country areas.
 - c. Special written request will be reviewed on a case-by-case basis by the KS transportation manager.
 - d. The driver may assign students seats on the bus, if necessary.
5. Lost and found items
Any lost and found items left on the bus will be kept on the bus until the student reports lost or found items to the driver or the transportation office. Unclaimed items will be taken to the thrift shop at the terminal or discarded.
6. Corrective action
KS will take corrective action against passengers who violate the School Bus Passenger Code, up to and including forfeiture of bus privileges.
7. 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 other passengers.

Student Drivers

Student drivers shall be allowed to drive to and from program activities and events after registering with the Program office. Student drivers are expected to observe all traffic signs and notices, park in designated areas and follow directions of KS security and/or staff while at KS campuses and/or program sites. Failure to comply will result in the loss of campus and/or program site parking privileges.

Kamehameha Schools Resource Centers

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

Director's Office

1850 Makuakāne Street Ulupono Bldg. B
Honolulu, Hawaii 96817

Pono Ma`a, Director

Phone: 842-8067
Fax: 842-8785
pomaa@ksbe.edu

78-6831 Ali'i Drive Suite 239
Kailua-Kona, Hawai'i 96740
Located in the Keauhou Shopping Center

Patricia Ikeda, Coordinator

Phone: 322-5403
Fax: 322-8139
paikeda@ksbe.edu

Kamehameha Schools Resource Center – O`ahu

1850 Makuakāne Street Ulupono Bldg. B
Honolulu, Hawai'i 96817

Bobbie Tom, Manager

Phone: 842-8912
Fax: 842-8785
botom@ksbe.edu

Heidi Kini Pihana, Coordinator

Phone: 842-8705
hepihana@ksbe.edu

Kamehameha Schools Resource Center – E. Hawai'i

160 B Kea`a Street
Hilo, Hawaii 96720
Phone: 935-0116

C. Noelani Ho`opai, Manager

Phone: 982-0852
Fax: 961-6134
chhoopai@ksbe.edu

Nikki Iwata, Coordinator

Phone: 982-0852
niiwata@ksbe.edu

Kamehameha Schools Resource Center – W. Hawai'i

78-6831 Ali'i Drive Suite 239
Kailua-Kona, Hawai'i 96740
Located in the Keauhou Shopping Center

L. Lehua Kaulukukui, Manager

Phone: 322-5402
Fax: 322-1865
lekauluk@ksbe.edu

Eloise Haake, Coordinator

Phone: 322-5407
elhaake@ksbe.edu

Kamehameha Schools Resource Center – Moloka'i

612 Maunaloa Highway Bldg. A
Kalamaula, Hawai'i 96748
Located in the Kulana 'Ōiwi Complex

Francis (Maka) Cobb-Adams, Manager

Phone: 553-3673
Fax: 553-9081
frcobbad@ksbe.edu

Kamehameha Schools Resource Center – Kaua'i

2970 Haleko Road #101
Lihu'e, Hawai'i 96766-1380

Coty Buffy Ofisa, Manager

Phone: 245-8070
Fax: 246-4617
coofisa@ksbe.edu

D. Ku`ulei Ho, Coordinator

kuho@ksbe.edu