



# Kamehameha Schools Kealakūlia Programs

Student & Parent Handbook  
2017-2018

*Explorations Series Programs*

Ho'omāka'ika'i

Ho'olauna

Kūlia I Ka Pono

Ipukukui

*Kilohana Regional Programs*

*Kamehameha Scholars Program*



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## 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 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. 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."

## Legacy of Ke Ali'i Pauahi



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

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

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

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

Kamehameha Schools currently operates K-12 campuses on O'ahu, Maui and Hawai'i Island with a total enrollment of 5,400 keiki. It also operates 30 preschool sites enrolling 1,500 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.

## Use of the Name “Kamehameha Schools” and the I Mua Warrior Logo

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



KAMEHAMEHA SCHOOLS®

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 our office at (808) 534- 8272.

# Student Records and Information

## 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 school. Instead, the name of the caller and any message will be taken. The school will then contact the student and/or parents, who may then decide if they wish to contact the caller.

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

## Naviance: Family Connection College and Career Planning Tool (if applicable)

Eligible students will be introduced to Naviance, an on-line college and career readiness platform that helps connect academic achievement to post-secondary goals. Students can plan for their futures by discovering their individual strengths and learning styles and explore college and career options based on their results. KS will make available information contained in student records, including but not limited to, college and career planning information, planning activities, test scores, survey responses, test prep, e-transcripts, e-letters of recommendation, and National Student Clearinghouse data, to Naviance for the sole purpose of assisting the student with college and career planning, for distribution to colleges, universities, or other institutions as designated the parent/guardian, and that the information shared by KS with Naviance will not be distributed to third parties without first obtaining parent/guardian's consent. KS may use the data collected by Naviance for the purpose of internal reporting and statistical use.

## Additional KS Approved Counseling Tools (if applicable)

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

## Students with Disabilities

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

## **Information about Privacy**

Kamehameha Schools is committed to a safe and healthy environment where students can live and learn productively and effectively. We hold ourselves to high standards, including the ethical policies of our institution and the counseling guidelines contained in the American School Counselor Association Code of Ethics. This means we will keep the information you share with us confidential.

There are instances where KS will be required or authorized to share information:

- When parental or legal guardian permission is given to share your student records
- When consulting with other KS counseling staff and DOE/school counselors
- When KS is required to release information by a program policy, state law and/or the code of ethics for counselors.  
For example:
  - If a counselor believes the safety and security of your student or others is in jeopardy
  - To comply with a court-issued order
  - If a crime is committed.

# Student Expectations

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

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

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

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

## School-wide behavioral expectations

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

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

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

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

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

## A Commitment to Appropriate Conduct

Mōhala i ka wai ka maka o nā pua.

*Unfolded by the water are the faces of the flowers*

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

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

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

We believe in...

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

### Ka Loina Lawena Pono

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

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

### A Commitment to Appropriate Conduct

*I am grateful to Princess Pauahi for her generosity.*

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

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

### **Citizenship Behaviors**

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

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

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 a written follow-up letter.

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

## LEVEL 1

*Level 1 discipline addresses behavior that disrupts the Program.*

**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 school 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
- 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 program-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 and others, destruction of property, discredits or defames a student, staff, or the school, or otherwise poses a direct threat to other students or adults 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
- Use or possession of any nicotine or tobacco product and use or possession of electronic

- or student
- Being present where drugs or alcohol are being used, or evidence of use exists
- Inappropriate public display of affection
- Sexual misconduct
- Misuse of school electronic devices, including computers
- 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 KS 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 or others, or seriously impacts the school environment. If circumstances warrant, the incident may be reported to local law enforcement officials.*

**Infractions\_**– Examples include, but are not limited to:

- Fighting
- Possession and/or use of alcohol and/or illicit drugs on campus or at program activities
- Intermediate Theft
- Possession of drug paraphernalia
- Serious misuse of school electronic devices, including computers.
- Serious sexual misconduct
- 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

**Possible Consequences\_**– (Depending on the severity and/or frequency of infraction): In addition to the consequences listed in Levels 1, 2, and 3, the following consequences may be applied:

- Alcohol and/or drug testing

#### Level 5

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

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

- 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):

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

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

## Pu‘uhonua

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

### ***Out-of school and off-campus behavior***

Certain activities, on or off KS property, may result in loss of program privileges and other disciplinary action up to and including release from Kamehameha. Students may be subject to discipline for behavior which is, or may be, disruptive of the educational process, interferes with the work of the program, is contrary to the mission of KS, impinges on the rights of other students, employees, or members of the KS 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 school include any violation of law; underage purchase, use or possession of alcohol or a controlled substance; cyberbullying or other use or misuse of computers, or computer websites (personal, at home or at school), which do, or could, impact the welfare of any member of the school community or the reputation or functioning of the program.

