



Kamehameha Schools®

KAPĀLAMA CAMPUS  
2025 SUMMER SCHOOL HANDBOOK

## STATEMENT ON THE HANDBOOK

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

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

As of the publication date of this handbook, KS has safety protocols in place to protect the health and safety of its students and campus learning environments. These protocols are updated according to recommendations from leading health organizations and guidance from state and county officials based on the current conditions in our communities. Safety protocols can be found at:

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

## LEGACY OF A KE ALI'Ī PAUAHI



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

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

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

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

Kamehameha Schools currently operates K-12 campuses on O'ahu, Maui and Hawai'i Island with a total enrollment of 5,400 keiki. It also operates 30 preschool sites enrolling 1,600 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 as well as service learning are integral to KS programs, both on campus and in the community. It is the policy of Kamehameha Schools to give preference to applicants of Hawaiian ancestry to the extent permitted by law.

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## KS-KAPĀLAMA SUMMER CONTACT INFORMATION

	<b>Elementary</b>	<b>Middle School</b>	<b>High School</b>	<b>Hālau Kūkalaulama</b>
Office Hours	Monday – Friday 6:45 AM – 12:45 PM	Monday – Friday 6:45 AM – 12:45 PM	Monday – Friday 6:45 AM – 12:45 PM	Monday – Friday 7:30 AM – 5:30 PM
Address	225 Bishop Circle Honolulu, HI 96817	2125 Ali'i Road Honolulu, HI 96817	210 Konia Circle Honolulu, HI 96817 Smith Room 003	n/a
School Office Number	<b>Grade 1 - 6</b> 808-842-8514	<b>Grades 7 &amp; 8</b> 808-842-8664	<b>Grades 9 - 12</b> 808-842-8704	n/a
Attendance [during school hours]	<b>Grade K – 6</b> 808-842-8514	<b>Grades 7 &amp; 8</b> 808-842-8664	<b>Grades 9 - 12</b> 808-842-8704	808-842-8765 [for afternoon courses]
24-Hour Attendance Line	<b>24-Hour Attendance Hotline</b> 808-842-8514	<b>24-Hour Attendance Hotline</b> 808-842-8664	<b>Grades 9 - 12</b> 808-842-8704	n/a
Health Services	<b>Dispensary</b> 808-842-8606	<b>Hale Ola</b> 808-842-8075	<b>Hale Ola</b> 808-842-8075	<b>Hale Ola</b> 808-842-8075
Hi'ikua Student Help Line	Website: <a href="https://tinyurl.com/352aphmv">https://tinyurl.com/352aphmv</a> 1-844-284-2640			



# OUR MISSION

Kamehameha Schools’ mission is to fulfill Pauahi’s desire to create educational opportunities in perpetuity to improve the capability and well-being of people of Hawaiian ancestry.

# OUR VISION

Within a generation of 25 years, we see a thriving lāhui where our learners achieve postsecondary educational success, enabling good life and career choices. We also envision that our learners will be grounded in Christian and Hawaiian values and will be leaders who contribute to their communities both locally and globally.

# OUR VALUES

Kamehameha Schools is grounded in the Christian and Hawaiian values embraced by Pauahi. These core values are aloha (*to have compassion and empathy*); ‘imi na’auao (*to seek wisdom*); mālama (*to care for and protect*); ‘ike pono (*to know and do what is right*); kuleana (*to take responsibility*); ho’omau (*to persevere and perpetuate*); and ha’aha’a (*to be humble*).

# KS-KAPĀLAMA VISION & MISSION

## KSK MISSION

Empowering our haumāna in a safe and nurturing environment to be confident ‘ōiwi leaders with the agency to advance their ‘ohana, community, ka lāhui, ka pae ‘āina o Hawai‘i, and ka honua.

## KSK VISION

Inspiring our haumāna to ho’ōla lāhui.

## OUR PHILOSOPHY OF EDUCATION

*‘O ke kahua ma mua, ma hope ke kūkulu.*

The foundation comes first and then the building.

The belief statements of our Philosophy of Education are inspired by the example of our beloved Princess Pauahi and are based on sound educational principles. The philosophy provides the foundation upon which Kamehameha Schools builds its educational practices.

*We believe that Kamehameha Schools as a Hawaiian institution and its learners have a responsibility to practice and perpetuate ‘Ike Hawai‘i as a source of strength and resilience for the future.*

Therefore, Kamehameha Schools will:

- foster pride in the Hawaiian culture, language, history and traditions that serve as its foundation.
- integrate ‘Ike Hawai‘i into its educational programs and services.
- provide the necessary learning opportunities, resources and training to deepen the understanding of ‘Ike Hawai‘i.
- strengthen the relationship and the responsibility of its learners to the ‘āina, its resources and traditions.

*We believe that every learner possesses a unique combination of talents, abilities, interests and needs and that each is able to achieve higher levels of excellence.*

Therefore, Kamehameha Schools will:

- acknowledge the uniqueness of each learner.
- assist each learner in achieving core understandings and skills.
- offer enrichment opportunities to encourage each learner to develop individual talents and interests.
- strive to be available and affordable to encourage broad participation of the learning community.

*We believe that the earliest years of a child’s life are the most critical to development and set the stage for future learning.*

Therefore, Kamehameha Schools will assist by providing early childhood educational services that support families as the primary educators of their children.

*We believe that positive and nurturing relationships are an essential foundation of learning.*

Therefore:

- all members of the Kamehameha community that includes learners, staff, families and alumni are role models and will demonstrate attitudes and behaviors consistent with Hawaiian and Christian values.
- all will develop and support positive connections and interactions with learners.

*We believe that all learners create meaning by building on prior knowledge, actively using their learning in personally relevant ways and contributing positively to the global community.*

Therefore, Kamehameha Schools program will:

- support the learning process through a diverse and integrated curriculum and a range of services that are enhanced by the use of relevant technologies, real-life connections, and authentic experiences.
- encourage learners to use their learning in service to their 'ohana, the community and the world.

*We believe that the quality of instruction is enhanced by collaboration, professional development and the application of research-based practices.*

Therefore, Kamehameha Schools will:

- provide time and resources for professional development and collaboration.
- support and engage in research and evaluation activities to improve the quality and effectiveness of education.
- extend professional development opportunities to its learning communities.

Each member of the learning community will commit to ongoing professional development and collaboration to optimize learner success.

*We believe that education is enhanced by involvement of the learner and all members of the learner's community.*

Therefore, Kamehameha Schools programs will:

- provide opportunities for learners to share in and assume greater responsibility for their own development.
- promote the active involvement of families.
- encourage open communication and seek input from those impacted.

*We believe that the effectiveness of our institution in meeting its mission is enhanced by collaboration and partnerships.*

Therefore, Kamehameha Schools will:


- recognize and encourage the good works of other programs and institutions.
- contribute to building a network of services to meet the life-long educational needs of Hawaiians.

We believe every student has the right to learn in a safe and accepting learning environment and has a responsibility to facilitate the growth and development of our students in ways that contribute to a strong sense of identity. KS provides appropriate supports for students who wish to express their own gender Identity and expression by ensuring equal access to KS school facilities, educational programs, after school or extracurricular activities, and services. Students and families who think they may benefit from this protocol are encouraged to connect with their Summer School Administrators.

# E OLA! LEARNER OUTCOMES AT KAMEHAMEHA

Kamehameha Schools is committed to provide a world-class, Hawaiian culture-based education that not only engages students and ‘ohana in a culturally-rich, personalized journey, but also encompasses academic competence, growth-mindset, self-efficacy, creativity, inventiveness, good character, Hawaiian identity, Christian values, and 21<sup>st</sup> century skills that will enable learners to thrive and become leaders for their local and global communities.

To help explain long-term learner outcomes that are important to KS educators, we use a metaphor of a Hawaiian native forest. In such a forest, our students are like the strong koa trees—diverse individuals with unique talents nurtured by common features and expectations of the KS educational experience:

  
 KAMEHAMEHA SCHOOLS®

## E Ola! Learner Outcomes

Haumāna will become local and global servant leaders who are culturally engaged and play significant roles in creating strong ‘ohana and communities throughout ka pae ‘āina o Hawai‘i and beyond.

The metaphor of a Native Hawaiian forest conveys Kamehameha’s learner outcomes needed to achieve these goals. Students are likened to the array of plants thriving in fertile ‘āina—diverse individuals with unique talents nurtured by common experiences inherent in a Kamehameha Schools education.

