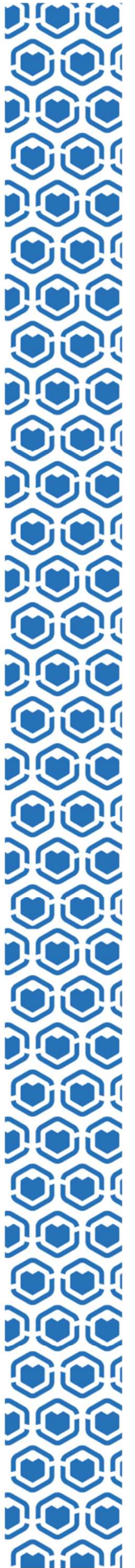


KU⁶UPAU

K-12 Haumāna-Mākua Handbook SY 2024-2025



Kamehameha Schools®



Statement on the Handbook

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

NOTE: References to “parents” throughout this guidebook 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/maui/



Legacy of Ke Ali‘i Pauahi



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

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

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

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

Kamehameha Schools currently operates K-12 campuses on O‘ahu, Maui and Hawai‘i Island with a total enrollment of 5,400 keiki. It also operates 30 preschool sites enrolling 1,600 keiki. KS subsidizes a significant portion of the cost to educate each of its students. Although a modest annual tuition is charged, nearly 60 percent of preschool and K-12 families qualify for need-based financial aid.

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

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

Table of Contents

Statement on the Handbook	2
Legacy of Ke Ali‘i Pauahi	3
School Contact Information	10
Mission, Vision and Values	11
Our Statement of Christian Commitment	11
About Kamehameha Schools Maui	12
K-12 Educational Program	13
Our Visions	13
Our Guiding Principle: Ku‘upau	13
Our Values	13
Our Promise	13
E Ola! Learner Outcomes at Kamehameha	15
Ku‘upau for E Ola! Educators	16
Hawaiian Culture-Based Education	16
Our Path to E Ola!	17
Supporting Your Child’s Education	18
Academics at Māhele Lalo (Lower Division)	20
Student Support Services	20
Technology Program	20
Hana Kīwila	21
After-school Athletics	21
Māhele Lalo Information for Grades K-5	22
Classroom Assignments	22
Homework	22
Standards-Based Grading (SBG)	22
Academic Achievement	23
Effort, Pono and Learner Qualities	23
Academic Probation	23
Initial Academic Probation	24
Final Academic Probation	24
Recess Guidelines	25
Academics at Māhele Luna (Upper Division)	26
Hawaiian Culture Based Education	26
Technology Program	26
Civic Engagement and Student Leadership	26
Extracurricular Student Participation	26
College and Career Academy	26
Advanced Program Offerings	27
Dual Credit, Distance Learning and Ke Po‘olua Dual Credit	27
Academic Associates Degree Program (via Arizona State University)	28
Māhele Luna Information for Grades 6-8 (Uka)	29
The School Day	29
Counseling Services	29
College and Career	29
Course Registration Elective Classes	29

Course Grades _____	29
Report Cards _____	30
Incompletes _____	30
Grade Point Average _____	30
Progress Reports _____	30
Grade Promotion _____	30
Request to Waive Promotion to Next Grade _____	30
Academic Probation _____	30
<i>Student Life for Māhele Luna Grades 6-8 (Uka)</i> _____	32
Study and Activity Periods _____	32
Extracurricular Activities _____	32
Field Trips _____	32
Student Government _____	32
Special-Interest Clubs _____	32
Dances _____	33
Athletics _____	33
<i>Māhele Luna Information for Grades 9-12 (Kai)</i> _____	34
The School Day _____	34
Counseling Services _____	34
College and Career _____	34
Course Registration _____	34
Course Grades _____	35
Report Cards _____	35
Incompletes _____	36
F, W, or NC Grades _____	36
Grade Point Average (GPA) _____	36
Progress Reports _____	36
Grade Level Promotion _____	36
Academic Probation _____	36
Graduation Requirements _____	37
Career Academy Requirement _____	37
Academy of Arts & Communication _____	38
Academy of Business _____	38
Academy of Information Technology/Engineering _____	38
Academy of Science & Natural Resources _____	39
Academy Enhancement Electives _____	39
Non-Credit Graduation Requirements _____	40
Request to Waive Promotion to Next Grade _____	40
Request to Waive Graduation Requirement _____	40
Grade 12 Events Throughout the Year _____	41
<i>Student Life for Māhele Luna Grades 9-12 (Kai)</i> _____	42
Study and Activity Periods _____	42
Extracurricular Activities _____	42
Field Trips _____	42
Identification Cards _____	42
Student Government _____	42
Special-Interest Clubs _____	43
Dances _____	43
Athletics _____	43
Student Activity Ineligibility _____	44
Grade Check Dates 2024-2025 _____	45
<i>Student Support Services</i> _____	46
College and Career _____	46
Release of Information to Colleges _____	47