### ***Appealing a disciplinary decision***

Only disciplinary decisions by the Program Director that result in a release may be appealed to the 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 usually 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 has ten working days to appeal the decision to the 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 school's procedures applicable to the situation based upon the school'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, or just the adult 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/guardian(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.

## Kealakūlia Programs 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. 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.

### **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.

*For day programs – An activity notice will be sent home advising if specific dress wear is required.*

*For short-termed residential boarding programs – A detailed packing list will be provided in your Program confirmation packet.*

### **Prohibited Items**

The following items will not be permitted at the Program:

- NO Snacks
- NO food of any kind (*unless student requires special dietary accommodations*)
- NO PEANUT products of any kind
- NO e-cigarettes or smiliar devices

## Student Activities Information

Kamehameha Schools provides a variety of activities for all enrolled student participants in a safe and pleasant environment. However, there are certain inherent risks associated with 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 program classes and/or activities may include the use of hand and/or power tools under the direct supervision of adult program staff/volunteers after sufficient safety training has been provided. Outdoor activities have necessary and unavoidable risks of injuries based on the nature of the activity. There are, therefore, risks of orthopedic, dental, cervical, spinal, and head injury, lacerations and other injuries from falling and/or colliding with people or objects. In addition, all activities require a level of fitness and health that only your physician can determine your child possesses. **We strongly urge that you obtain medical advice as to whether certain outdoor activities are suitable for your child.** Many undetected or chronic diseases such as cardiac disease or high blood pressure may be worsened by participation in these activities. Swimming and other ocean/stream aquatic activities also carry inherent risks as well. Finally, some activities may result in allergic reactions or individual sensitivity to allergens (natural or man-made) when ingested, inhaled, or when in contact with skin.

If you 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 Admissions & Enrollment Agreement Form, you assume all risks associated with KS' program activities. Please ask any questions of our staff which you may need to make a fully informed decision in order for your child(ren) to participate.

### **COMMUNITY PARTNER WAIVERS**

In order to offer the best experiences possible, KS engages community partners to assist in providing different types of learning activities. While KS takes necessary precautions to ensure a safe and secure learning environment, its community partners may require parent(s)/legal guardians to complete additional waiver forms that may be included in your child's enrollment packet. Each waiver is an agreement between parent(s)/ legal guardian(s), and the community partner that addresses risks associated with a particular activity, location and/or site and also releases the community partner from liability. Please refer to the activities schedule to find out if there are any waiver(s) that require review, signature(s), and return to. If a signed waiver is not received, your child WILL NOT BE ALLOWED to participate in the waiver-related activity.

### ***KILOHANA REGIONAL PROGRAMS:***

- 1) **DAILY PROGRAM (MONDAY-THURSDAY):**
  - a. Attend on-site classes, and on-site and off-site activities.
  - b. Walking to and from: location sites, campus and dining facilities.
  
- 2) **LATE AFTERNOON ACTIVITIES:**
  - a. STEAM (science, technology, engineering, arts and math), culture, and 'āina based activities
  
- 3) **FIELD TRIPS:**
  - a. Attend on-site or off-site field trip activity.
  - b. Take the bus to and from location sites and campus.
  - c. Walk at the location site.

## **HO'OMĀKA'ĪKA'I - HO'OLAUNA - KŪLIA I KA PONO & IPUKUKUI PROGRAMS**

- 1) DAILY PROGRAM (if applicable):
  - a. Attend off-site field trips with hands-on and classroom activities.
  - b. 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.
  - c. Walking to and from: location sites, boarding dormitories, campus and dining facilities.
  