**Roots provide constant nourishment and are the LEARNERS’ STRONG FOUNDATION.**

**‘Ike Kūpuna**  
Ancstral experiences, insights, perspectives, knowledge, and practices

**Aloha ‘Āina**  
Hawaiian patriotism; love for the land and its people

**Kūpono**  
Honorable character founded on Hawaiian and Christian values

**The Trunk and Branches draw their substance from the roots and form the LEARNERS’ NATIVE HAWAIIAN IDENTITY.**

**Mālama and Kuleana**  
Social agency, community consciousness

**Alaka‘i Lawelawe**  
Servant leadership

**Kūlia**  
Excellence

**Leaves spring from the branches and embody the LEARNERS’ PRODUCTIVE COURSES of ACTION.**

**Academic Competence**

**Growth Mindset**

**Self-efficacy**

**Problem Solving**

**Innovation and Creativity**

**Collaboration**

**Global Competence**

**Fruits are not only the result, they are also the seeds that perpetuate the vibrancy of the forest, the LEARNERS’ WELL-BEING and the well-being of the contexts in which they live.**

**E Ola! (Live on!)**  
Students cultivate their own well-being—cultural, spiritual, social, economic, physical, emotional, and cognitive—so they can thrive and help to ensure the vibrancy of their ‘ohana, community, ka lahui Hawai‘i, ka pae ‘āina o Hawai‘i, and ka honua.

Kamehameha’s educational leaders have identified four key tactics that are the unifying focus for the tri-campus system. These tactics will guide KS to becoming a world-class, Hawaiian-based education system:

### Elevating Standards for Student-Centered Learning

Refocus learning through student-centered, culturally rich experiences and opportunities inspired by students’ unique interests and talents. Each student will be prepared to meet their highest potential through diverse academic, athletic, artistic, and co-curricular programs and by leveraging media, technology, community partners, and Kanaeokana, the network of Native Hawaiian schools. Student-centered learning will include personalized learning, a career and college mindset, and student health, safety, and well-being.

### Empower Educators

Empower educators to employ nurturing and dynamic teaching methods that motivate learners to attain world-class outcomes. KS will recruit, develop, and retain world-class educators who are empowered to produce rigorous, relevant, and relationship-rich Hawaiian culture-based education learning environments. Empowered educators demonstrate distinguished teaching and engage in professional development to inspire higher learning and performance results for students.

### Elevate Standards

Elevate standards by adopting a world-class curriculum and by setting student achievement benchmarks and global standards via world-class, Hawaiian culture-based education. Use discipline-specific standards of excellence to provide the highest-quality educational programs designed to prepare every graduate to be ready for post-secondary success and career opportunities. Elevating standards includes a shared commitment to world-class, Hawaiian culture-based education, developing and applying student growth outcomes, and advancing Christian values and Hawaiian culture.

### Redefine Systems and Learning Environments

Redefine systems and learning environments in a way that establishes leadership, faculty, and staff accountability toward achieving high-level student outcomes. Education output and learner outcomes will be the primary kuleana of tri-campus education leaders and faculty. Accordingly, decision-making authority will be as close to the teacher and learner as possible. Redefining systems and learning environments includes refining a governance model, improving student learning, and participating in Kanaeokana, the network of Native Hawaiian schools.

# SUPPORTING YOUR CHILD'S EDUCATION

## Your Role as a Parent

Your love, encouragement, and belief in your child's ability to learn can make a world of difference in your child's academic success. We/KS will help your child achieve his or her highest potential by providing a setting for rigorous, authentic and collaborative learning experiences. Supporting your child will assure that they get the most out of this educational experience. To help this happen, we hold you to the following expectations:

### Support regular attendance

Make sure that your child is in school on time every school day, unless attendance is prevented by an illness, injury or emergency. Family vacations, travel and absences similar in nature should be scheduled during non-school days.

### Take an active interest in your child's learning

Know what your child is studying and talk about what is happening in school. Provide a quiet time and space for completing homework.

### Encourage reading

Reading increases your child's capacity to learn. For this reason, many teachers require independent reading as a major part of each day's homework. Please help your child with this activity by making sure he or she has a quiet place to read.

### Monitor your child's progress

Engage in conversations with your child's teachers and use informal notes, interim reports and report cards as discussion points with your child. For parents of middle and high school students, check Infinite Campus (IC) frequently for updated grades and progress reports. Become an observer on your keiki's Canvas learning platform for upcoming assignments and due dates.

### Attend parent conferences

If a parent conference is necessary, your attendance is required. Parent conferences are an important means of communication between school and home.

### Attend school functions

Show support for your child and their classmates by attending the grade level orientation/open house, student performances, and class meetings and activities.

### Keep informed

Participate in workshops, attend meetings, and read handbooks, letters and other correspondence from the school.

### Understand curricular requirements

Students are required to adhere to all curricular requirements, including but not limited to participation in Christian Education and attendance at Chapel, Hawaiian cultural and languages studies, including oli and mele performance, and attendance at Founder's Day.

### Support school regulations

Help your child understand and follow school expectations. Reading and discussing the Student and Parent Handbook with your child will support meeting Kamehameha Schools' expectations of appropriate behaviors and conduct.

### Communicate

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

### Monitor your child's use of electronic devices

KS laptops and iPads may be sent home for educational purposes. As with all digital devices, monitor the amount of screen time and appropriate use.

### Maintaining positive relationships with school staff

Open, genuine, and respectful communication is the foundation of a healthy relationship between the School and our community of Parents, guardians and 'ohana. We highly encourage this type of productive communication and engagement as a way to build and grow our school's sense of community. Further, we want to hear from you if you have concerns about our School, our programs, or if you have concerns about our Faculty and Staff. However, we expect that the behavior, communication, or interaction of Parents, guardians and 'ohana with the school on or off campus (including at school sponsored events), or in digital or electronic communications, will not be disruptive, intimidating, aggressive, or harassing in nature. The school otherwise has the discretion to take appropriate action.



# STUDENT EXPECTATIONS

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

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

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

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

## School-Wide Behavioral Expectations

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

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

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

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

**Pono/Honesty, Integrity:** Courage to stand up for what is right, true and good; doing what you say you will do. ‘Imipono – to seek what is right, true and good. ‘Oia‘i‘o – truthful in what you say; truthful in what you do.

## Sexual Intimacy

Our kula is Ke Ali‘i Pauahi’s home; a place of honor, respect, and pride. Pauahi demonstrated that strong, meaningful relationships help to maintain pono, a sense of balance, and righteousness. Maintaining balance is a discipline that affects thoughts, words and behaviors expressed within our family and home. Therefore, it is important that all students behave in accordance with the core ethical values that guide the Kamehameha community.

As a school firmly rooted in Christian and Hawaiian values, we do not condone students engaging in any type of sexual activity on campus or at KS sponsored activities. Students have the right to be free from unwanted exposure to the intimate sexual behaviors of others. If students do engage in sexual activity on campus or at KS sponsored activities, the principal or designee may consult with Hale Ola (medical services), Mālama Ola (Behavior Health Services), and/or others and may take disciplinary action in accordance with the KS Student & Parent Handbook.

It is important that students and their parents/guardians understand that certain sexual activity may violate the law and/or the KS student code of conduct. In certain circumstances, the school may determine it is necessary to report the conduct to Child Welfare Services (CWS) and/or other law enforcement agencies (including the local police). In accordance with state law, the school will report to CWS any incident of suspected abuse or neglect of students.

# ABSENCES, LEAVES & TARDINESS

## Absences

Kamehameha Schools Kapālama Summer School has a strict attendance policy. Family trips should be scheduled before or after the session. When students are absent due to illness or injury, parent(s)/legal guardian(s) shall contact the school office each day of the absence and provide the student's name, grade, and reason for absence. Upon return, the parent(s)/legal guardian(s) shall provide written explanation for the absence.

Students are expected to be punctual and must be online or in their classrooms ready to learn when classes begin. Students in grades 1-8 start school at 7:45 a.m. Students in grades 9-12 start school at 7:35 a.m. or 9:50 a.m. Students who arrive to class after their start time must report to the office to obtain a tardy slip before going to class. Three (3) tardies are equivalent to an absence. Students missing more than half a class period will also be considered absent.

### Absences in grades 1-8:

- A maximum of five (5) days absence, for any reason, is allowed except for Nā Pua Lei A Pauahi, Intro to Math 7, Intro to Math 8, Reading Enrichment 7, and Reading Enrichment 8 which allow only three (3) days absence. Please be aware, students in grades 7-8 missing six (6) or more days, for any reason, may not receive course grades.
- For elementary or middle school student absences, call 808-842-8514 for Elementary and 808-842-8664 for Middle School by 8:30 a.m. This number will not be in service until June 6th.

### Absences in grades 9-12:

- Students missing a maximum of three (3) days, for any reason, will NOT receive credit and may be disenrolled from Summer School.
- For high school absences, call 808-842-8704 by 8:30 a.m. This number will not be in service until June 6th.
- Finals are administered on the last two (2) days of the program. Students are expected to be in attendance on the last two days of summer school.