Counseling Services _____	47
Students with Disabilities _____	48
Absences, Leaves, and Tardiness _____	49
Regular Attendance _____	49
Excused Absences _____	49
Excused Absences: _____	50
Unexcused Absences: _____	50
College Visits (Māhele Luna Grades 9-12 Only) _____	50
Special Absences _____	50
Credit and Make-Up Work _____	50
Known Late Arrivals and Early Dismissal _____	51
Tardiness to School _____	51
Excessive Absences or Tardies _____	51
Leaves and Returning to School for Grades K-12 _____	52
Student Dress Code and Appearance _____	53
Purchasing Uniforms _____	53
Uniform Exchange and Recycling Program _____	53
Appearance Guidelines _____	54
Day-to-Day Student Life _____	57
KS Maui Schedule _____	57
School Day _____	57
Morning Drop-off _____	57
Afternoon Pick-up _____	57
After-School Program _____	57
Meals and Snacks _____	57
Student Life _____	58
Lost and Found _____	58
Birthdays _____	58
Lockers _____	58
Admission to Athletic Events _____	58
Learning Centers _____	58
No Homework Weekends _____	59
Po’o Kula’s List and the Division Head’s List _____	59
Kapu Items _____	59
Electronic Equipment/Cellular Phones _____	59
Parent-Teacher-Student ‘Ohana (PTSO) _____	60
Volunteering _____	61
A Commitment to Appropriate Conduct _____	62
Citizenship Behaviors _____	63
Level 1 _____	64
Level 2 _____	64
Level 3 _____	65
Level 4 _____	65
Level 5 _____	66
Pu‘uhonua _____	66
Out-of-school and Off-campus Behavior _____	66
Appealing a Decision to Release _____	67
Kūkulu Kumuhana: Multi-Tiered System of Supports (MTSS), Our Learning Intervention Process _	68

KS System and KS Technology Acceptable Use	70
Electronic Communication with Students, Parents and Guardians	70
Use of KS Mobile Devices and the KS System	70
Guidelines for the proper use of KS Mobile Devices	70
Guidelines for the Proper use of the KS System	72
Be Civil and Courteous When Communicating via the KS System	72
Use the KS System in a manner that does not harm the KS Network	73
Obey Copyright and Trademark Laws	73
Disclaimer of Content transmitted over the KS Network	73
No warranty of service or accuracy/integrity of content of the KS System	73
Safety and Security	74
Campus Security	74
Security at the Entry Station	74
Walking Off Campus	74
Off-limit Areas on Campus	74
Securing Valuables	75
Right to Search	75
Visitors and Volunteers	75
Policy on Appropriate Interaction with Students	76
Policy Prohibiting Discrimination, Harassment, Intimidation or Bullying (HIB)	76
Policy Prohibiting Violence in the Learning Environment	76
Policy Prohibiting Sexual Misconduct	76
How to Make a Report	77
Corrective Action	78
Keeping Our School Safe	78
Reporting Child Abuse and/or Neglect	79
Changes in Your Child’s Custodial Status	79
Emergencies	79
Island-wide Emergencies	79
Evacuation of Students	80
Health Services	81
Contacting Parents/Guardians	81
Medication Administration	82
Hours of Service	82
Returning after Illness or Injury	82
Returning to School and Activities after a Concussion	83
Behavioral Health Services	83
Health Records	84
Student Accident Insurance	84
Transportation	85
Bus Transportation	85
Application and Fees	85
Student Pick-up/Drop-off at Bus Sites	85
Bus Passenger Rules and Code of Conduct	86
Morning Transport	88
Afternoon Transport	88

Driving & Parking on Campus _____	89
Parking Application _____	89
Driving In & Out of ‘Āina Lani Drive _____	89
Business Matters _____	90
Tuition and Fees _____	90
Payment of Bills _____	90
Prorated Payment of Fees if Student is Released _____	90
Financial Aid _____	90
How to Apply for Financial Aid _____	91
Student Records and Directory Information _____	91
Use of the Name “Kamehameha Schools” and the I Mua Warrior Logo _____	92
Fundraising for Student Activities _____	92
KS Maui Athletics _____	93
Athletics Mission Statement _____	93
Athletics Statement of Philosophy _____	93
Athletic Goals and Objectives _____	93
Supporting KS Athletics _____	95
Role of the Student Athlete _____	95
Student Athlete Code of Conduct _____	95
Role of the Parent _____	96
Role of the Coach _____	98
Appropriate Interaction with Students _____	98
Role of the KS Athletic Community _____	98
League and Association Affiliations _____	99
The National Federation of High Schools (NFHS) _____	99
The Hawai‘i High School State Athletic Association (HHSAA) _____	99
The Maui Interscholastic League (MIL) _____	99
Independent Middle School League (IMSL) _____	99
Maui Parks and Recreation League _____	99
Our Athletic Program _____	100
Eligibility to Participate in Athletics _____	100
Eligibility Forms _____	100
Final Team Selection _____	100
Participation in Multiple Sports _____	101
Ineligibility to Participate in Athletics _____	101
Not medically cleared for sports _____	101
Awards and Recognition _____	103
Day to Day Student Athlete Life _____	104
Practice Sessions and Schedules _____	104
Dress Code and Appearance _____	104
Absences, Leaves, Tardiness _____	104
Early Dismissals _____	105
Student Athlete Life _____	105
Admission to Games _____	105