- 2) LATE AFTERNOON ACTIVITIES:
  - a. Swimming
  - b. Makahiki Games
  - c. Arts and Crafts
  - d. Music Classes
  - e. Classroom Activities

## **KAMEHAMEHA SCHOLARS PROGRAM:**

- 1) GUIDANCE SESSIONS
  - a. Guidance sessions include curriculum-based workshops as well as one to one advising meetings and are inclusive of Scholars 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. These are subject to change. One to one advising session locations and timeframes are determined between Scholars 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 Scholars counselor and scholar will be made via parents' and student's email and phone.
  
- 2) DAILY PROGRAM (if applicable):
  - a. Attend off-site field trips with hands-on and classroom activities.
  - b. 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.
  - c. Walking to and from: location sites, boarding dormitories, campus and dining facilities.
  
- 3) LATE AFTERNOON ACTIVITIES:
  - a. Swimming
  - b. Makahiki Games
  - c. Arts and Crafts
  - d. Music Classes
  - e. Classroom Activities

## Leptospirosis

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

### ***What is leptospirosis?***

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

### ***How can you get the disease?***

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

### ***What are the symptoms?***

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

### ***How is leptospirosis diagnosed?***

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

### ***What is the treatment?***

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

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

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

## Guidelines for Short-Term Residential Programs (if applicable)

An integral component of the KS Explorations Series 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 activities have ended each day. For Ho'omaka'ika'i and other identified programs on O'ahu, residential programs will be located on the Kapālama campus. For other programs, neighbor island campuses or aina-based educational sites 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 Expectations" 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 Expectation for Student Behavior 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. Swimming attire for girls must be either: a one-piece bathing suit or a rash guard worn with two-piece style suit. 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, Kendama's
- Musical Instruments
- Cigarettes/e-cigarettes
- Electronic Equipment-Cell phones, iPods, radio, etc.
- Vitamins
- Blow dryers, irons
- Make-up
- Flashlights, laser lights
- NO Snacks, NO food of any kind, NO PEANUT products

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.

### Policy on Harassment, Intimidation, Bullying, Hazing or Violence & Reporting School Infractions & Unlawful Activity

KS is committed to providing a learning environment free from all types of discrimination, harassment, intimidation, bullying, hazing or violence that would interfere with a student's ability to learn and enjoy his or her educational experience. All school infractions, including any incident of discrimination, harassment, intimidation, bullying, hazing or violence, should be reported immediately to the Principal or designated school administrator's office 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. KS may take disciplinary action, up to and including suspension or release, as determined by KS in its sole discretion. If the infraction is serious and circumstances so warrant, KS may report the incident to local law enforcement officials. 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, including any incident of discrimination, harassment, intimidation, bullying, hazing, or violence, please contact any of the individuals listed below.

CONTACT	POSITION	PHONE #	EMAIL
EES Operations	Call Center	534-8272	hcbe@ksbe.edu
Cara Baclaan	EES Operations Dept. Director	534-8351	cabaclaa@ksbe.edu
Kēhaulani Pūu	EES Division Director	534-8349	kepūu@ksbe.edu

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.

### 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 or families feel comfortable doing so.

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)
- 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.

### **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

## Island-wide emergencies:

The Extension Educational Services Division 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 academic programs and business operations
- minimize property loss
- assist the community in time of emergency

A specific emergency response plan is accessible for review by request. KS's emergency operations plan is activated any time a CIVIL DEFENSE WARNING is issued. In such a case, parents can obtain information about school or their children in the following ways:

## Radio:

Announcements about school closure or evacuation will be broadcast over the following local radio stations:

O`ahu: KSSK 590 AM, KCCN 1420 AM, KSSK 92.3 FM, HOT 93.9 FM, KIKI I-94 FM, and KINE 105.1 FM

Maui: KPOA – 93.5 FM and KNUJ 99.9

FM Moloka`i: KMKK 102.3

Hawai`i: KIPA 620 AM, KPUA 670 AM and KWXX 94.7 FM.

Kaua`i: KONG 570 AM; KONG 93.5 FM

## Telephone calls:

In the event of an emergency, parents may call the office at 808-534-8272 or toll-free at 1 (800) 842-4682, press 9 then ext. 48272. The program will send out pre-recorded messages with information about the status of the school and students as it becomes available.

## Evacuation of students:

If students must be evacuated, school personnel will ensure that students are moved to a safe location.

## Family emergency plans:

All families should have their own emergency plans. Parents should review those plans regularly with their children.