#### To report an absence:

1. On the day of the absence call:
  - a. **Before office hours, please refer to page 11 for the number to call.**
  - b. **Between 6:30 a.m. - 7:40 a.m.** call the appropriate Unit Office directly.
2. Attendance must be reported **each additional day** your child is absent.
3. Be prepared to give your child's name, grade and reason for absence.
4. Let the office staff know if you anticipate an extended absence.
5. Students are responsible for obtaining and completing missed assignments.

### After Illness or Injury

All students returning to school after an absence for illness, injury or other medically related condition must readmit through the student's health room. All students are required to submit a note from his/her healthcare provider if:

- The absence is for four or more school days; or
- The absence is for less than four school days, and
  - The student saw a healthcare provider during that period, or
  - The student has any new medical restrictions.

If a student was evaluated by a healthcare provider, regardless of the length of absence, he/she shall report to the health room. If the student does not have a completed Request for Medical Evaluation form, or a similar form, that indicates any restrictions, a private physician's medical excuse note is acceptable provided it contains the same information. One of these is required for re-admittance to school.

If a student's illness/injury requires restriction of school activities, he/she is to report to the health room so that this restriction can be noted on the proper forms, regardless of the length of the absence.

## Returning to School and Activities after a Concussion

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

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

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

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

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

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

For more information regarding concussions, including signs and symptoms, please visit the U.S. Department of Health and Human Services' Centers for Disease Control and Prevention website and factsheet located at [http://www.cdc.gov/headsup/pdfs/schools/tbi\\_factsheets\\_parents-508-a.pdf](http://www.cdc.gov/headsup/pdfs/schools/tbi_factsheets_parents-508-a.pdf)

## Communicable Diseases

If your child contracts a communicable disease (i.e. COVID-19, chicken pox, pink eye, strep throat) a doctor's clearance note must be presented to your child's health room, before your child may return to school.

## Anticipated Absences

The school discourages the scheduling of travel, family vacations and absences similar in nature that result in removing children from classroom learning. The school and/or teacher cannot assume responsibility for the lapse in progress resulting from missed in-class instruction and homework. Students who return to the classroom after an extended absence often experience difficulties in readjusting to the daily routines or group activities. Teachers are not required to provide advance assignments or to provide any missed instruction.

## Tardiness

Students are expected to be punctual and must be online or in their classrooms ready to learn when classes begin. Students in grades 1-8 start school at 7:45 a.m. Students in grades 9-12 start school at 7:35 a.m. or 9:50 a.m. Students who arrive to class after their start time must report to the office to obtain a tardy slip before going to class. Three (3) tardies are equivalent to an absence. Students missing more than half a class period will also be considered absent.

## Early Dismissal

At the elementary and middle school, if it is necessary for a student to leave campus during the school day, parents must notify the school office to obtain security clearance to enter campus and sign their student out at the office. At the high school, the parent should still call and the student should sign themselves out at the unit office. The office will issue a pass to be presented at the gatehouse upon leaving campus. Students that leave early may be marked absent for the day.

## Student Evaluation and Credits

### Students in grades 1 - 6

Classes are for enrichment only. Grades 1-6 students may participate in a final class project. Credit is not awarded, and report cards are not issued.

### Students in grades 7 - 8

Grades will be posted in Infinite Campus. Report cards will be mailed to a parent/legal guardian's home address if they do not have access to Infinite Campus. Students will receive letter grades of A-F for morning non-sports classes. Sports classes are graded as Pass/No Pass. Students' grades will be affected if they miss more than five days of school. Grades may not be issued to students missing six or more days of class. Classes are for enrichment only and credit is not awarded.

### Students in grades 9 - 12

Grades will be posted in Infinite Campus. Students will receive credit for successful completion of a course (D- grade or better). Teachers' individual grading practices are outlined in their course summaries.

### Course Credits

Credit courses are offered at an accelerated pace. Each day is the equivalent of approximately one-week of class instruction during the regular school year. Students who are absent more than three days will NOT receive credit or a grade for the course.

## STUDENT DRESS CODE AND APPEARANCE

Kamehameha's goal of developing haumāna into local and global servant leaders starts with self-efficacy. Cultivating a strong self-image that will help haumāna gain confidence in their abilities begins with one's personal appearance. Appearance standards are necessary/essential to create a positive and productive learning environment. Our students' personal appearance is a reflection of the Kamehameha Schools, therefore we will hold our students to our dress code standards. Thus, as members of the Kamehameha Schools 'ohana, haumāna and mākua agree to accept and abide by the Kamehameha Schools Kapālama expectations of student personal appearance. Whether in person or learning online, High School students are required to wear uniforms every day from the start to the end of the school day.

# Summer School

## Daily Attire

### GRADES 1 - 8

Summer school students in grades 1-8 are not required to wear uniforms. Daily dress will be casual dress attire. Appearance and apparel should be clean and appropriate for school. Please also refer to the acceptable and unacceptable dress code guidelines below for further guidance.

Uniform	Attire should NOT
<p>(see Additional Guidelines by School sections)</p>	<ul style="list-style-type: none"> <li>● be tight fitting</li> <li>● show undergarments, including undershirts</li> <li>● be ragged, torn, ink-marked or dirty</li> <li>● have long-sleeved garments under uniform shirts</li> <li>● include sweatpants</li> <li>● include leggings</li> </ul> <p><b>Unacceptable footwear:</b> sandals, slippers, clogs or open-backed shoes (i.e., Crocs™)</p> <p><i>Haumāna who are not properly attired will be asked to comply with the dress code guidelines. Parents may be asked to bring the proper clothing to school and detention will be issued. Additionally, casual dress privileges may be revoked.</i></p>
Appearance	Unacceptable Appearance
<ul style="list-style-type: none"> <li>● Hair should be neatly groomed and of a natural color</li> <li>● Faces should be clean-shaven</li> </ul>	<ul style="list-style-type: none"> <li>● No visible face or mouth piercings</li> <li>● No unconventional hairstyles or an unnatural color</li> <li>● No facial hair (beards and mustaches)</li> </ul>
Jewelry and Other Accessories	Unacceptable Jewelry and Other Accessories
<p>Must be distraction free (free from making noise, excessive in size, etc.)</p>	<ul style="list-style-type: none"> <li>● Bandanas</li> <li>● Sunglasses</li> <li>● Hats may not be worn</li> <li>● Any type of headphones, earbuds, etc., may not be worn while in class, assemblies, and in the Dining Hall. (Please note: wireless earbuds,</li> </ul>



	earpods, etc. are not allowed at the Middle School)
Outerwear	Outerwear should NOT
<p>Types of outerwear</p> <ul style="list-style-type: none"> <li>• Windbreaker jackets</li> <li>• Cardigan sweaters</li> <li>• Zipper hoodies <ul style="list-style-type: none"> <li>• Sweatshirts; pull over sweatshirts with/without hoods are ok, as long as hoods are not worn indoors</li> </ul> </li> </ul> <p>Acceptable outerwear colors (no patterns, only solid colors)</p> <ul style="list-style-type: none"> <li>• Navy Blue</li> <li>• Royal Blue</li> <li>• White</li> <li>• Black</li> <li>• Grey</li> </ul> <p>Other colors are allowed if the garment is Kamehameha issued or branded</p>	<ul style="list-style-type: none"> <li>• be multi-colored</li> <li>• be flannel</li> <li>• be plaid</li> <li>• be long-sleeved shirts/t-shirts</li> <li>• Contain distracting or inappropriate advertisements or logos mention other schools' or their logos</li> </ul>

## GRADES 9 – 12

Summer School students in **grades 9 - 12 are required to wear the KS uniform** and should follow the KS Kapālama Student Dress code as noted below:

- KS uniform polo shirt – short or long sleeved; navy blue, royal blue, sky blue or white
- KS aloha-print shirt
- KS uniform long pants – navy blue or khaki
- KS uniform cropped pants - navy blue or khaki
- KS uniform shorts - navy blue or khaki
- KS aloha-print dress
- ANY footwear acceptable (closed-toe shoes, Crocs™, slippers, etc.)

## Lost & Found

Each school office has a lost and found for items lost at school. If the student has lost their item on the bus, please contact the Transportation office at 808-842-8329.

To identify lost items easily, your child’s name should be clearly marked on all personal belongings that are brought to school. All attempts will be made to return the item to its rightful owner. Several times during the year, unclaimed articles are donated to the KS Thrift shop located at the Terminal.

# CITIZENSHIP BEHAVIOR

## A COMMITMENT TO APPROPRIATE CONDUCT

Mōhala i ka wai ka maka o nā pua.

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

Flowers thrive where there is water as thriving people are found where living conditions are good. To ensure a loving, safe, and inspiring environment for optimum learning and teaching, while maintaining the level of honor and esteem due Ke Ali'i Pauahi, we commit to a discipline process that centers on reflection, focuses on growth, promotes learning, and leads to positive behavioral change.