Taking Photos or Videos at Games _____	105
Potlucks and Snacks _____	105
Team Fundraising _____	105
The Use of Nutritional Supplements _____	106
<i>Athletic Health Services</i> _____	107
Athletic Training Services _____	107
Priority of Service in the Athletic Training Room _____	107
Coverage of Practices and Events _____	107
Illness or Injury Occurring at Practice or Event _____	107
Clearance to Return to Full Participation _____	108
Injury/Illness Education _____	108
❖ Concussion Management _____	108
Student Accident Insurance _____	111
<i>Services and Resources</i> _____	112
Uniforms, Lockers, Equipment, and Facilities _____	112
Uniforms _____	112
Lockers _____	113
Equipment _____	113
Strength and Conditioning _____	113
<i>Transportation and Team Travel</i> _____	115
Transportation to and from Athletic Events _____	115
Permission for Alternative Transportation and to Leave the Group _____	115
Overnight and Inter-Island Travel _____	115
<i>School Calendar</i> _____	117
<i>School Map</i> _____	118
<i>School Songs</i> _____	119
Sons of Hawai'i _____	119
I mua Kamehameha _____	119
Ke Ahupua'a 'o 'A'apueo _____	119
Aloha 'A'apueo _____	120

School Contact Information

Māhele Lalo (Lower Division) 808-572-3300

Absence Hotline.....808-572-3210
Health Room.....808-572-3222
Office FAX.....808-572-3150
275 'A'apueo Parkway, Pukalani

Māhele Luna – Kula Uka (Grades 6-8 Upper Division) 808-572-4200

Absence Hotline.....808-572-4333
Health Room.....808-572-4221
Office FAX.....808-572-4250
281 'A'apueo Parkway, Pukalani

Māhele Luna – Kula Kai (Grades 9-12 Upper Division) 808-573-7000

Absence Hotline.....808-573-7450
Health Room.....808-573-7073
Office FAX.....808-573-7250
270 'A'apueo Parkway, Pukalani

Athletics 808-573-7217

Office FAX.....808-573-7022
270 'A'apueo Parkway, Pukalani

Student Support Services 808-573-7091

270 'A'apueo Parkway, Pukalani

Hālau 'O Kapikohānaiāmālama 808-573-7037

Office FAX.....808-573-7062
270 'A'apueo Parkway, Pukalani

Ke Po'o Kula (Head of School) 808-572-3100

Office FAX.....808-573-7062
270 'A'apueo Parkway, Pukalani

Operations Division

260 'A'apueo Parkway, Pukalani

Bus Service

808-572-3245

FACTS Tuition Billing Toll Free Dial 1-866-441-4637

After Hours Emergencies ONLY Entry Station/Security 808-572-4260

Other Campus Support Offices

Educational Support Services
275 'A'apueo Parkway, Pukalani

Admissions

808-572-3133

Office FAX.....808-573-7001

Applicant Service Center

Toll Free Dial 1-800-842-4682, ext. 15300

Ho'oulu Verification Services

Toll Free Dial 1-800-842-4682, ext. 36228

Outreach Support Services (Financial Aid)

Toll Free Dial 1-800-842-4682, ext. 48080

KS Regional Resource Center – Maui

808-242-1891

Office FAX.....808-242-0824
175 N. Market St. Wailuku

*Follow campus happenings on Instagram
@kamehamehamaui and @ksmauiasks, and
on*

Facebook @KamehamehaSchoolsMauiCampus

Kamehameha Schools Maui webpage:

www.ksbe.edu/maui

Mission, Vision and Values

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.

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.

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 preserve and perpetuate); and ha'aha'a (to be humble).

Our Statement of Christian Commitment

Heeding the call of Jesus and following the example of Pauahi, Kamehameha Schools strives to develop individuals who demonstrate:

"Aloha I Ke Akua" – Love for God

"Love the Lord your god with all your heart and with all your soul. Love him with all your mind." — Matthew 22:37

Aloha Kekahi I Kekahi" – Love for One Another

"A new commandment I give to you, that you love one another, even as I have loved you, that you also love one another." — John 13:34

Aloha Āina" – Love and care for our land and all that Ke Akua has blessed us with

"God blessed them; and God said to them, "Be fruitful and multiply, and fill the earth, and subdue it; and rule over the fish of the sea and over the birds of the sky and over every living thing that moves on the earth." — Genesis 1:28

We are Protestant in tradition, non-denominational in practice, and loving in all things. We believe that Kamehameha Schools, as a Christian institution, has a responsibility to practice and perpetuate the Christian faith as exemplified by Ke Ali'i Pauahi by:

- Fostering faith in Ke Akua and in His Word as our foundation
- Integrating Christian values into its programs and services
- Providing the necessary learning opportunities, resources, and training to deepen the understanding of Scripture and the Christian faith
- Nurturing the relationship and the responsibility of its learners to Ke Akua and His creation, and
- Living out our faith by practicing servant leadership

About Kamehameha Schools Maui

Founded in 1883 by Princess Bernice Pauahi Bishop, great-granddaughter of Kamehameha the Great, Kamehameha Schools (KS) exists to advance the well-being of Native Hawaiians by providing high quality educational opportunities. KS is an organization committed to educational excellence and high levels of achievement through distinguished teaching and rigorous learning which leads to world class educational outcomes, and the renewed vibrancy of Hawai'i's Indigenous people and their lifelong success in the 21st century.