# Technology Acceptable Use

## Use of KS Mobile Devices and the KS System

KS allows students in selected programs/grade levels appropriate use of KS mobile devices (such as a laptop computer or an iPad) and allows students the use of its internet, intranet and email systems to support education-related communication and research. Students may access the systems through the KS Network. The use of these KS owned mobile devices, the KS System and its support facilities is a privilege and not a right, and students must abide by the guidelines discussed below when using devices on the KS System. Inappropriate care and use will result in disciplinary action, as set forth in the disciplinary section of this Handbook. You may view a detailed version of the guidelines online at <http://connect.ksbe.edu>.

## Guidelines for the proper use of KS Mobile Devices

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

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

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

## Guidelines for the proper use of the KS System

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

- Limit the use of the KS system for educational purposes only.
- Do not use any school email account for non-school related activities.
- Do not use KS devices and/or email accounts to register and/or access social networks (Facebook, Twitter, Instagram, etc.) and abide by federal laws of sites that restricts use to individuals ages 13 years and older.
- Do not use or access images relating to weapons, pornographic material, inappropriate language, alcohol, drugs, gang-related symbols, sounds or pictures.
- Do not use inappropriate media as wallpaper on any KS device.
- Students are responsible for saving, organizing and manipulating their files according to teacher instructions.
- KS reserves the right to conduct random periodic inspections to enforce the 1:1 expectations and guidelines as explained in this Handbook.

## Be Civil and Courteous When Communicating via the KS System

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

- Learn more about Web and email etiquette safety from your teacher and KS program personnel.

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

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

#### Obey Copyright and Trademark Laws

- Students are expected to follow all KS copyright policies and procedures. For a complete copy of these policies and procedures, please contact any KS staff.
- Do not transmit, transfer, upload or post content that is protected by U.S. copyright or trademark law onto a KS device or the KS system without written permission of the copyright/trademark owner and KS.
- Remember to properly cite and credit all research and information obtained from the internet.
- Do not make unauthorized and/or inappropriate copies of text, photos, audio files or videos found on KS devices or the KS system.
- Do not copy or download licensed software programs to your device, or give or sell copies of software to others without written permission of the copyright owner unless the original software is clearly identified as shareware or in the public domain.

#### Disclaimer of Content transmitted over the KS Network

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

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

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

## Student Health

### Health Services

The Mālama Ola Health Services Department (HSD) is responsible for performing the medical clearance for all students. In addition, the HSD is available to provide healthcare services to students located on a KS campus. All health rooms on a KS campus are staffed by a Registered Nurse who may be supported by a Medical Assistant. At overnight program sites that are not located on a KS campus, a contracted Registered Nurse is typically on duty.

Parents/guardians are required to complete a Medical Treatment Agreement and Release prior to the start of the Program year. While Kamehameha Schools may provide healthcare services for its students, final and complete responsibility for the health of the student rests with the parents/guardians of the student. Costs incurred by outside referrals and treatments are also the responsibility of parents/guardians. Kamehameha Schools does not assume responsibility for treating any student who appears to be under the influence of any drug, chemical, alcohol, or any other intoxicating or mood-altering substance; however, it reserves the right to administer emergency treatment in connection with any physical disability or accident resulting from the above influence.

The HSD or contracted nurses (collectively "KS medical staff") provides clinical assessments, first aid, and initial urgent/emergency care, as defined below. There is no charge for students to be seen by KS medical staff, although there may be a charge for supplies.

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

In addition, for students participating in an overnight program who reside on a different island, 24x7 convalescent care may be available.

In the event of a serious medical emergency, KS will be responsible for arranging transportation for emergency care. If a student is assessed to need care at an outside physician or facility, a referral letter will be provided to parents to be completed by the physician or facility. If the student does not have a referral letter, a private physician's written clearance with restrictions as applicable is acceptable. A signed referral letter or physician's written clearance is required when the student returns to the Program. The parent/guardian(s) is responsible for the cost of any medical services not provided by KS medical staff.