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

We believe in...

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

### Ka Loina Lawena Pono

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

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

### A Commitment to Appropriate Conduct

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

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

In order to help fulfill Ke Ali'i Pauahi's vision of having our students work towards being "good and industrious" men and women, the Kamehameha Schools is committed to 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's learning environment for all members of the campus community, action will be taken when students choose not to honor and accept their kuleana as a member of our Home Ho'ona'auao. KS has a process in place to help identify student behaviors that may be detrimental to the health and safety of themselves, Kamehameha, people, and property.

The KS Commitment to Appropriate Conduct process is designed to model and teach students to take personal responsibility for their actions and to respect the rights of others. The process applies to behavior in classrooms, on campus, at school-sponsored events, or at non-school sponsored events. Inappropriate conduct occurs 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. Students may be placed on administrative leave during the investigation and will be given an opportunity to explain their views before disciplinary action is taken. Efforts will be made to contact parents/guardians concerning serious issues and to protect the confidentiality of the parties.

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

## LEVEL 1

*Discipline addresses behavior that disrupts the school community.*

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

- Dishonesty
- Disobeying authority
- Dress code violation
- Excessive tardiness and/or absence
- Failure to follow established rule
- Inappropriate language and gestures (profanity, swearing)
- Inappropriate use of technology (cell phone, portable media devices laptops, etc.)
- Misuse of school property
- Physical contact (horseplay)

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

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

## LEVEL 2

*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:

- Cheating and/or plagiarism, or other forms of academic dishonesty
- Damage to property due to negligence
- Defiance, insubordination, and other forms of disruptive conduct
- Disrespect towards adults or students
- Forgery
- Public display of affection
- Unauthorized use of or possession of school property, equipment, and materials
- Unmodified Level 1 behavior

**Possible consequences** – Depending on the severity and/or frequency of infraction:

- Behavioral contracts
- Conduct probation
- Continue more stringent Level 1 consequences
- Detention
- Extended restriction of school issued computer or electronic device usage
- In-school restriction
- Outside counseling
- Restitution
- Restriction from school events/activities
- School counseling
- Suspension

### 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 at the school.*

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

- Being present where tobacco, drugs or alcohol are being used, or evidence of use exists
- Gambling & betting
- Inappropriate public display of affection
- Minor theft
- Misuse of school electronic devices, including computers
- Physical assault
- Serious acts of defiance and/or insubordination (includes failing to cooperate or providing false information during a student investigation)
- General sexual misconduct (includes, but is not limited to severe or excessive public displays of affection)
- Unmodified level 2 behavior
- Vandalism, graffiti, and/or other forms of destruction of property

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

- Community service
- Continue more stringent Level 1 and/or 2 consequences
- Drug/Alcohol assessment/counseling
- Financial restitution
- In-school restriction
- On campus work assignment
- Outside counseling (at parent expense)
- Release from school
- Repossession of school property/equipment
- Restriction from school events/activities
- School counseling
- Suspension

## LEVEL 4

*Discipline addresses behaviors which have not responded to either Level 1, 2 or 3 intervention, results in violence to self or others, or seriously impacts the school environment. If circumstances warrant, the incident may be reported to local law enforcement officials.*

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

- Chronic absences
- Extortion
- Fighting
- Harassment, discrimination, intimidation, bullying, and/or hazing
- Intermediate theft
- Possession and/or use of alcohol, illicit drugs, drug paraphernalia, nicotine or tobacco product, electronic smoking device and/or tobacco product paraphernalia on campus or at school activities
- Possession of a dangerous weapon (including replica)
- Refusal to cooperate with drug and/or alcohol testing
- Serious misuse of school electronic devices, including computers.
- Serious sexual misconduct
- Tampering with, damaging or misuse of fire alarm and/or other safety/emergency equipment
- Threatening a staff member or student

**Possible Consequences**— Depending on the severity and/or frequency of infraction:

- Alcohol and/or drug testing
- Continue more stringent Level 1, 2 and/or 3 consequences

## LEVEL 5

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

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

- Arson
- Bomb threat
- Burglary
- Major theft
- Possession, threat or use of a dangerous instrument or weapon (including replica)
- Sale or distribution of alcohol, illicit drugs, drug paraphernalia, nicotine or tobacco product, electronic smoking device and/or tobacco product paraphernalia
- Serious physical assault
- Serious sexual offenses
- Terroristic threatening

**Possible Consequences:** - (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 summer school administrator or counselor that they experiment or regularly abuse alcohol or drugs BEFORE the student has been interviewed in an investigation will be given an opportunity to remain at KS without being released. This offer will be honored, provided that the student fulfills all of the conditions established by KS, including completion of any treatment or counseling program (at the family's expense) in order to remain at school. This offer of asylum/sanctuary will be extended only once – all similar subsequent infractions will be subject to the preceding disciplinary sections set forth in this Handbook.

## Out-of School and Off-Campus Behavior

Certain activities, even outside of school hours or off school property, may result in loss of school privileges and other disciplinary action up to and including release from Kamehameha. Students may be subject to discipline for behavior which is, or may be, disruptive of the educational process, interferes with the work of the school, is contrary to the mission of the school, impinges on the rights of other students, employees, or members of the school community, or has a direct or immediate effect on the discipline or general welfare of the school, even if such conduct takes place off campus, during non-school hours or on breaks from school. Such conduct will be evaluated at the sole discretion of KS, and KS reserves the right to modify the regular disciplinary process as may be deemed necessary under the circumstances. Some examples of such outside conduct which may have disciplinary ramifications at school include any violation of law; underage purchase, use or possession of alcohol or a controlled substance; cyberbullying or other use or misuse of computers, computer websites, or social media (personal, at home or at school), which do, or could, impact the welfare of any member of the school community or the reputation or functioning of the school.

## Appealing a Decision to Release

Only disciplinary decisions by the summer school administrator that result in a release may be appealed to the Head of School. All other disciplinary decisions by the summer school administrator or his/her designee that result in consequences less than that standard may not be appealed. Once a decision has been made by the summer school administrator or his/her designee, it will usually be first communicated to the parent/guardian, verbally, then with a written follow-up letter. Once the written decision to release a student has been communicated, the parent has ten working days to appeal the decision to the Head of School in writing.

### Release Categories

There are two types of release categories:

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

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

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

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

After the scheduled meeting, the Head of School will render a final decision of the appeal in writing to the parent/guardian(s) and summer school administrator within a reasonable time. The decision by the Head of School is final and not reviewable.



## STUDENT SUPPORTS AND SERVICES

Kamehameha Schools believes every student has the right to learn in a safe and accepting learning environment and has a responsibility to facilitate the growth and development of our students in ways that contribute to a strong sense of identity. KS provides appropriate supports for students who wish to express their own gender Identity and expression by ensuring equal access to KS school facilities, educational programs, after school or extracurricular activities, and services. Students and families who think they may benefit from this protocol are encouraged to connect with their Dean of Student Well-Being, School Counselor or Division Administrator.

### 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. Please contact your child’s Dean of Student Well-Being if you have any information to share or inquiries regarding this policy.

### Multi-Tiered System of Supports (MTSS), our Learning Intervention Process

Through a whole child approach, Kamehameha Schools makes every effort to meet the academic, behavioral, social and emotional needs of its students. If your child is struggling in school, our faculty and staff will intervene and work with you to find the best way to fulfill those needs.

Kamehameha Schools has developed a progressive Multi-Tiered System of Supports (MTSS) to provide parents with a general framework for our process to provide support to students to help them be successful. The process moves from the simplest teacher-student interventions to more complex supports coordinated through a Student Success Team (SST), which is a multidisciplinary team, led by a school administrator.

#### **Tier 1: Core supports provided to ALL students**

KS provides all students with a safe and nurturing learning environment.

With a focus on student-centered learning, teachers provide personalized instruction as needed for each and every student to be successful.

#### **Tier 2: KS supports provided to SOME students**

Students who are identified as needing additional support are reviewed by the SST to develop a Student Success Plan. Parents are kept closely involved.

### Tier 3: Community Supports provided to FEW students

As part of a Student Success Plan, the SST, in partnership with 'ohana, recommends and helps to coordinate support in the community beyond what KS can provide.

If the student's needs cannot be adequately addressed with Tier 3 and lower supports, a recommendation is made by the Kamehameha School's Administrator to the Po'o Kula for disenrollment.

## Student Behavior Threat Assessments

The Behavioral Threat Assessment Team is a multidisciplinary team that assesses and minimizes threats of violence from students who are or may be a danger to others. Staff will refer students to a Behavioral Health Specialist (BHS) for a safety evaluation and notify a school Administrator. A multidisciplinary team will gather additional information to assess the level of threat an individual's behavior poses. The team will also consider support services and other interventions to assist the individual.

