



Kamehameha Schools

Community Engagement & Resources
Kūamahi Community Education Division
Kealakūlia Department Programs

Student & Parent Handbook 2019-2020

Explorations Ho'omāka'ika'i Program

Kilohana Gr. 6-8 Program

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 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 School for Girls was established. In the years that followed, students acquired the skills and knowledge necessary to weather the changes brought about by western civilization, helping Hawaiians find their place in the new society.

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

Kamehameha Schools currently operates K-12 campuses on O'ahu, Maui, and Hawai'i Island with a total enrollment of 5,400 keiki. It also operates 29 preschool sites enrolling 1,600 keiki. KS subsidizes a significant portion of the cost to educate each of its students. Although a modest annual tuition is charged, nearly 60 percent of preschool and K-12 families qualify for need-based financial aid.

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

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

Kūamahi Community Education Division
M. Wai'ale'ale Sarsona, *Managing Director*
Kēhaulani Pu'u, *Kealakūlia Department Director*

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Kealakūlia Department Leadership Directory

Unit	Name	Title	Email	Phone
Department Director's Office	Kēhaulani Pu'u	Department Director	kepuu@ksbe.edu	534-8349
'Ike Hawai'i Unit (<i>Ho'omāka'ika'i & Kilohana</i>)	Kahala Wery	Program Director	kawery@ksbe.edu	932-4417
	'Awapuhimele Napoleon-O'Brien	Program Manager	awnapole@ksbe.edu	553-3673
	Eleile Rabago-Ulep	Program Manager	chrabago@ksbe.edu	534-8350
	Luana Pu'u	Program Manager	empuu@ksbe.edu	843-9646
Secondary Counseling Unit (<i>Kamehameha Scholars & Kīkaha Nā 'Iwa</i>)	Nohea Walker	Program Director	nowalker@ksbe.edu	534-8329
	Kimo Chun	Program Manager	kichun@ksbe.edu	245-0486
	Lovina Hudson	Program Manager	lohudson@ksbe.edu	932-4413

Kamehameha Schools Resource Centers Directory

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 – Hilo

Noelani Ho'opai, Manager
Patricia "Kapi" Kenoi-Chin, Coordinator
16-545 Old Volcano Road | Kea'au, HI 96749
Phone: 982-0581 | Fax: 961-6134
Email: ksrc@ksbe.edu

Kamehameha Schools Resource Center – West Hawai'i

Lehua Kaulukukui, Manager
Eloise Haake, Coordinator
Keauhou Shopping Center
78-6831 Ali'i Drive, Suite 429 | Kailua-Kona, HI 96740
Phone: 322-5400 | Fax: 322-5437
Email: ksrc@ksbe.edu

Kamehameha Schools Resource Center – Maui

Brandi Ferguson, Manager
175 N. Market Street | Wailuku, HI 96793
Phone: 242-1891 | Fax: 242-0824
Email: ksrc@ksbe.edu

Kamehameha Schools Resource Center – Moloka'i

Frances "Maka" Cobb-Adams, Manager
Kulana 'Ō'iwi Complex
612 Maunaloa Highway Bldg. B | Kalama'ula, HI 96748
Phone: 553-3673 | Fax: 553-9801
Email: ksrc@ksbe.edu

Kamehameha Schools Resource Center – O'ahu

Jason Doi, Manager
O'ahu Support Services
567 S. King Street Suite 102 | Honolulu, HI 96813
Phone: 523-6228 | Fax: 523-6286
Email: ksrc@ksbe.edu

Day Mau, Support Service Coordinator

Windward Mall – 2nd Level (Macy's Wing)
46-056 Kamehameha Hwy. M-01 | Kāneohe, HI 96744
Phone: 235-2329
Email: ksrc@ksbe.edu

Kini Pihana, Coordinator

Community Learning Center at Mā'ili
87-790 Kulauku Street | Mā'ili, HI 96792
Phone: 843-9650
Email: ksrc@ksbe.edu

Kamehameha Schools Resource Center – Kaua'i

Bricen Moritsugu, Manager
Dee Ann Rapozo, Coordinator
3201 Akahi Street | Lihū'e, HI 96766
Phone: 245-8070 | Fax: 246-4617
Email: ksrc@ksbe.edu

The Kealakūlia Department

Kealakūlia We/Why Statement

Advancing the love of learning through Hawaiian culture-based education

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

Kealakūlia is a department of the Kūamahi Community Education Division in the Community Engagement and Resources Group of Kamehameha Schools.