KS is not responsible for reminding students to take or report for their medication. Kamehameha Schools is not responsible for any medications that a student self-administers. Students will be responsible for ensuring that they keep the medication available at school or on any activity and take the medication as prescribed. If a student shares a self-administered medication with another student, the medication shared will immediately be confiscated, the student's privilege of self-administration will be revoked, and the student may face other disciplinary measures. However, students are not permitted to self-administer any controlled medications (e.g. narcotics or common ADHD medications); these medications will need to be administered by KS medical staff or their designee.

A copy of the Request for Administration of Medication (RAM) form was made available with each student's application or re-enrollment packet. A completed RAM form must be submitted for each prescribed medication that KS medical staff or their designee will administer.

### **Contacting parents**

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

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

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

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

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

### **Hours of Service**

At the Kapālama campus, Hale Ola is open for walk-in visits Monday through Friday from 7:30 a.m. to 3:30 p.m. Hale Ola can be contacted at 842- 8075.

At overnight non-campus educational sites, a registered nurse is available daily from 6 a.m. to 8 a.m. and 6 p.m. to 8 p.m., and remains on-call throughout the remainder of the day.

### **Health Records**

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

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

### **Student Accident Insurance**

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

## Transportation of Students

### ***Air Transportation (If applicable)***

Kamehameha arranges roundtrip air transportation on selected commercial air carriers to transport students traveling from their home islands to and from Exploration Series programs and provides supervision during assigned dates and times while students travel in KS-sponsored groups. While traveling, students shall abide by all TSA regulations, airline policies and procedures, as well as KS' behavioral expectations for student traveling in KS-sponsored activities.

### ***Bus Transportation (If applicable)***

Kamehameha provides bus transportation to and from all program activities such as field trips, athletic, and other KS-sponsored events and activities in KS school buses. From time to time, as KS deems prudent, students may be transported in KS non-school bus vehicles or approved rental vehicles. Vehicles shall be driven by only authorized KS staff members or approved volunteers.

### **Bus Passenger Code**

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.

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.
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.

#### **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.

#### **Corrective action**

KS will take corrective action against passengers who violate the School Bus Passenger Code, up to and including forfeiture of bus privileges.

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

### Kamehameha Schools Resource Center – East Hawai'i

Noelani Ho'opai, Manager | Nikki Iwata, East Hawai'i Coordinator  
1266 Kamehameha Ave., A5-A6 | Hilo, HI 96720  
Phone: 982-0581 | Fax: 961-6134  
Email: [chhoopai@ksbe.edu](mailto:chhoopai@ksbe.edu); [niiwata@ksbe.edu](mailto:niiwata@ksbe.edu)

### Kamehameha Schools Resource Center – West Hawai'i

Lehua Kaulukukui, Manager  
78-6831 Ali'i Drive, Suite 429 | Kailua-Kona, HI 96740  
Phone: 322-5400 | Fax: 322-5437  
Email: [lekauluk@ksbe.edu](mailto:lekauluk@ksbe.edu)

### Kamehameha Schools Resource Center – Maui

210 'Imi Kala Street, #203 | Wailuku, HI 96703  
Phone: 242-1891 | Fax: 242-0824

### Kamehameha Schools Resource Center – Moloka'i

Frances "Maka" Cobb-Adams, Manager  
612 Maunaloa Highway Bldg. B | Kalama'ula, HI 96748  
Phone: 553-3673 | Fax: 553-9801  
Email: [fcobba@ksbe.edu](mailto:fcobba@ksbe.edu)

### Kamehameha Schools Resource Center – O'ahu

567 S. King Street Suite 102 | Honolulu, HI 96813  
Phone: 523-6228 | Fax: 523-6286  
Email: [ksrc@ksbe.edu](mailto:ksrc@ksbe.edu)

#### **Bobbie Tom, Sr. Manager**

Phone: 842-8912  
[botom@ksbe.edu](mailto:botom@ksbe.edu)

#### **Jason Doi, O'ahu Manager**

Phone: 523-6228  
[jadoi@ksbe.edu](mailto:jadoi@ksbe.edu)

#### **Day Mau, O'ahu Support Service Coordinator**

Windward Mall – 2<sup>nd</sup> Level  
46-056 Kamehameha Hwy. M-01 | Kāneohe, HI 96744  
Phone: 235-2329  
[damau@ksbe.edu](mailto:damau@ksbe.edu)