## Questions and Concerns

Communication between parents and the school is a key component of academic success. In order to most effectively address your questions and concerns about your child's education, the following process is suggested:

- a. If the issue concerns your child's learning, approach his or her teacher first. You may also contact your child's school counselor.
- b. If the concern or question is not resolved satisfactorily, please contact the Hope Po'o Kumu or vice principal.
- c. If the concern or question is not resolved satisfactorily, please contact the Po'o Kumu or principal.

## Student Support Services

Student support teams comprised of school counselors, Behavioral Health Specialists (BHS) and Learning Support professionals at each division ensure continuity in providing whole child support and resources.

## ACTIVITIES AND STUDENT ENGAGEMENT

### Fundraising for Student Activities

Proceeds from student fundraising help to enrich the educational and athletic experiences of our students. All fundraising efforts must be approved by a designated school administrator and adhere to KS' policy on student fundraising. The policy includes guidelines for the selection of fundraising activities, security requirements for proceeds & the sale of perishable food items. For details on student fundraising, contact the KSK Office of Finance & Administration.

### 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 considered the valuable intellectual property of KS and it is important to protect them and use them properly.



For this reason, the use of these marks in connection with the sale of any products or any commercial activity, or any use of these marks that implies sponsorship or endorsement by KS of any activity (even a non-commercial activity) requires the written approval of KS. To learn more about these requirements, please contact the Dean of Student Activities.

## SAFETY & SECURITY

Kamehameha Schools is committed to providing a safe, secure, and orderly environment for students, faculty, staff, and visitors at KS campuses and other educational sites. KS maintains security on its K-12 campuses, 24 hours a day, seven days a week. To contact the campus security office, call 808-842-8320 or 808-842-8332 (A security officer is present at the Makuakāne Main Gate 24/7.)

### Notice of Use of Video and Audio Recording Devices

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

## Campus Access Procedures

Access to the campus is strictly controlled from 8:00 a.m. to 2:30 p.m. and 10:00 p.m. to 5:00 a.m. during regular school days of the regular school year (August through May). Procedures during the summer may vary in accordance with Summer School and other program hours.

The campus access procedures are as follows:

- Visitors must make arrangements with their respective campus offices 24 hours in advance via phone and/or email. Unannounced visitors will be subject to delay or may be turned away.
- Upon arrival, all visitors shall report to the designated campus office.
- Security will issue visitor passes which must be worn for the duration of their visit.
- Prior to departure, visitors shall check out at the designated campus office.
- Offices shall notify the Makuakāne Main Gate if a visitor does not show up.
- Parents dropping off tardy students shall be stopped and shall contact the school office for authorization to enter. The school office may call the Makuakāne Main Gate directly to authorize access.
- Parent volunteers shall be allowed access if they have the parking decal, KS parent volunteer ID card and a valid photo ID. Clearance for volunteers is handled by our KOAE (Kapālama 'Ohana and Alumni Engagement) department.

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.

## Visitors and Volunteers

Upon arrival on campus, ALL visitors - including parents, relatives and caregivers must stop at the main gate to receive a visitor's pass from security. They must then report to the school office before going to a classroom or anywhere else on campus. All visitors are expected to follow school rules to ensure that visits do not disrupt the learning environment or endanger the safety of students or staff. Upon KS' request, at the end of the visit, visitors must report back to the unit office, sign out and return the KS ID badge.

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 volunteers to complete a volunteer application form as required under KS procedure. The application is available at the principal's office.

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

- Criminal history record check. This information is kept in a confidential file.
- Screening as required under the Hawai'i Harm to Students Registry law.
- KS volunteer training certification.
- Valid TB clearance on file if anticipated to have contact with K-12 students for more than thirty cumulative days within a twelve-month period.

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, at KS' request volunteers should return to the authorized school administrator's office to sign out, unless alternate arrangements have been made.

KS facilities are smoke-free, vape-free and drug-free environments. All visitors and volunteers are expected to adhere to this policy. Smoking/vaping/electronic cigarettes (except in designated smoking areas), alcohol consumption, or use of any illegal substance is prohibited on school property (including parking lots, bus terminals, KS vehicles and rental buses), at school-sponsored events, and at field trip locations. Any person under the influence of drugs or alcohol shall not be permitted on school property or at school-sponsored events.

In all cases, KS reserves the right to refuse to allow visitors or volunteers, including parents, relatives or caregivers, to participate in its programs and services if, in the opinion of the administrator, there exists a reasonable belief that the visitor or volunteer may pose a risk to the health, safety or welfare of the students, and may be required under the Hawai'i Harm to Students Registry law.

## Policy on Appropriate Interaction with Students

Kamehameha Schools (KS) expects faculty and employees (collectively “staff”) who interact with students will ensure that an appropriate teacher/student and adult/child relationship is maintained by conducting themselves in a professional manner that is age and culturally appropriate at all times. Interactions between staff and student that should be avoided regardless of whether the conduct occurs on or off KS property, or during working or non-working hours, includes but is not limited to, singling out a student for personal attention beyond what is required for the performance of one’s job, initiating or extending contact with a student beyond the school day or outside of class times or school related activities, including through social media activities, without a legitimate reason to do so. Under no circumstances will a sexual relationship between an Adult (someone over 18 years of age, not in the status of student) and a KS student be construed as consensual. Romantic or sexual relationships between adults and students are strictly prohibited and will lead to the staff member's termination.

## Policy Prohibiting Discrimination, Harassment, Intimidation or Bullying (HIB)

KS is committed to providing safe, healthy and respectful environments for its learner communities free from all types of discrimination, harassment, intimidation, or bullying (HIB) that would interfere with a student’s ability to learn and enjoy his or her educational experience.

“HIB” is any gesture, any written, verbal, or physical act, or any electronic communication, whether it be a single incident or a series of incidents, that takes place on or off school property, at any school sponsored function, or on a school bus that substantially disrupts or interferes with the orderly operation of the school or the rights of other students and that a reasonable person should know, under the circumstances, will have the effect of physically or emotionally harming a student or damaging the student’s property, or placing a student in reasonable fear of physical or emotional harm to a person or damage to a property; has the effect of insulting or demeaning any student or group of students; or creates a hostile educational environment for a student by interfering with the education, or by severely or pervasively causing physical or emotional harm to the student.

Any incident of discrimination, harassment, intimidation, or bullying should be reported immediately to permit KS to take appropriate action.

## Policy Prohibiting Violence in the Learning Environment

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

## Policy Prohibiting Sexual Misconduct

KS prohibits sexual misconduct of any kind between adults (faculty, administrators, staff, coaches, other employees, volunteers and contractors) and students, and between students, regardless of age. KS treats all reports of sexual misconduct seriously, with the safety and well-being of our students as our first priority. KS will promptly assist the student victim to obtain medical care and other necessary support and notify the victim's parents of sexual misconduct allegations. KS will also promptly investigate all reports of sexual misconduct and take necessary action, including reporting and discipline, in accordance with KS' policies and procedures. KS is committed to increasing awareness around sexual misconduct and supporting victims and their families.

"Sexual Misconduct" is any form of sexual harassment, exploitation or abuse. It includes behaviors that may range from sexually provocative, tasteless or degrading comments or jokes, to conduct by an adult who fails to observe appropriate boundaries with a student (e.g., gifting, one-on-one activities or communications for non-school (personal) purposes), to more serious behaviors such as intentional unwelcome sexual contact (e.g., touching or patting breasts, buttocks or other sexual body parts) or engaging in a romantic and/or sexual relationship between a student and a KS-related adult.

## Policy Prohibiting Violence in the Learning Environment

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

## How to Make a Report

Parents or students who wish to report any violations of school policy contained in this Handbook, should immediately contact a trusted adult on campus, including the school nurse, a counselor, a faculty member, any administrator, or the Po'o Kula (collectively, "Student Supporters"). Parents or students should follow the same reporting process to raise concerns/ask questions that affect the health, safety and or well-being of any student (e.g. abuse and neglect, harassment, intimidation, bullying, sexual misconduct, violence or threats of violence, suicidal thoughts or action, or drug or alcohol use). Where the student is a victim, a parent or student should immediately report the incident to a Student Supporter so that KS may assist the victim and take other appropriate actions. Reports may be received both verbally or in writing.

If circumstances make it impractical or inappropriate to report to campus as outlined above, students or parents may make a report online with KS' Hi'ikua Student Helpline. 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.