Established in 1996 and accredited by the Western Association of Schools and Colleges and the Hawai'i Association of Independent Schools, Kamehameha Schools Maui (KS Maui) is one of three K-12 campuses in the Kamehameha Schools Educational System. KS Maui enrolls over 1,000 K-12 students on a well-equipped, 180-acre campus located in Pukalani. Grounded in its Hawaiian and Christian values and committed to the revitalization and perpetuation of Hawaiian culture, the school offers a comprehensive college preparatory curriculum which includes the study of Hawaiian culture and language, as well as character education and religious instruction. KS Maui is an impressive learning community with a well-defined vision and the physical, financial, and human resources necessary to realize an ambitious agenda of continuous improvement and student success.



K-12 Educational Program

KU'UPAU

Our Visions

Nurturing and empowering haumāna to be 'ōiwi leaders today and in the future.

Our Guiding Principle: Ku'upau

Ku'upau is the driving force in the work we do every day and deeply embedded in the fabric of KS Maui. It requires us to examine everything from our mo'okū'auhau, our genealogy, to our mo'owaiwai, our values. It requires us to innovate and seek new solutions.

At Kamehameha Schools Maui, ku'upau (giving your all) is the heart of everything we do. We go the distance for reach other and our community. We inspire our keiki and 'ōpio to reach for the highest – to strive for their greatest hopes and ambitions. Ku'upau is our guiding principle. It's what makes us who we are as ko Maui po'e kānaka.

Our Values

The practice of Ku'upau is guided by KS Maui's core values that are steeped and grounded in a Hawaiian sense of culture and place. We ku'upau in **Pilina** (our relationships, our connections); **Kuleana** and **Kūlia Pono** (our responsibilities and processes for doing what is right and true); and **'Imi Na'auao** (our quest for enlightenment). These values define who we are and inspire us to i mua with moral purpose and pride.

Our Promise

Kamehameha Schools Maui graduates are **'Ōiwi Leaders** who strive for the highest and live KS Maui's Ku'upau core values. Our 'Ōiwi Leaders successfully achieve the goals of the Kamehameha Schools system-wide **E Ola! Learner Outcomes** and they go forth as culturally engaged servant leaders. With a deep sense of purpose and a strong Hawaiian sense of culture and pride, they create strong communities and make significant contributions to the greater world.

In their pursuit of greater knowledge and understanding, KS Maui 'Ōiwi Leaders embody the qualities of **kama'āina** (connected to the land and to others), **mākaukau** (preparedness), **koa** (commitment and courage) and **na'auao** (curiosity). The 'Ōiwi Leader is our promise to you – as haumāna, as 'ohana, as kumu, as kaiāulu.



Like the hua (egg) in the “Battle of the Owls” mo’olelo, E Ola! Learner Outcomes is at the core of Nā Kula ‘o Kamehameha, shown at the center. Building on this foundation, the KS Maui experience is guided by the principle of Ku’upau and its cherished core values represented by interconnecting diamond shapes. The outer ring symbolizes our haumāna and the unique qualities of the KS Maui graduate as an ‘Ōiwi Leader. Beyond this, the rings radiate outward, representing the KS Maui way of moving forward for the next generation in the continued pursuit of knowledge.

E Ola! Learner Outcomes at Kamehameha

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:

Roots provide constant nourishment and are the....

Learner's Strong Foundation

‘Ike Kūpuna (Ancestral experiences, insights, perspectives, knowledge, and practices)

Students recognize the achievements of their kūpuna and how ‘ike kūpuna is seeded within themselves. Students’ facility in ‘ōlelo Hawai‘i enables them to access deeper levels of ‘ike kūpuna. Students apply ‘ike kūpuna to shape their identity and strengthen connection to lāhui.

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

Students have an in-depth relationship with places and communities that hold significance to them and strive to improve the well-being of such places, engaging in experiences that foster aloha for and life-long allegiance to ka lāhui Hawai‘i and ka pae ‘āina o Hawai‘i.

Kūpono (Honorable character founded on Hawaiian and Christian values)

Students live by Hawaiian and Christian values such as extending aloha to others, taking responsibility for their actions, caring for others and themselves, and making ethical decisions.

The trunk and branches draw substance from the roots and form the....

Learner's Native Hawaiian Identity

Mālama and Kuleana (Social agency, community consciousness)

Students are passionate and have skills needed to engage with their ‘ohana, communities, and others to achieve Hawaiian cultural vitality, political and social justice, environmental sustainability, and the overall well-being of their communities and larger global context.

Alaka‘i Lawelawe (Servant leadership)

Students practice being servant leaders by fulfilling their kuleana (earned roles and responsibilities), engaging collaborative approaches, and knowing when to provide direction, when to follow others, and when to empower others.

Kūlia (Excellence)

Students achieve excellence in all their endeavors, carefully consider, choose appropriate courses of action that build their mana, and demonstrate a mindfulness of how their excellence brings mana to their lāhui, their community, their ‘ohana, and themselves.

Leaves spring from the branches and embody the....

Learner's Productive Courses of Action

Academic Competence — Students develop academic competence, fostering the multidimensional characteristics of a learner.

Growth Mindset — Students are goal oriented, resilient, and view hard work, challenges, new experiences, learning, and perseverance as stepping-stones to growth.

Self-Efficacy — Students have a strong, positive self-image and are confident in their ability to set and achieve goals.

Problem Solving — Students have skills to identify, articulate, and solve problems.