#### **Kini Pihana, O'ahu Coordinator**

KS' Community Learning Center at Nānākuli  
89-101 Farrington Highway | Nānākuli, HI  
Phone: 534-8623/ 668-1517 | Fax: 668-6233  
[hepihana@ksbe.edu](mailto:hepihana@ksbe.edu)

### Kamehameha Schools Resource Center – Kaua'i

Caroline Victorino, Manager | Dee Ann Rapozo, Kaua'i Coordinator  
2970 Halekō Road, Room 101 | Lihue, HI 96766  
Phone: 245-8070 | Fax: 246-4617  
Email: [cavictor@ksbe.edu](mailto:cavictor@ksbe.edu); [derapozo@ksbe.edu](mailto:derapozo@ksbe.edu)

## Exploration Series Program Information

### **Kealakūlia (formally known as Extension Educational Services (EES))**

With no set walls and no set geographic boundaries, Kamehameha Schools provide students with robust regional Exploration Series programs focused on knowledge and skill building in Hawaiian Cultural studies. Each program develops, deepens and hones a child's awareness, knowledge, and appreciation for their history and culture.

**Ho'omāka'ika'i**, is the KS' flagship one week residential boarding program for students entering grade 6. Held on the KS Kapālama campus, Ho'omāka'ika'i sets the course in embracing Hawaiian culture and identity by introducing keiki to foundational values and practices through a study of ahupua'a. Keiki learn about the concept of interdependence in the ahupua'a and how it sustains Hawaiian people through learning experiences and activities that include work in a lo'i kalo, fishpond restoration, mele, hula, and much more.

**Ho'olauna** is a one week residential boarding program for students entering grades 7 & 8<sup>th</sup>. Program sessions are held at regional locations throughout the State of Hawai'i, and build upon Ho'omāka'ika'i by immersing students in learning experiences designed to develop a deeper understanding of the relationship between honua (environment) and kanaka (people). Ho'olauna students engage in hands-on cultural practices, visit wahi pana (significant places), and work with various community members and kūpuna within specific moku (districts). Students will attend their first Ho'olauna session in their home community.

**Kūlia I Ka Pono** is a one week residential boarding program for students entering grade 9. Program sessions are held at regional locations throughout the State of Hawai'i and reinforce the importance of students' cultural identity and sense of belonging to the Hawaiian community. As emerging leaders, Kūlia students are challenged to recognize and build upon their personal strengths as they examine traditional and modern leadership qualities.

**Ipukukui** is a week-long day program that keeps the fires of knowledge burning throughout the year. Program sessions are regional, and held at different locations throughout the State of Hawai'i, and with each focusing on the waiwai (value, richness) of their own home districts. Fall programs take place during the October DOE Intersession, while spring programs are held during the Spring Break in March. Keiki who have attended the most recent summer program will automatically be invited to their home district's Ipukukui program.

### **Contact Information**

If you have any questions regarding Kamehameha Schools' Kealakūlia Programs, please call (808)534-8272 or 1-800-842-4682, and then dial ext. 48272.

### **Enrollment**

Students that complete a Ho'omāka'ika'i, Ho'olauna or Kūlia I Ka Pono program will receive an invitation to attend (2) one-week *day* programs during the Hawai'i Department of Education (DOE) Fall and Spring intersession breaks. The Fall and Spring Intersession programs are optional.

### **Attendance**

Attendance is important to successfully master course materials covered during the program. Students attending the Ho'omāka'ika'i, Ho'olauna, and Kūlia I Ka Pono programs are expected to stay for the entire duration of the program. Students attending the Ipukukui program are expected to arrive on-time to and stay for the entire program day. Students who cannot commit to program attendance should withdraw prior to the start of the program.

### **Reporting an absence**

Absences due to family trips and vacations, athletic games and/or tournaments are discouraged. Absences due to illness or injury shall be reported to the program office by 12:00 noon Sunday for Ho'omāka'ika'i, Ho'olauna, and Kūlia I Ka Pono programs and by 7:45 a.m. for Ipukukui programs. Please provide the student's legal first and last name, the name of the site/program the student attends and the reason for the absence. Any concerns regarding student absences and tardiness shall be directed to the program office.

### **Program participation and release**

Students will be released from the Program if he/she accepts an invitation to attend any one of the three Kamehameha Schools campuses.