To access the Hi'ikua Helpline:

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

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

- Online: [bit.ly/ksksaysomething](http://bit.ly/ksksaysomething)

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

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

Kamehameha Schools does not tolerate retaliation against anyone who, in good faith, reports a concern. It is a violation to knowingly report false allegations. A student or staff member who is found to report a false allegation may be subject to disciplinary action. KS shall also report known or suspected child abuse and neglect to the government authorities

## Corrective Action

Once a report is received, KS will conduct an investigation based on credible allegations, whether or not a student victim chooses to bring a formal complaint or participate in KS' investigation. KS will require the participation and cooperation of all non-victim students and adults in an investigation, and any non-victim who refuses to cooperate may face disciplinary action. KS may take disciplinary action, up to and including suspension or release, as determined by KS in its sole discretion. Information and activities surrounding school investigation and disciplinary proceedings are confidential. Discipline is handled by KS and the families directly involved. If the infraction is serious and circumstances warrant, KS may report the incident to local law enforcement officials. KS' school investigation is separate and independent from any law enforcement investigation. Nonetheless, KS will cooperate in any government investigation. A detailed list of reportable infractions and disciplinary actions can be found in the "Citizenship Behavior" section of the Handbook.

## Off-Limit Areas of 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 summer school day:

- Unsupervised areas
- Parking lots
- Areas where construction is in progress, including building undergoing renovation
- Dormitory areas (off-limits to both residential life and day students)



- Unescorted on another school campus
- Forest areas
- Physical Plant building
- Any other areas deemed unsafe by KS faculty or staff

## Securing Valuables

To help safeguard valuable items 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. 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 are 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 are 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. Likewise, it is also 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.

## Island-Wide Emergencies

Kamehameha Schools has a campus-wide emergency response plan designed to provide administrators, faculty and staff with a guide for emergencies. The goals of the plan are to:

- Ensure the safety and security of students, staff and visitors.
- Minimize disruption of academic programs and business operations.
- Minimize property losses.
- Assist the community in time of emergency.

KS's emergency operations plan is activated any time a Hawaii Emergency Management Agency (HIEMA) warning is issued. In such a case, parents can obtain information about school or their children in the following ways:

## Emergency Communication

### School Messenger:

A schoolwide communication that can send broadcast emails, recorded phone messages, and texts.

### Radio:

Announcements about school closure or evacuation will be broadcast over the following local radio stations: KSSK 590 AM; KCCN 1420 AM; 92.3, I-94 and 93.9 FM; and KINE 105.1 FM

### Telephone calls:

In the event of an emergency, parents may call KS' main switchboard at 808-842-8211 or toll-free at 1(800)842-IMUA. Parents will reach the KS operator or hear a pre-recorded message with the information about the status of the school and students.

### Evacuation of Students

If students must be evacuated, school personnel will ensure that students are moved to a safe location. The following are evacuation centers by grade level:

GRADE LEVEL	EVACUATION CENTER
‘Ulupono Preschool	Kekūhaupi’o Gym (Terminal)
Grades K-6	Kamāmalu 1 <sup>st</sup> floor
Grades 7-8	Kekūhaupi’o Gym - Main floor
Lower Campus	Kekūhaupi’o Gym - Main floor
Upper Campus	Ke‘elikōlani Auditorium

In case of local or national emergencies, students will be transported to bus stop sites AT NORMAL DROP-OFF TIMES only if transportation is deemed safe. Otherwise, students will remain in their designated evacuation center on the Kapālama campus. In such cases, parents are asked to listen to local radio stations or call the emergency hotline for information.

#### Family emergency plans:

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

If you have questions about the KS emergency response plan, call each individual school office.

# STUDENT TRANSPORTATION

## Bus Transportation

Kamehameha Schools provides commuter bus transportation to and from the Kapālama Campus for students living in rural and outlying areas of the island. Terminal buses transport students between the School Street bus terminal and campus both before and after school. Shuttle buses transport high school students to and from upper campus classes. KS also provides bus transportation for field trips, athletic events, and other KS-sponsored events and activities.

## Bus Terminal Service

Terminal bus service to campus is provided from the KS Bus Terminal located at the corner of School Street and Kapālama Avenue. Terminal departure and arrival times are determined by each school's schedule.

## Bus Passes

Students are required to show their bus pass to the bus driver when boarding the bus. Bus passes are mailed out before the start of the school year and are non-transferrable.

A \$10 replacement fee will be assessed for any lost, stolen, or damaged bus pass. The fee will be applied to the student's FACTS account. Any defective bus passes will be replaced at no *fee*.

## Bus Change Requests

Bus requests were processed as part of the course request process during registration. After conditional acceptance letters are sent, all requests for bus service, change of service, and cancellations need to be submitted via email to [kapalamasummerschool@ksbe.edu](mailto:kapalamasummerschool@ksbe.edu) or by phone at (808) 842-8765 Monday - Friday (7:30 a.m. – 3:30 p.m.).

Any KES and KMS afternoon transportation change, requires notification to the school unit office. Notification should be in writing or by phone no later than 10:00 a.m. on the day of the change. Changes requested after 10:00 a.m. should be for emergency situations only.

Cancellations for bus service should be submitted in writing and include the bus pass that was issued to the student. Cancellation requests should be emailed to: [kapalamasummerschool@ksbe.edu](mailto:kapalamasummerschool@ksbe.edu)

## Bus Passenger Code

While riding Kamehameha Schools' buses and/or vehicles, students are under the direct supervision of the driver. The driver shall be responsible for enforcing and reporting any infractions of the Kamehameha's School Bus Passenger Code to school administrators. If faculty and/or staff are riding the bus, they shall assist the driver with the supervision of students.

- Bus passes ARE NOT TRANSFERABLE.
- Students giving their passes for others to board will be removed from the bus roster and privileges may be revoked.
- Unauthorized use of a bus pass will result in disciplinary action.
- Disciplinary action will be the responsibility of the student's administrators.

All students and passengers riding school buses, including faculty, staff, and guests, shall abide by the school bus passenger code noted below. Failure to comply may result in suspension or loss of bus privileges:

### **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, students shall stay off the road and refrain from horseplay or other boisterous conduct that could pose a danger to the health and safety of students or to others.
- d. Wait until the bus comes to a complete stop before attempting to board the bus. Students shall line up in a 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.
- g. Balloons are not allowed on 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 an 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. Not throw ANYTHING out of the bus window.
- h. Remain properly seated while the bus is in motion with seat belts on. 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 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.

Students are not permitted to leave the bus at locations other than DESIGNATED BUS STOPS unless advanced authorization has been given by school officials.

**4. Bus seat belt procedures:**

- a. The school requires that all students riding in the school buses to securely fasten three-point seat belts or lap belts, when available, any time the bus is in motion.
- b. Students who may require assistance in using seatbelts should ask the bus driver for help so that all students are safely belted in their seat before the bus is put in motion.
- c. Drivers will announce prior to the bus leaving that each student needs to be in their assigned seat and seat belts fastened.
- d. Students refusing to use seatbelts in a legal and safe manner will be subject to disciplinary actions.
- e. Repeated refusal to wear seatbelts may result in suspended bus riding privileges.

## **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.
- c. Special written requests will be reviewed on a case-by-case basis by the 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 donated to a thrift shop or discarded. Unclaimed mobile devices (cell phone, tablets) will be taken to a cell phone carrier as a last effort to return it to its owner.

## **7. Corrective action**

KS will take corrective action against passengers who violate the School Bus Passenger Code. Bus drivers will send a Student Notice of Concern (SNC) form for students who misbehave to the Transportation Office or vice principal. Consequences can range from a warning to a suspension of bus service for the entire school year.

## **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 passengers.

## **Drop-Off & Pick-Up from Bus Sites**

Parents/guardians are asked to drop-off and pick up their students in a timely manner.

## **Grades 1 - 3 Afternoon Bus Pickup Procedure**

Grade K-3 students must be met at the bus doors by a parent/guardian/responsible adult in the afternoons. The K-3 student will remain on the bus until secured, and a parent/guardian/responsible adult is able to meet the bus at the final stop to pick up the student. If no one is present to pick up a student at the bus stop site, the student will be returned to campus and be taken to the elementary school office.

## **Lost & Found**

All lost & found items are taken to the Transportation office. Please contact the Transportation office at (808) 842-8329 to inquire about any lost & found items.

## Notice of Use of Video and Audio Recording Devices on Buses

For the safety of the passengers and drivers, 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.

## Driving and Parking on Campus

All drivers are expected to obey speed limits and all traffic signage and markings while driving on campus. Parking on campus is a privilege. Students are not allowed to drive or park on campus during the school day unless they have obtained a Kamehameha student parking decal or a one-day student parking pass. Student parking is restricted to designated parking areas on the campus. High school students who drive to school need to obtain a parking pass from the summer school office in Smith.

If any student is suspected of being under the influence of any impairing substances, they will not be permitted to operate a vehicle. They will be detained on campus until a parent or other designated adult would be able to provide them with safe transportation to depart campus.