Innovation and Creativity — Students learn to innovate and generate new ideas, processes, activities, and solutions, and apply these to achieve productive outcomes.

Collaboration — Students collaborate and work effectively with others to achieve shared goals.

Global Competence — Students have intercultural communication skills to interact effectively in an interdependent world.



Ku'upau for E Ola! Educators

We believe the key to improved learning for our haumāna is continuous learning for all KS Maui educators. Through rigorous professional development, curriculum planning and assessments, kumu will renew their professional practices. To ensure all haumāna achieve E Ola!, KS Maui kumu:

- **INSPIRE** haumāna by being strong in their identity and in 'ike Hawai'i
- **EMPLOY** innovative teaching strategies to help haumāna through Hawaiian Culture-Based Education (HCBE)
- **ARE ACCOUNTABLE** for HCBE and E Ola! success

Hawaiian Culture-Based Education

Hawaiian Culture-Based Education (HCBE) refers to the “grounding of instructions and student learning in the values, norms, knowledge, beliefs, practices, experiences, places, and language that are the foundation of Native Hawaiians.”

HCBE at Kamehameha Schools is

- Grounded in Hawaiian culture, worldviews, and ‘ōlelo Hawai‘i;
- Personalized to the unique context and path of each haumāna and ‘ohana;
- Responsive to the needs of our ‘āina and lāhui; and
- Rigorous and relevant to modern, global environments and technologies.

When our haumāna are grounded in the wisdom of their kūpuna and the practices and language that shape our culture, they thrive in all aspects of academics. We constantly look to our founder Ke Ali‘i Bernice Pauahi as an example for what it means to be a servant leader, grounded in Hawaiian culture, and moved by her Christian faith.

Our Path to E Ola!

KS Maui’s path to E Ola! Learner Outcomes is founded on the guiding principle of Ku‘upau and our school’s core values of pilina, ‘imi na‘auao, kuleana and kūlia pono.

KS Maui provides an education that...

- Is grounded in Hawaiian culture and identity through E Ola! and centered on the needs of our keiki and ‘ohana
- Is guided by strong pilina and supportive structures
- Personalizes learning with increased choices and opportunities that advance our learners’ individual aspirations

So our haumāna will...

- Know themselves as proud Hawaiians
- Be successful academically, socially, emotionally, and spiritually
- Be flexible, adaptive, and innovative

When they graduate they will...

- Ku‘upau and reach for their highest aspirations
- Uplift others in their community and contribute to the greater good as KS Maui ‘Ōiwi Leaders



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

Parent conferences are held twice a year for elementary students, and your attendance is required; it is an important means of communication between the school and home. Additional parent conferences may be arranged at any time at the request of the school or the parents.

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.

students utilize these applications to complete projects, presentations, and conduct research. All students have a school-based e-mail account and are expected to be responsible digital citizens and follow the KS System and Technology Acceptable Use guidelines found in this Handbook.

Hana Kīwila

In support of our vision of growing industrious Hawaiian leaders, Māhele Lalo believes that all haumāna need opportunities to be leaders and use inclusive practices to make that happen. Students in grades 4-5 get an opportunity to serve on the ‘Aha ‘Ōpio leadership committee throughout the school year. Students work alongside our Student Activities Coordinator to plan and run school events, spirit weeks, and holiday celebrations.

After-school Athletics

Students are encouraged to participate in an after-school activity such as playing a sport. Approximately **24 percent** of our students participate on at least one sport or athletic team Visit the [KS Maui athletic website](#) for additional information.

FALL	WINTER	SPRING
Cross Country Volleyball	Flag Football Basketball	Track and Field

Māhele Lalo Information for Grades K-5

Classroom Assignments

Children are grouped heterogeneously into homeroom classrooms.

At the end of each school year, grade-level teachers develop recommended class groupings for the following school year. In general, classes are mixed from year to year, so children get to know others at their grade level. Initial lists are considered drafts and are reviewed by counselors and administrators prior to final administrative approval and distribution to parents.

Parent requests for specific teachers are not accepted. However, a parent may request a particular learning environment for a child, based on what is known about how that child learns and responds (e.g.-needs firmness or structure or needs nurturing/confidence-building). Requests should be made in writing to the Division Head via the child's teacher by the first week of May. While no guarantees can be made, such information will be considered in the process.

Homework

Homework is generally assigned by teachers. The primary purpose of homework is to help students establish a sense of responsibility, become independent learners, reinforce skills already covered in school, and complete daily assignments.

Students will need to practice at home to memorize the words to various oli or songs for special events such as Founder's Day. In order to achieve this purpose, a cooperative effort between school and home is encouraged. Words will be share upon rehearsal schedule being finalized.

Examples of assignments include:

- Completion of daily work
- Project or research work
- Writing
- Reinforcement of specific skills
- Recreational reading
- Sharing/discussion of experience

For best results, parents should provide:

- A quiet place free from distractions such as TV, phone, pets, siblings, etc.
- A scheduled time for homework
- A designated homework area
- Proper supplies
- Interest and support

Standards-Based Grading (SBG)

Standards-Based Grading clearly defines learning targets that communicate the knowledge and skills necessary for students to reach mastery on each priority standard. SBG ensures consistent expectations across grade levels and achievement of standards through learning activities and differentiated instruction. The SBG Report Card and Checkpoint Progress Report provides valuable and accurate information on how a student is progressing on the critical concepts and skills of the grade level as well as individual standards. It provides feedback to students through proficiency scales (clearly defined targets) allowing the student to better understand their level of mastery.