Kealakūlia Program Statement

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

'Ike Hawai'i Unit Description

The Kealakūlia 'Ike Hawai'i Unit ('IHU) supports middle school haumāna in embracing their native Hawaiian identity in order to set the foundation for academic growth and success. 'IHU offers rigorous programs which weave together Hawaiian culture, academic content areas, and 21st century skills to equip haumāna with the tools to succeed in high school and beyond.

Secondary Counseling Unit Description

The Kealakūlia Secondary Counseling Unit (SCU) supports haumāna in graduating on time and being prepared to realize their full potential as healthy, contributing members of the lāhui. SCU, using a holistic and Hawaiian culture-based approach, provides tailored academic and career counseling, guidance, and mentoring for haumāna grades 6-12.

Post-High Counseling Unit Description

The Kealakūlia Post-High Counseling Unit (PHCU) supports haumāna in graduating from a postsecondary college or training program to be well prepared to compete in today's demanding job market with employable skills, and enter a fulfilling and rewarding career of their choosing. PHCU uses a holistic and Hawaiian culture-based approach where haumāna are partnered with a post-high counselor to create a plan to support them in reaching their education and career goals.

Career Pathways Unit Description

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

Explorations Ho'omāka'ika'i Program Information

Ho'omāka'ika'i is a one-week residential boarding program for students entering grades 6 and 7. Students engage in hands-on learning activities focused on cultural values and practices to develop Hawaiian identity and leadership.

Our flagship one-week residential boarding program is for students entering the 6th grade. Held on the KS Kapālama campus, Ho'omāka'ika'i Gr. 6 sets the course in embracing Hawaiian culture and identity by introducing keiki to some of the foundational values and practices of our kūpuna. Keiki develop their understanding of and connection to Hawaiian identity through cultural learning experiences and activities that include work in a lo'i kalo, fishpond restoration, mele, hula, and much more.

Ho'omāka'ika'i Gr. 7, the newest addition to our residential boarding program, is held in five locations, and continues the haumana's connection to Hawaiian culture through the concept of alaka'i lawelawe or servant leadership. Students learn about the region and how to make a positive impact through work with community partners, mo'olelo, and hands-on activities so as to cultivate personal character and develop leadership skills as a foundation for future success.

Program Dates and Hours

The Ho'omāka'ika'i summer program will run weekly from June 9, 2019 through July 19, 2019 with students checking in on Sundays and returning home on Fridays for on-island participants and Saturdays for off-island participants. Dates for intersession programs are October 7-11, 2019 and March 16-20, 2019. Intersession program hours may vary slightly by region but are normally Monday through Thursday, from 8:00 a.m. to 3:00 p.m., and Friday from 8:00 a.m. to 2:00 p.m.

Attendance

Attendance is important to successfully master course materials covered during the program. Students attending the Ho'omāka'ika'i summer programs are expected to stay for the entire duration of the program session. Students attending intersession programs are expected to attend all five days, arrive on-time, 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 p.m. Sunday for Ho'omāka'ika'i summer session programs and by 7:45 a.m. for intersession programs each day an absence occurs. 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

A student will be released from the Ho'omāka'ika'i 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, in a timely manner, notify the program of his/her intent not to attend. The student will not be invited to attend other KS programs and will not receive offers of future reenrollment;
- Moves to another state or region not currently served by the Ho'omāka'ika'i program;
- Displays behavior that is inconsistent 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;
- Fails to meet program expectations.

Airline Transportation to Program (if applicable)

Kamehameha Schools provides round-trip air transportation to all Ho'omāka'ika'i 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. The program does not cover mainland or international air transportation. Kamehameha Schools is not responsible for airport arrival and departure arrangements for participants traveling to and from the mainland or internationally.

Meals

Students attending a short-term residential boarding program are provided all daily meals including snacks. No outside foods are allowed. Students attending the one-week intersession day program are 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 intersession 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*** if spaces are available. 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. For questions regarding the fee waiver, please call (808) 534-8272 or toll free, 1-800-842-4682, then dial ext. 48272.