## Student Parking

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

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



# STUDENT HEALTH

## Health Services

The Health Services Department (HSD) is responsible for performing the medical clearance for all students. In addition, the HSD is available to provide healthcare services to students. All health rooms on a KS K-12 campus are staffed by a Registered Nurse who may be supported by a Medical Assistant. The Student Health Services Director oversees the care provided by the nurses.

The HSD does not replace your child's primary care provider or patient-centered medical home, but it becomes part of your child's healthcare team or medical neighborhood. The HSD provides primary care services for acute conditions and can assist with disease management. Students who are assessed to require more healthcare than can be provided on campus are referred to receive healthcare in the community.

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

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

Parents/guardians are required to complete a Medical Treatment Agreement and Release prior to the start of the school year. While Kamehameha Schools provides healthcare services for the student, final and complete responsibility for the health of the student rests with the parents/guardians.

## Contacting Parents/Guardians

In the event of a serious medical emergency, KS will be responsible for arranging transportation for emergency care. In emergency care situations, the preferred method of transportation is through the use of Emergency Medical Services (EMS). During transport, KS will make every effort to accompany the student to the emergency room. The parent/guardian is expected to join the student at the emergency room in a timely manner. 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.

**IMPORTANT: Please ensure that your primary contact and emergency contact information is kept current.**

If a child needs to be picked up from school for a non-emergent reason, the health room staff will attempt to first call the parent/guardian(s) and then the emergency contact. Students are expected to 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. 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 school for the following:

- Signs and symptoms consistent with infection, especially symptoms of COVID-19 such as cough, shortness of breath or difficulty breathing, sore throat, muscle or body aches, loss of taste or smell, headache, congestion or runny nose, fatigue, nausea, vomiting, diarrhea, abdominal pain or fever or chills.
- A temperature of 100.4°F or above. Students must be fever free for 24 hours without medication (e.g. Tylenol, Motrin, etc.) before returning to school.
- Any illness or injury that prevents participation or could pose a risk to another student's health.

If a student is assessed to need care at an outside physician or facility by the health room, a Request for Medical Evaluation form will be provided to parents by the health room to be completed by the physician or facility. If the student does not have this form, a private physician's written clearance with noted restrictions as applicable is acceptable. A completed Request for Medical Evaluation or a separate physician's written clearance is required for the student to return to school. For the most current guidance pertaining to COVID-19, visit:

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

## Medication Administration

HSD staff or their designee will administer prescribed medication if requested by a student's parent/guardian. A completed Request for Administration of Medication (RAM) form must be submitted each year for each prescribed medication that KS medical staff or their designee will administer, and the medication must be in its original packaging and not expired. If the prescribed medication, dose, or frequency changes prior to the start of school or during the school year, please submit an updated RAM.

The parent/guardian can determine if their child can safely self-administer a medication. However, **controlled medications (i.e. narcotics and certain ADHD medication) as well as CBD oil are not permitted to be possessed by students.** Kamehameha Schools is not responsible for any medications that a student self-administers. KS is not responsible for reminding students to take or report to the health room for their medication, and students will be responsible for ensuring that they keep the medication available at school or on any activity and take the medication as prescribed. If a student shares a self-administered medication with another student, the medication shared will immediately be confiscated, the student's privilege of self-administration will be revoked, and the student may face other disciplinary measures.

### Hours of Service

The campus health rooms are open for walk-in visits Monday through Friday during the regular school day, generally from 7:00 a.m. to 3:00 p.m. Students should make every effort to visit the health room before school begins, during free periods, or after school in order to minimize missed class time. Students will be seen in the order they sign-in. There will be no priority given to grade levels. All students will be seen on a first-come, first-served basis unless the nature of the illness or injury requires immediate care. Health room contact information is as follows:

<b>Elementary School Kalanimōkū Health Room</b>	<b>Middle School Health Room</b>	<b>High School Health Room</b>
Located across from the Keku'iapoiwa Dining Hall	Located in the Kaoleioku Building	Hale Ola Building
808-842-8606	808-843-3459	808-842-8075

### Returning After Illness or Injury

All students returning to school after an absence for illness, injury, or other medically related condition must readmit through the student’s health room. All students are required to submit a note from his/her healthcare provider if:

- The absence is for four or more school days; or
- The absence is for less than four school days and
- The student saw a healthcare provider during that period; or
- The student has any new medical restrictions.

If a student was evaluated by a healthcare provider, regardless of the length of absence, he/she shall report to the health room. If the student does not have a completed Request for Medical Evaluation form, or a similar form, that indicates any restrictions, a private physician's medical excuse note is acceptable provided it contains the same information. One of these is required for re-admittance to school.

If a student's illness/injury requires restriction of school activities, he/she is to report to the health room so that this restriction can be noted, regardless of the length of the absence.

## Behavioral Health Services

The Mālama Ola Behavioral Health (BH) Department is responsible for the well-being of students through mental health services and whole childcare coordination. The Behavioral Health Specialists (BHS) are available to provide crisis assessments, depression risk screenings, mental health counseling, as well as to assist students and their caregivers in the coordination of outpatient community mental health services as needed.

Each Kamehameha Schools K-12 campus has BHS who are licensed or operate under the licensure of a BH Supervisor. The BH Department does not replace your child/family's mental health provider, but it becomes part of your child's healthcare team. Students who are assessed to require a higher level of care than can be provided on campus are referred to receive mental health services in the community.

Students can access BH services by contacting any BH staff member. They can also be referred by kumu, School Counselors, Administrators, Residential Life Staff, friends, and 'ohana. Depression screening occurs in the health rooms, and nurses may also refer students.

Students in crisis are assessed by BH staff for safety. If there are safety concerns, a student may be evaluated by a contracted psychiatrist or sent to the ER. Parents are contacted if BH staff have assessed and addressed a safety concern with a student.

## Behavioral Health Medical Leave and Readmission

A student placed on medical leave or released from a KS program for a behavioral health concern or who received crisis services from a community mental health professional must complete a school-based individualized assessment before returning to school, and Residential Life program (if applicable). If a student is assessed to need a higher level of care by a community provider, a Behavioral Health Readmission Checklist and Form will be provided to parents by the BHS. The form must be completed by a licensed mental health provider. Upon receipt of a completed form clearing a student to return to school, BHS will schedule the required Behavioral Health Readmission meeting with School Administration prior to the student's return to school and/or Residential Life program (if applicable).

### Hours of Service

BHS are typically available from 7:30 a.m. - 3:30 p.m. for behavioral health related services. BH staff contact information is as follows:

Kapālama Campus Behavioral Health Specialists - Contact Information			
Kapālama Campus	Health Services	Mālama Ola	Behavioral Health Manager
<b>Samantha LandrySmith</b> Behavioral Health Supervisor 808-842-8251	<b>Molly Rothmeyer</b> Health Services Manager 808-842-8109	<b>Nicole Read</b> Mālama Ola Student Health Director 808-842-8289	<b>Anu Getgen</b> 808-573-7236
<b>Maile Mundon</b> Behavioral Health Supervisor 808-842-8141			

### Health Records

An electronic health record is maintained for each student and contains information as provided regarding medical conditions, medications, and allergies, as well as health insurance and immunization information. Parents are responsible for immediately informing the health room of changes to their child’s health record or other medical information by contacting the student’s health room.

Health services and behavioral health services provided to students are documented in the health record. Behavioral health clinical notes are sensitive and may not be shared in order to preserve confidentiality and privacy. Health records or their content may be disclosed externally to authorized individuals such as healthcare providers and may be shared internally when there is a legitimate educational impact or safety concern.

Kamehameha Schools retains all student health records for a minimum of seven years beyond majority.

## Student Accident Insurance

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

## BUSINESS MATTERS

### Tuition & Fees

It has been a long-standing policy of Kamehameha Schools that parents support their child's education by bearing a portion of the cost of that education. The charge for tuition and fees for students enrolled in Kamehameha Schools educational programs continues to constitute a small percentage of the overall per-pupil cost to provide the educational program. At most private schools, families cover 70 to 90 percent of the per-pupil cost of the program through the tuition and fees that they pay. At Kamehameha, families are asked to cover only about 20 – 30 percent of educational costs due to a tuition subsidy provided by KS. Families with demonstrated need may apply for KS financial aid.

### School Charges

In addition to tuition fees, parents will be billed by FACTS Management Company for other charges for which a student is responsible. These charges may include, but are not limited to replacement ID cards, library book replacement fees, lost or damaged computer equipment, lost textbooks, AP Exam fees, boarder airfare, athletic uniforms, etc. If there are any questions regarding the charges billed, your inquiry should be directed to the Kamehameha Schools Cashier's Office at (808) 842-8084.