Academic Achievement

Level 3 Pua (Blooming) – Meeting Proficiency is the grade given when a student has independently and consistently demonstrated mastery on a given standard.

Level 2 Liko (Budding) – Progressing is the grade given when a student is not at the mastery level, but has achieved some form of understanding of the standards and is working on the necessary skills and learning targets to move towards mastery.

Level 1 Kupu (Sprouting) – Emerging is the grade given when a student is struggling with the content and needs frequent support or assistance.

N/A (Not Assessed) – Not Assessed is the grade given when the instruction has not occurred or there is insufficient evidence to be grades.

Effort, Pono and Learner Qualities

By including *KS Maui's Ku'upau Values* as a separate reporting category, teachers can communicate such matters as behavior, participation, and responsibility without distorting a student's actual academic grades.

Ku'upau values

Kuleana – Sense of responsibility

'Imi Na'auao – Sense of knowledge seeking

Pilina – Sense of strong relationships

Kūlia Pono – Sense of balance and refinement

Level 3 Pua – Blossoming (Consistently Demonstrates)

Level 2 Liko – Development (Occasionally Demonstrates)

Level 1 Kupu – Beginning Stages of Growth (Rarely Demonstrates)

Academic Probation

Students performing at unsatisfactory or marginal levels, despite interventions by the school, will be placed on academic probation. The purpose of academic probation is to encourage students to regain a satisfactory academic standing and for parents and the school to renew their joint commitment in this process.

Prior to placement on academic probation, the student will be referred to Kūkulu Kumuhana.

A student on academic probation for three semesters may be subject to release from Kamehameha Schools. School administration may find that extenuating circumstances, beyond the student's control, are causing his/her academic deficiencies. In these rare cases, students may be allowed to remain at the school.

School administration also reserves the right to retain a student in their current grade level based on lack of academics.

Academic probation can take place at the end of any semester. It is designed as a trial period during which a student is given a chance to improve study skills and work habits in order to show reasonable improvement on school assignments, projects and tests. *In general, academic probation is a last resort that is used after other interventions have been attempted which have not successfully resulted in an acceptable level of student effort or performance at meeting grade level expectations.*

At Māhele Lalo, there are two levels of academic probation: initial and final.

Initial Academic Probation

Students may be placed on initial academic probation and referred to Kūkulu Kumuhana.

Initial academic probation lasts for one semester, after which time one of the two following steps will take place as determined in Kūkulu Kumuhana:

- If student performance has improved (as evidenced by a reduction in the number 0's and 1's from the previous report card), then the student will no longer be on initial academic probation.
- If student performance has not improved (as evidenced by ratings on the next trimester report card - see details below), then the student shall be placed on final academic probation.

Final Academic Probation

Students may be placed on final academic probation at the end of the second consecutive semester* as determined in Kūkulu Kumuhana in which the student receives the following marks on his/her report card:

For students in grades K-5 based on grades for "achievement":

- Four or more 1's in any academic subject, including those taught by homeroom or specialist teachers.
- Two or more 0's in any academic subject, including those taught by homeroom or specialist teachers.

**NOTE: Consecutive semesters may include the spring of one school year followed by the first semester of the subsequent school year.*

A student on final academic probation will have been supported in Kūkulu Kumuhana. When a student is placed on final academic probation, a conference will be arranged with the student's parents/guardians, homeroom teacher and counselor, and the Lower Division Head. Other specialist teachers may also be involved. It will be the decision of the parent/guardian as to whether or not the student is included in all or part of this conference.

Through Kūkulu Kumuhana, an academic performance contract will be developed, with a description of specific activities the student is expected to perform in order to improve performance at school. The contract will also include specific consequences for failure to meet agreed-upon expectations. In situations where there is inadequate student effort or parental support, a recommendation may be made to the Head of School through Kūkulu Kumuhana that may result in release from Kamehameha Schools.

At Māhele Lalo, Kūkulu Kumuhana is the tiered support process we use to identify and provide additional support for our students who experience both academic and behavioral challenges. Based on assessment data and other pertinent information (including but not limited to teacher observations, attendance, parent engagement, etc.), a student may be referred to Kūkulu Kumuhana where their support needs are reviewed. If the Kūkulu Kumuhana team determines that additional support is needed outside of the universally provided curriculum, programs, and services, a support plan will be created, and you will be notified of your child's additional support needs.

After a support plan is created, KS Maui will schedule a parent meeting with the Lower Division Head, Assistant Principal, Grade Level Counselor, K-12 Student Support Services Coordinator, and homeroom kumu (as needed). Additionally, the student may be placed on Academic Notice, establishing checkpoints of a student's progress and the intervention strategies and supports needed for the student

to work towards academic improvement. Academic Notice aims to create an action plan in partnership between the school and parent/guardians. In some situations, the Division Head may request an Academic or Behavioral Contract to be established that includes specific consequences for failure to meet agreed-upon expectations. In situations where progress milestones/goals are not achieved, interventions fail, or parental support is ineffective, a recommendation may be made to the Head of School through Kūkulu Kumuhana that may result in release from Kamehameha Schools.