Contact Information

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

Kilohana Gr. 6-8 Program Information

Program Description

Kilohana is a program designed to connect haumāna to their Hawaiian identity in a modern world. Through cultural experiences, inquiry and project-based learning, students develop their skills in math, Hawaiian culture, leadership, and 21st century skills, while strengthening their connection to their community.

A five-week summer day program kicks off program offerings (i.e. intersession and 'ohana events) held throughout the school year. Kilohana serves public, charter, home, and other private school students entering grades 6 through 8.

Program Dates and Hours

The Kilohana program runs from June 10, 2019 through July 12, 2019. Program hours are Mondays through Thursdays, from 8:00 a.m. to 3:00 p.m., and Fridays from 8:00 a.m. to 2:00 p.m. There will be no program on June 11 and July 4, 2019.

Attendance

Kilohana is an academic enrichment program. Daily attendance is important to successfully master course materials covered during the day. Students are expected to attend daily, arrive on time, 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".

Students who dual enroll in the Kilohana and Ho'omāka'ika'i programs are strongly encouraged to attend either week 4 or week 6 of the Ho'omāka'ika'i program in order to reduce the negative impact on their learning in Kilohana.

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 7:45 a.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 Program 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. If the student is absent four (4) or more days due to illness or injury, OR the absence is for less than four days and the student saw a healthcare provider during that period, or the student has any new medical restrictions, a healthcare provider's note is required. All notes should include information about the illness, treatment, direction for follow-up, and any directions and/or restrictions for program activities.

If your child contracts a communicable disease (i.e. chicken pox, pink eye, strep throat) a doctor's clearance note must be presented before your child may return to school. If your child contracts ukus (head lice), please inform the program office. Students and parents are responsible for maintaining academic progress during absences from school.

Program Participation and Release

A student will be released from the Kilohana 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, in a timely manner, notify the program of his/her intent not to attend. The student will not be invited to attend other KS programs and will not receive offers of future reenrollment;
- Moves to another state or region not currently served by the Kilohana program;
- Displays behavior that is inconsistent 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;
- Fails to meet program expectations.

Field Trips

On field trip days, students who arrive after the field trip bus has departed 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 are provided a morning snack and lunch. No outside foods are allowed. 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 may bring home lunch to supplement what they can eat from the daily meal service.

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. For questions regarding the fee waiver, please call (808) 534-8272 or toll free, 1-800-842-4682, then dial ext. 48272.

Contact Information

If you have any questions regarding Kamehameha Schools' Kealakūlia Programs, please call (808) 534-8272 or toll free 1-800-842-4682, then dial ext. 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 and advising throughout the year. As a community education program of Kamehameha Schools, Native Hawaiian content is the kahua (foundation) of the program's curriculum and design. Kamehameha Scholars utilizes Hawaiian protocol and cultural concepts within 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, complete program assignments, and 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 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 pursue admission to a post-secondary education or training 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-secondary pursuits, and ready for the rigor of post-secondary education and/or the workplace. As 12th graders, scholars will complete a post-secondary plan and will be mākaukau (ready) to transition to the next step in life. As the transition from high school to and through the first year of post-secondary planning can be a challenging experience, scholars will be able to continue receiving counseling guidance and support from his or her Scholars counselor.

Program Release

A Scholar will be released from the Kamehameha Scholars 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, in a timely manner, notify the program of his/her intent not to attend. The student will not be invited to attend other KS programs and will not receive offers of future reenrollment;
- Moves to another state or region not currently served by the Kamehameha Scholars program;
- Displays behavior that is inconsistent 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;
- Fails to meet program expectations.

Program Payment

Full payment, in the amount of \$50 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. For questions regarding the fee waiver, please call (808) 534-8272 or toll free, 1-800-842-4682, then dial ext. 48272.

Contact Information

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

Supporting Your Child's Education

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 are designed to help your child achieve his or her highest potential by providing the environment (classrooms, staff, materials, equipment, and facilities) and experiences for meaningful learning to occur. Supporting your child will assure that he or she gets the most out of this educational experience. To help this happen, we ask for your support in the following ways:

Enforce program 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

Ensure that your child is present and on time every day, unless attendance is prevented by an illness, injury, or emergency.