A student may be released from the Program if he or she:

- Fails to timely notify the program of his/her intent not to attend. Student will not be invited to attend other KS programs and will not receive offers of future re-enrollment;
- Moves to another state or region not currently served by the program;
- Displays behavior that is consistent with what is outlined in the "Student Expectations" section of this handbook;
- Commits a serious infraction as defined in the "Student Expectations" section of this handbook.

### **Airline Transportation to Program (if applicable)**

Kamehameha provides roundtrip air transportation to all Exploration Series programs for students who are residents of the State of Hawai'i traveling from their home island. Students will travel in groups at assigned dates and times. *Individualized travel arrangements are not allowed.*

### **Meals**

Students attending a short-term residential boarding program will be provided all daily meals including snacks. No outside foods are to be allowed to program. Students attending the one-week Ipukukui day program will be provided a morning snack and lunch. The schedule may vary on field trip days.

### **Students with dietary restrictions**

Students with dietary restrictions are required to notify the Program office at (808) 534- 8272 *prior* to the start of the program session. Students who have restricted diets are requested to present a note from their physician stating their dietary restrictions. Students on a limited diet that attend the one-week Ipukukui day program may bring home lunch to supplement what they can eat from the daily meal service.

### **Program Session Changes**

Session changes are based on space availability. Only students who have complete applications are considered for session changes. The office must receive the following completed documents: application, medical form, acceptance forms, any applicable waiver forms for your program and payment BEFORE considering any request for session change. *A session change means your child will be withdrawn from his/her current session and will only be rescheduled if space becomes available.* KS will do its best to accommodate a request whenever possible. However, if space is unavailable, your child will be placed on a waitlist for the requested session.

### **Program payment**

Full payment, in the amount of \$120 shall be received by the due date specified in your child's enrollment packet. Program payments are managed through an online payment system. Check and debit/credit card payments are accepted online via this system. Please see the conditional packet for more information on how to make payment.

### **Fee waiver**

If you would like to apply for a program fee waiver, please complete the request for fee waiver form included in the admissions online application process or via the form that was enclosed in your re-enrollment application packet. For questions regarding the fee waiver, please call (808) 534-8272 or toll free, 1-800-842-4682, then dial 48272.

# Kilohana Regional Program Information

## Program Description

Kilohana is a `Ōiwi STEAM program designed to develop Hawaiian cultural identity, knowledge and skills in STEAM, (science, technology, engineering, arts and math), and college/career readiness. A 6-week summer day program commences a year-long range of sustained and diverse programming (i.e. STEAM challenges, huaka`i, intersession, `ohana activities) held throughout the school year. Kilohana serves students entering grade 6 through 8.

## Program dates and hours

The Kilohana `Ōiwi STEAM program runs from June 13, 2017 through July 21, 2017. Program hours are Monday through Friday from 8:00 a.m. to 3:00 p.m. There will be no program on July 4, 2017.

## Attendance

Kilohana is an intensive academic enrichment program. Daily attendance is important to successfully master course materials covered during the day. Students are expected to arrive on-time to and stay for the entire program day. Students who cannot commit to daily attendance should withdraw prior to the start of the program.

Late arrivals will be marked "tardy". Tardiness shall include students who arrive late and/ or leave early from the class.

## Early dismissals

All requests for early dismissal must be made to the program staff.

## Reporting an absence

Absences due to family trips and vacations, athletic games and/or tournaments are discouraged. Absences due to illness or injury shall be reported to the program office by 7:45a.m. each day an absence occurs. Please provide the student's legal first and last name, the name of the site/program the students attends and the reason for the absence. Any concerns regarding student absences and tardiness shall be directed to the program office.

## Returning to school after absence due to illness or injury

All students need to readmit (check-in) through the program staff with a note from a parent/legal guardian indicating the reason for their absence. In addition, if the student is absent three (3) or more days due to illness or injury, a medical note will be required. All doctor/medical notes should include information about the illness, treatment, direction for follow-up, and any directions and/or restrictions for program activities.

## Field trips

On field trip days, the bus departs promptly at 8:00am. Students must report to their classroom no later than 7:45a.m. to ensure they are able to board the bus. Students who arrive late will be sent home and counted as absent for the day. Program staff will communicate any special requirements for field trip activities prior to the field trip.

## Meals

Students will be served complimentary morning snack and lunch. The schedule may vary on field trip days.