Recess Guidelines

Students are provided recess of approximately fifteen minutes at which time a nutritious snack is also served in the Nāmāhana Dining Hall. During recess times, all students are expected to abide by the following playground rules:

- Students should not play in the covered courtyard areas next to classroom buildings.
- Students may be assigned to a specific area in which to play on certain days.
- Absolutely no roughness or physically aggressive contact is allowed during any game.
- Flag football is not allowed unless directly supervised by a teacher.
- No running or no tag on rubber mat around playground structure.
- No jumping off and/or standing on high areas of playground structure.
- No hanging upside down by the knees on playground equipment.
- Students are not to go beyond the grade 3 and 4 classrooms.
- Students should use the bathrooms and drinking fountains by the music room.
- No piggy backs, carrying, tackling, or wrestling.
- No gymnastics-cartwheels, back-flips, pyramids, etc.
- No playing on or rolling down the hill.
- No standing on the top of the bars or on any high point of the playground equipment.
- No climbing on top of the climbing dome bars
- Slide down with feet first only.
- Lining up and dismissal:
 - 1st whistle = All students FREEZE
 - 2nd whistle = All students LINE-UP at designated area.
 - Students will be dismissed by grade level.
 - Students are to stay together as a class and walk to their next class in an orderly manner.

Academics at Māhele Luna (Upper Division)

Māhele Luna years are dedicated to refining the budding **‘Ōiwi Leader**:

- Haumāna will ***Ku’upau***, exhibiting the core values of **Pilina, Kuleana, Kūlia Pono**, and **‘Imi Na’auao**.
- Haumāna will achieve the goals of **Kamehameha Schools E Ola! Learner Outcomes**.
- Haumāna will take initiative and engage as **culturally responsive and responsible servant leaders**.
- Haumāna will pursue greater knowledge and understanding by embodying the qualities of **kama’āina** (connectedness), **na’auao** (curiosity), **koa** (courage and commitment), and **mākaukau** (preparedness).

Hawaiian Culture Based Education

We embrace E Ola! Learner Outcomes. These will be integrated into our courses across the curriculum. KS Maui faculty and staff support students in learning Hawaiian history, culture, hula, music, and ‘ōlelo, while also guiding them toward achieving college and career readiness objectives.

Technology Program

Each Māhele Luna student is issued an Apple laptop equipped with current versions of Apple OSX, Microsoft Office 365 Suite, iWork Suite, Adobe Creative Suite and wireless internet access anywhere on campus. Students are expected to be proficient in various productivity and creative software applications. In class, students utilize these applications to complete papers, presentations, and conduct research. All students have a school-based e-mail account and are expected to be responsible digital citizens and follow the KS System and Technology Acceptable Use Guidelines found in this handbook. All teachers also have the same software applications as the students. Teachers have additional software for classroom management and enhancing communication with families.

Civic Engagement and Student Leadership

Student government offers leadership development for those interested. Every grade level elects a president, vice president, secretary, treasurer, historian, and representative. The officers are responsible for planning school wide activities, leading community service opportunities and hosting guests on campus.

Servant Leadership is a core element of the Māhele Luna experience. All grade levels participate with community service events and activities. This involvement positions haumāna to lead and contribute to their communities, both locally and globally. In grades 9-12, 60 hours of community service is a graduation requirement.

Extracurricular Student Participation

All students are encouraged to participate in a sport or belong to one of the clubs or academic teams. Please visit <https://tinyurl.com/MaheleLunaExtracurricular>

College and Career Academy

Māhele Luna Grades 9-12 offers a comprehensive world class curriculum which includes the study of Hawaiian culture and language, as well as character education and religious instruction. Academies provide broad information about a field such as arts, health care, finance, engineering, media, or natural resources. The KS Maui College and Career Academy offers students four academy options:

- Information Technology/Engineering
- Business
- Arts and Communication
- Science and Natural Resources

In addition to meeting all graduation requirements, students complete an endorsement in their academy. The academy endorsement certifies that a student has taken a prescribed course of study in a particular field.

*Māhele Luna is in the process of an Upper Division redesign.

Advanced Program Offerings

Advanced Programs are offered in select areas. Enrollment is determined through a placement process. College admissions views the completion of advanced-level courses positively.

- **English:** Honors 7, Honors 8, Honors 9, Honors 10, Honors 11
- **Science:** Honors Biology, Honors Chemistry, Photonics, AP Biology, AP Physics 1
- **Mathematics:** Advanced Math 7, Advanced Math 8 (Algebra 1), Pre-Calculus w/Trigonometry, AP Calculus AB
- **World Language:** Hawaiian 3, Hawaiian 4, Honors Hawaiian 5, Japanese 3, Japanese 4, Spanish 3, Spanish 4
- **Academy:** Digital Video Production II, Journalism II, AP Studio Art: 2-D Design, AP Studio, Art: 3-D Design

Dual Credit, Distance Learning and Ke Po‘olua Dual Credit

Students have the opportunity to earn high school credit with Arizona State University (ASU). Students also have the opportunity to earn college credits through a partnership between KS Maui, the University of Hawai‘i Maui College (UHMC), Hawai‘i Pacific University (HPU), and Chaminade University. Strongly motivated and academically qualified students may coordinate with their Dean of Students to enroll. Depending on the course, the classes are held on the KS Maui campus and/or taught online by university faculty. The cost is covered by KS.