Take an active interest in your child's learning

Set aside some time daily to talk with your child about the activities they are participating in and what they are learning at program.

Communicate with program staff

Open communication between parents and program staff is important. We encourage you to engage with the program staff and ask any questions you may have. Questions relating to specific programs may be directed to the Hawaiian Resource Coordinator or Counselor running the program.

Keep informed and participate

Read through program handbooks, reminder letters, and other correspondence from the program to stay up to date on the latest information. Participate in 'ohana meetings, program hō'ike, and other events that you may be invited to attend.

Student Records and Other Student Information

Parent/Student Access to Education Records

Parents and students are allowed to (where applicable):

- Inspect, review, and obtain copies of the student's education record.
- Request that others review the student's education record (except where Kamehameha Schools is required or authorized to allow others to review the record without your permission). Requests should be made in writing to the Department Director or his/her designee.
- Obtain copies of Kamehameha Schools' policies and procedures concerning parent/student access to education records. Requests should be made at the Department 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 Student: Family Connection College and Career Web-Based Planning Tool (if applicable)

Eligible students will be introduced to Naviance Student college and career readiness platform from Hobson's Inc. 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, and National Student Clearinghouse data, to Hobson's Inc. for the sole purpose of assisting the student with college and career planning, for distribution to colleges, universities, or other institutions as designated by the parent/guardian. The information shared by KS with Hobson's Inc. will not be distributed to third parties without first obtaining the parent/guardian's consent. KS may use the data collected by Hobson's Inc. 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's 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 Activities Information

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

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

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

Community Partner Waivers

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

HO'OMĀKA'IKA'I PROGRAM:

I. Daily Program:

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

II. Late Afternoon Activities:

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

KILOHANA PROGRAM:

I. Daily Program (Monday-Friday):

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

KAMEHAMEHA SCHOLARS PROGRAM:

I. Guidance Sessions:

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

II. Daily Program (if applicable):

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

Leptospirosis

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

What is leptospirosis?

Leptospirosis is a bacterial infection that is transmitted from animals to humans. Nationally, 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.

Kealakūlia 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 Schools community. By adopting the following values, students help make Kamehameha Schools 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.

PROGRAM AGREEMENTS

I. For All Program Participants:

Each program participant shall agree to abide by the following-

- To abide by the guidelines as stated in the "Student Expectations" section of this Handbook.
- To participate in all activities and lessons, unless excused to do otherwise.
- To be responsible for his/her own personal needs, 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, counselors, teachers, dorm leaders, and student aides. No disrespect toward adults or other participants (for example, no talking back, no insubordination).
 - Using proper language. No inappropriate language and/or gestures (for example, no profanity or swearing).
 - Picking up after oneself and caring for his/her own property and the property belonging to others.

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

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

II. (Additional) For Short-Term Residential/Boarding Program Participants:

An integral part of the Ho'omāka'ika'i program is a one-week residential component where students will board together supervised by selected program staff. This residential component 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. The following guidelines are provided to ensure that all participating students discover their fullest potential in a safe learning environment:

Each short-term residential/boarding program participant shall agree to abide by the following-

- 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, and to remain in his/her own room throughout the night until the morning staff come on duty. If a student needs to leave the room before the morning staff come on duty, permission is to be obtained in advance.
- To NOT remain in his/her own room during the program activities; except at approved times or with approval of program staff.
- To NOT visit individual rooms of the opposite gender.

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.

DRESS CODE AND PACKING LISTS

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. Boys must wear a rash guard as well. Footwear is required.

- I. **For Day Program Participants:** An activity notice will be sent home advising if specific dress wear is required.
- II. **For Short-Term Residential/Boarding Programs Participants:** A detailed "Clothing and Personal Items" packing list will be provided in your program confirmation packet prior to the start of the program. Each list may vary according to the 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.