### Fee Amounts

Students will be charged the following amounts, as applicable to their FACTS accounts:

Course Fees	See Catalog of Courses
Replacement ID Cards	\$10.00
Replacement bus pass	\$10.00

## Payment of Bills

Information on where to send payments is included with your Enrollment Agreement. If you have any questions regarding your child's billing account, FACTS Management Company or payment questions, please contact the Cashier's Office at 808-842-8084 or email [ar@ksbe.edu](mailto:ar@ksbe.edu). All payments must be kept current.

## Financial Aid

Through the legacy of Ke Ali'i Pauahi, Kamehameha Schools is able to provide financial assistance to families who lack adequate resources to support their children's education. KS provides financial aid to families who have clearly demonstrated financial need, giving priority to families on public assistance. Awards may be full or partial, and families must reapply every year.

## How to Apply for Financial Aid

For Financial Aid Program information, contact the Kamehameha Schools' O'ahu Resource Center at 808-534-8080 or 808-541-5300. Neighbor island applicants may call toll-free at 800-842-4682, press 2.

## Financial Aid for Summer School

Not all students receiving KS financial aid during the current school year will be eligible for financial aid if attending the upcoming KS Summer School. Should this occur, KS notifies parents in mid-December regarding their child's eligibility for summer school financial aid. Students DO NOT need to complete a summer school financial aid application if they are currently receiving financial aid for the current school year.

## Student Records & Directory Information

### Parent/student access to student records

Parents and students are allowed:

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

### Directory information

Generally, information such as phone numbers and addresses will not be released to outside parties who call the school. Instead, the name of the caller and any message 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
- Activities
- Clubs and sports
- Weight and height for athletic team purposes
- Dates of school attendance
- Degrees and awards received
- Most recent and previous education institution attended
- Other similar information

**IMPORTANT:** Please notify the school office in writing IMMEDIATELY, if your home address or phone numbers change – including home, business and cell phone numbers.

## INFORMATION TECHNOLOGY

### Electronic Communication with Students, Parents and Guardians

In order to promote KS' goal of increasing sustainability through reduction in paperwork, KS will communicate with students, parents and guardians electronically using one or more of the following approved electronic tools via the KS Systems and Web-based Applications (collectively "KS System"):

- **Teacher's email:** Teacher's email addresses can be found in the **KSK Staff directory** [https://www.ksbe.edu/staff\\_directory/kapalama\\_campus/](https://www.ksbe.edu/staff_directory/kapalama_campus/)
- **Infinite Campus:** <https://ohana.ksbe.edu/> is a web-based system used to monitor student grades, track student progress, register for the upcoming school year, view school announcements, access school information and facilitate communication between students, teachers and parents. Once students are issued email accounts they will be given access to Infinite Campus (IC). Parents will receive information when their child enters Kamehameha Schools.

We ask that those parents/legal guardians who do not have access to the electronic tools listed above to contact their child(ren)'s grade level unit office so that the same information may be sent to them via U.S. mail.



## Use of KS Mobile Devices and the KS System

KS assigns students at selected grade levels appropriate mobile devices (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. Prior to independent use of a device, both students and parents must complete a mandatory Digital Citizenship training and submit their signed Parent-Student Contract. Failure to complete these actions will result in a delay of student access to the device. 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 their issued devices on the KS System. Mobile devices are returned at the end of the school year, unless KS has approved summer time use of the device. Upon return, KS re-images its mobile devices for the new school year. KS will remove all non-approved apps, software and content (including music, photos, videos, etc.) from each device. 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 <https://ohana.ksbe.edu/>

## KS Technology Acceptable Use

### 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 movies is not permitted.
- Conducting unauthorized commercial activity of any kind is prohibited.

- Only authorized equipment can be connected to any KS system and KS equipment should not be altered 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.
- Students must have their name on power supply cords, removable cards and carrying bags.
- Keep food and liquids away from your device.
- Protect your devices and peripheral equipment from theft or loss.
- Maintain all identifier markings or stickers placed on the devices by KS support staff.
- Your school-assigned device should not be used by others.
- 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:

- Properly manage your assigned KS student account within the KS system.
- Students and parents are assigned a KS email account to receive and send official communication through the KS Network.
- New students will be issued accounts within the first month of school. Returning students will continue to use KS accounts already established.
- Limit the use of the KS system for educational purposes only.
- Do not use any school email account for non-school related activities.
- Always protect the privacy of your account by using only your assigned User ID and keeping passwords private and confidential.
- Never give others your email account information or use or attempt to obtain the username and password of other individuals under any circumstances.
- Actively organize and manage your account by checking KS email accounts daily, respond in a timely manner and regularly delete old emails.
- Do not use KS devices and/or email accounts to register and/or access social networks (Facebook, X, Instagram, etc.) and abide by federal laws of sites that restrict use to individuals ages 13 years and older.
- Images relating to weapons, pornographic material, inappropriate language, alcohol, drugs, gang-related symbols, sounds or pictures should not be included as part of your student account.
- Wallpaper should be appropriate media.
- Parents should check their email accounts at least every three days. Parents without email addresses will receive information via the U.S. Postal Service.
- Students are able to access their email from home via <http://www.outlook.com/imua.ksbe.edu>
- Students are responsible for saving, organizing, and manipulating their files according to teacher instructions.
- KS reserves the right to conduct random periodic inspections to enforce the 1:1 expectations and guidelines as explained in this Handbook.

## Guidelines for the Proper Use of Generative AI

### Purpose and Overview

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

## Guidelines

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

Report violations of this procedure to a teacher, administrator, or supervisor.

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

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

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

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

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

**Be civil and courteous when communicating via the KS system**

- Use appropriate language in all system communications and content creation. Do not use any KS system to transmit or receive obscene, threatening, offensive, sexually explicit, defamatory or harassing materials/communications, or other language that denigrates any individual or group, as well as do anything that is illegal or unethical.
- Do not “borrow” online material from other students or Web sites and try to pass them off as your own. This is plagiarism, and it will not be tolerated within KS.
- Students should not receive promotional email, subscribe to automatic listservs, or send chain letters.
- Never give out personal information online – including full name, telephone number, address and social security number.
- Steer clear of Internet sites that promote gambling, illegal drugs, alcohol consumption, violence or socially harmful activities.
- Do not visit chat rooms or other sites where people may misrepresent themselves and try to gain your confidence in order to do harm.
- Under no circumstances should you meet with someone you chatted with online without first notifying your parents, counselors or teachers.
- Keep photos, lifestyle and other personal information private 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 any way 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, mis-deliveries or service interruptions.

## Frequently Used Vocabulary in Learning Models

- **Full Distance / Digital Learning (FDL) / Online**  
All instruction is delivered online in a virtual setting.
- **Synchronous**  
Learning and teaching that happens in real time, with a set class schedule and time.
- **Asynchronous**  
Course content available online for students to access when it best suits their schedules. Assignments are assigned with deadlines.

## Distance/Digital Learning Guidelines

With the increased use of online learning, the following guidelines between students and staff have been established.

- Staff will keep communication with students to specific days and times.
- Parents/Legal Guardians/Students are reminded to be mindful of home backgrounds and environment during a videoconference.
- Staff will not use personal email or cell phones for communications with students.
- Staff will keep communication with students to specified days and times

### Guidelines for distance learning platforms and sessions

- Staff will inform parents of the scope of the distance learning program and expectations for use of the distance learning platform(s).
- Staff will specifically describe the distance learning plan and explain the various ways in which online platforms may be used for both asynchronous and synchronous learning.
- Staff will use various education distance learning platforms (e.g. Canvas™, Google Classroom™, ZOOM™, Microsoft Teams™, Seesaw, etc).
- Staff will communicate the expectations of live video-conferencing use, whether video conferences will be recorded, and KS' policies and procedures for staff interactions with students during distance learning.
- Staff will keep parents informed about structure, activities, chat groups, and websites, etc.

Summer school delivers programming both in groups as well as in one-on-one sessions with students.

#### **For group sessions:**

- Attendees can only chat with everyone publicly, the private chat feature will be disabled, as such, there will be no private messaging.
- In order to support students who are not able to attend and need to make up a session, group sessions will be recorded. However, only the instructor and their presentation, or an audio recording of the instructor's voice will be made. Recordings will NOT show students' faces/names/voices. No other recordings of sessions or chats will be made.



**For one-to-one sessions:**

- Staff will notify parents via e-mail of the need to schedule a one-on-one videoconference and will explain the purpose of the videoconference and invite parents to attend.
- Staff will clearly define the purpose of the one-on-one meetings with students and set time limits for when such conversations can take place.
- Staff will notify their supervisor or Program Director immediately of any concerns or misconduct that may arise as a result of such videoconference, such as concerns for student safety and well-being, etc. The Program Director and administration will collectively determine, based on the facts of each situation, whether further action is warranted.
- To maintain confidentiality, one-on-one sessions will not be recorded.
- Staff will keep communication with students to specific days and times.