## Students with dietary restrictions

Students with dietary restrictions are required to notify the Program office at (808) 534- 8272 *prior* to the start of the program session. Students who have restricted diets are requested to present a note from their physician stating their dietary restrictions. Those on a very limited list of foods may bring home lunch to supplement what they can eat from the daily meal service.

**Program participation and release**

Students will be disenrolled from a Kilohana program if he/she accepts an invitation to attend any one of the three Kamehameha Schools campuses.

A student may be disenrolled from the Program if he or she:

- Fails to timely notify the program of his/her intent not to attend. Student will not be invited to attend other KS programs and will not receive offers of future re-enrollment;
- Moves to another state or region not currently served by the Kilohana program;
- Displays behavior that is consistent with what is outlined in the "Student Expectations" section of this handbook;
- Commits a serious infraction as defined in the "Student Expectations" section of this handbook.

**Program payment**

Full payment, in the amount of **\$120** shall be received by the due date specified in your child's enrollment packet. Program payments are managed through an online payment system. Check and debit/credit card payments are accepted online via this system. Please see the conditional packet for more information on how to make payment.

**Fee waiver**

If you would like to apply for a program fee waiver, please complete the request for fee waiver form included in the admissions online application process or via the form that was enclosed in your re-enrollment application packet. For questions regarding the fee waiver, please call (808) 534-8272 or toll free, 1-800-842-4682, then dial 48272.

# Kamehameha Scholars Program Information

## 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 educational 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 intersession 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 haumāna being confident and competent in both Hawaiian and Western worlds.

## Program Expectations

To remain eligible for the program, students are required to attend program activities, to complete program assignments, and to demonstrate respect and kindness toward 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 on a semester basis 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 workplace. As 12<sup>th</sup> 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.

As the transition from high school to and through the first year of college can be a challenging experience, scholars will be able to continue receiving counseling guidance and support from his or her Scholars counselor. Participation in at least one counseling appointment, along with submission of a class schedule and transcript, each term of your freshman year in college is required.

## 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.

Scholars who are currently enrolled in high school (grades 9-12) are eligible for a one-time Kamehameha Scholar Merit Scholarship by earning merit scholarship points and successfully completing the Kamehameha Scholars program to graduation. The merit scholarship is non-renewable and awarded only in their first year of college after completing high school.

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

- Participation/attendance
- Merit assignment completion
- Semester Grade Point Average (GPA)

- Graduating from high school and receiving a high school diploma
- Successful 12<sup>th</sup> 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)

KS sends a merit scholarship transcript and report card at the end of each quarter, that indicates the cumulative amount of points earned during the program and the specific amount of points earned during the quarter. 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.

**Scholars who drop out or are released from the program are *not* eligible to receive 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 Terms & Conditions Merit Scholarship orientation session with your Scholars counselor

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, Hawai'i Island 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 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.

## 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.

<b>Green – Excellent!</b>	<b>Yellow – At Risk!</b>	<b>Red – Crisis!</b>
<b>Role Model</b>	<b>Improvement Needed</b>	<b>Scholarship in Jeopardy</b>

### 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

### Parent Engagement

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

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.

<b>REPORT CARD/TRANSCRIPT COLLECTION</b>
First Semester Report Card
Final Semester Report Card
End of Year Transcript
<b>INTENTIONAL ADVISING</b>
Year-round one-to-one advising based on the Program's core curriculum.
<b>RESPONSIVE ADVISING</b>
Year-round one-to one advising based on the scholar's individual needs that may go beyond the Program's core curriculum.

### Action Plan Intervention Steps

If a scholar is red-coded in any category, has been retained a grade level, is at risk of retention, or is experiencing academic difficulty, it is the scholar's 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> <ul style="list-style-type: none"> <li>• Identifying support network (e.g., parent, teacher, &amp; coach)</li> <li>• Participation in academic recourse (e.g., summer school, on-line courses, &amp; correspondence) if student has failed one or more courses</li> <li>• Monitoring of regular school attendance</li> <li>• Submission of monthly progress reports</li> <li>• Regular check-ins with Kamehameha Scholars counselor</li> <li>• Showing progress (e.g., grade improvement, credit recovery)</li> </ul> <p><b>*The Action Plan must be signed by a parent or legal guardian.</b></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.