PROHIBITED ITEMS

- I. **Prohibited Items For All Program Participants:**
 - NO Snacks
 - NO Food of any kind (*unless student requires special dietary accommodations*)
 - NO PEANUT products of any kind
 - NO E-cigarettes or similar devices
 - NO Electronic equipment-cell phones, iPods, electronic tablets, cameras, etc.
- II. **(Additional) Prohibited Items For Short-Term Residential/Boarding Program Participants:**
 - NO Jewelry, watches, etc.
 - NOTHING of high value, money, keys, etc.
 - NO Sunglasses
 - NO Playing or trading cards, toys
 - NO Musical instruments
 - NO Vitamins
 - NO Blow dryer, irons
 - NO Cosmetics
 - NO Flashlights, laser lights

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.

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 practices 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'ihī 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 Behavior

To protect the quality and safety of Kamehameha Schools' 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 'ohana. KS has a process in place to help identify student behaviors that may be detrimental to the health and safety of themselves, Kamehameha Schools' people, and property.

The KS Commitment to Appropriate Conduct 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, at KS programs and program sites, and field trip sites. Inappropriate conduct occur for a variety of reasons and in varying degrees of frequency and severity, so there are FIVE levels to address this type of behavior.

Level 2, 3, 4, and 5 behaviors require investigation. The nature and scope of the investigation depends on the frequency and/or severity of each incident. For adult students, if the disciplinary consequence involves conduct probation and/or release, that information will be communicated to the adult student first verbally and then with a written follow-up letter. KS campuses and programs 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 community.

Infractions – Examples include, but are not limited to:

- Failure to follow established rules
- Disobeying authority
- Dishonesty
- Excessive tardiness
- Inappropriate language and gestures (profanity, swearing)
- Dress code violation
- Misuse of 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):

- Continue more stringent Level 1 consequences
- 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 or student
- Use or possession of any nicotine or tobacco product and use or possession of electronic cigarette
- 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
- 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):

- Continue more stringent Level 1 and/or Level 2 consequences
- Repossession of school property/equipment
- Financial restitution
- In-program work assignment
- Community service
- Suspension
- Restriction from program events/activities
- 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 interventions, results in violence to self or others, or seriously impacts the school environment. If circumstances warrant, the incident may be reported to local law enforcement officials.

Infractions – Examples include, but are not limited to:

- 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):

- Consequences listed in Levels 1, 2, and 3
- 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 or Program Manager 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 the program without being released. This offer of asylum/sanctuary 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-Program 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 Schools Programs. 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 Department Director that result in a release may be appealed to the Division Director. All other disciplinary decisions by the Department 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 Department 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 Department 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 or student over age 18 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 Department 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 Department Director. If there are insufficient grounds for the appeal, the Division Director will notify the parent/guardian(s) or student over age 18 in writing.

After the scheduled meeting, the Division Director will render a final decision of the appeal in writing to the parent/guardian(s) or student over age 18 and Department Director within a reasonable time. The decision by the Division Director is final and not reviewable.

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 Campus Makuakāne Main Gate

Campus access is strictly controlled at the main gate between the hours of 8:00 a.m. – 2:00 p.m. and 10:00 p.m. – 5:00 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. The Makuakāne, Puna, and Makanani gates are equipped with video monitoring equipment. All entry to and exit from the campus is monitored through electronic surveillance for the protection of faculty, staff, students, and parents.

Policy on 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 permit KS to take timely and appropriate action. You may contact the Kūamahi Operations Call Center who will route calls to the appropriate program staff, manager, or director. 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 "A Commitment to Appropriate Conduct" 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 the department using the information provided below:

CONTACT	POSITION	PHONE #	EMAIL
Kūamahi Operations	Call Center	534-8272	kuamahioms@ksbe.edu
Cara Baclaan	Kūamahi Operations Manager	534-8351	cabacaa@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 or www.ksbe.edu/hiikua
- Toll free: 1-844-284-2640

Kamehameha Schools does not tolerate retaliation against anyone who in good faith, reports a concern. It is a violation to knowingly report false allegations. A student or staff member who is found to report a false allegation may be subject to disciplinary action.

Off-Limits 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
- 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 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. Forms are available through your respective program's coordinator.

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.

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 and/or Neglect

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

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

Under the law, if a child is being investigated for possible abuse or neglect, DHS or the police can interview the child without parental consent or presence. KS may attempt to notify the parents before the agency or police interview the child, but 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 Kealakūlia department has an emergency response plan to guide administrators, teachers, and staff during emergencies. The goals of the plan are to:

- ensure the safety of students, staff, and visitors
- minimize disruption of 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 KNUI 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.

Student Health

Parents/guardians are required to complete a Medical Treatment Agreement and Release prior to the start of summer programs. Final and complete responsibility for the health of the student rests with the parents/guardians of the student. Any 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.

Contacting Parents/Guardians

In the event of a serious medical emergency, KS will be responsible for arranging transportation for emergency care. KS staff will call 911 first. Then as soon as possible will call the parent/guardian(s) and, if unavailable, will then call the emergency contact. In emergency care situations, the preferred method of transportation is through the use of Emergency Medical Services (EMS). During transport, KS will make every effort to accompany the student to the emergency room. For students on his/her home island, parent/guardian/adult emergency contact is expected to join the student at the emergency room in a timely manner. For students not on their home island, if a parent/guardian/on-island adult emergency contact is unable to join the student at the emergency room, Health Services staff is responsible for accompanying the student at the emergency room during program hours and dormitory advisor staff is responsible outside of program hours.

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

If a child needs to be picked up from the program for a non-emergent reason, program staff will attempt to first call the parent/guardian(s) and then the emergency contact. 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 a delay in the child's ability to return once healthy. For students not on their home island, arrangements will be made to send the student to his/her on-island emergency contact or home.

All students are required to have an additional on-island adult emergency contact designated to authorize medical care when a parent is unable to be contacted. Students will be sent home from the program for the following:

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

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

Kamehameha Schools is not responsible for any medications that a student self-administers. KS is not responsible for reminding students to take or report for their medication, and students will be responsible for ensuring that they keep the medication available at program 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 reenrollment packet. A completed RAM form must be submitted for each prescribed medication that KS medical staff or their designee will administer.

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 least one campus health room is open Monday through Friday from 7:30 a.m. to 3:30 p.m.

At overnight non-campus sites, a registered nurse is typically available daily from 6:00 a.m. to 8:00 a.m. and 6:00 p.m. to 8:00 p.m., and remains on-call throughout the remainder of the day.

Health Records

The Mālama Ola Health Services Department (HSD) maintains a health record on each student. The health record contains information as provided to the HSD regarding medical conditions, medications, and allergies, as well as health insurance and immunization information. Parents are responsible for immediately informing KS of changes to the student health record information. 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.

Transportation of Students

Air Transportation (If applicable)

Kamehameha Schools arranges round-trip air transportation on selected commercial air carriers to transport students traveling from their home islands to and from the Ho'omāka'ika'i program 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 students traveling to KS-sponsored activities.

Bus Transportation (If applicable)

Kamehameha Schools provides bus transportation to and from all program activities such as field trips and other KS-sponsored events and activities in KS-owned or contracted 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. All students riding in school buses that are equipped with seat belts are required to securely fasten their seat belt while the bus is in motion. Students in need should ask the bus driver for assistance. Students will not be allowed to lay down on any open bus seats. The driver shall be responsible for enforcing and reporting any infractions of Kamehameha Schools' 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 en route.
 - b. Be on time at the designated school bus stop to help keep the bus on schedule.
 - c. While waiting for the bus, 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 times. 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:
 - i. Walk 12 feet in front of the bus and check to see if the alternating red lamps on the top portion of the school bus are flashing. If they are, look at the driver and wait for him/her to give you the signal to cross.
 - ii. IF THE RED LAMPS ARE NOT FLASHING, DO NOT CROSS. Notify the driver if the red warning lamps are not working and ask for the driver's assistance to cross the street.
 - c. 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. Notice of Use of Video and Audio Recording Devices on Buses:
For the safety of the passengers and driver, buses utilized by Kamehameha Schools have video cameras installed with audio capability that allows for the recording of oral communications in the interior of the buses.
5. 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.
6. 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.
7. Corrective Action:
KS will take corrective action against passengers who violate the School Bus Passenger Code, up to and including forfeiture of bus privileges.
8. 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.

Technology Acceptable Use

Use of KS Mobile Devices and the KSSystem

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 websites and try to pass them off as your own. This is plagiarism, and it will not be tolerated within KS.
- Students should not receive promotional email, subscribe to automatic 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.

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) 534-827.