Certificate of competency in cyber security is available to Māhele Luna Grades 9-12 students through UHMC. The required courses for the certificate include ICS 101, ICS 110, ICS 184, and ICS 171.

Certification Training Education Program is an opportunity for students to earn certification in the following trades from the University Hawai‘i at Maui programs:

- Culinary Arts
- Carpentry
- HVAC (Air Conditioning)

Upon successful completion, student will earn a certification in the designated trade field. Students are asked to schedule in a Study Hall during block 5 to ensure opportunities for field work. Student should visit with their respective Dean to learn more about the specific trade program details. Information can also be attained by contacting Ms. Jay-R Kaawa, Ke Po‘o o Ka Hālau ‘o Kapikohānaiāmālama (Summer & Extended Learning) at 808-573-7246.

Academic Associates Degree Program (via Arizona State University)

Starting with the class of 2028, students have the opportunity to earn an Associates in Arts degree from Arizona State University. This online program is for highly motivated and academically qualified students. Student schedules are customized for the 4 years (to include summers) to arrive at the required the 60 credits for the ASU Associates degree, while simultaneously meeting the Kamehameha Schools Maui graduation requirements. Students and family should inquire with their respective Dean to learn more about the program and the commitment and effort involved. The cost is covered by KS. ****Students who fail or drop the class beyond the “drop” date, will be charged the tuition cost (via FACTS) for that particular class.***

Māhele Luna Information for Grades 6-8 (Uka)

The School Day

A bell schedule is used to regulate the school day. There are other bell schedules used to accommodate various activities such as chapel or dances.

Students regularly participate in interdisciplinary units and may be required to complete projects and service. Field trips are also an integral part of the learning and attendance is mandatory. Social days are offered at the end of each semester. These outings provide a venue for students to learn and practice appropriate social skills supervised by teachers. Participation in these planned activities is highly encouraged.

Counseling Services

Students have the same Dean of Students throughout the three years in grades 6-8. This looping provides the opportunity to develop positive relationships between the school and home. The Māhele Luna Grades 6-8 student support team also conducts weekly guidance classes. Lessons revolve around academic, college/career and social/emotional topics that are specific to the grade levels and age appropriate. Deans of Students also provide small group and individual support for students as needed. The grade level team meets regularly with the assigned Dean of Students to meet the needs of all students.

College and Career

The College & Career team at Kamehameha Schools Maui, as part of the Student Support Services Division, provide primary focus on support resources in Social Emotional Learning (SEL) and Academic Planning as it aligns to the overarching goal in preparing our haumāna to be college and career ready. Nā haumāna will become embodied in the [E Ola! Learner Outcomes](#); specifically with the seven "[Learners' Productive Courses Action](#)." Actions outlined are to support the students planning and progression towards achieving success after high school and beyond. Classroom guidance lessons, on and off campus workshop and event opportunities provided to both haumāna and their 'ohana will serve to foster open communication, dialogue, and the ability to provide valuable mana'o towards student's future success. For details, please go to the Student Support Services section.

Course Registration Elective Classes

Students register for their elective classes using Infinite Campus on a first-come-first-served basis. Communication prior to the registration enrollment dates will be distributed in a timely manner.

Entering grade 6: Students register for their elective courses during their fifth-grade year. Incoming sixth graders register for elective courses. Student elective choices are collected by hard copy registration forms for KS Maui ES students by the fifth-grade teacher.

Entering grades 7 and 8: Registration is held during the fourth quarter of the previous school year.

Course Grades

Current and course grades are reported via Infinite Campus. Grades help our teachers communicate the skills and knowledge students have learned in relation to course objectives. Teachers' individual grading practices are outlined in their course syllabi that can be viewed on Canvas. Parents and students who have questions about how the evaluation of a course will occur, should ask teachers for clarity. Māhele Luna Grades 6-8 supports standards-based grading practices; students are assessed on content areas skills and concepts. Teachers are expected to regularly upload grades into Infinite Campus. Report cards are then accessible at the end of each quarter to communicate academic progress. In addition to

reporting academic progress, the report card also includes teacher feedback on non-academic skills. We encourage parents to proactively contact teachers when academic concerns surface.

Report Cards

Official report cards may be accessed via Infinite Campus at the end of each quarter. An official end-of-year report card will be mailed out to parents at the end of the fourth quarter. Copies of student report cards are available upon request in the Māhele Luna Grades 6-8 administration office. English, math, science, social science, Hawaiian language and elective teachers assign letter grades for each course to indicate student progress. Kino Wellness use the following standards-based reporting marks:

- EP (exceeding proficiency)
- MP (meeting proficiency)
- AP (approaching proficiency)
- BP (below proficiency)

Incompletes

An Incomplete Grade (I) is issued to a student who has not completed course or class assignments during a grading period due to extenuating circumstances. Incomplete grades and a timeline for making up missed assignments are approved by Administration. Incomplete grades are not issued as final or year-end course or class grades.

Grade Point Average

Grade point average is calculated only for courses using letter grades. Semester grade point averages are used to determine honor roll: Headmaster's and Division Head's lists.

Progress Reports

Teachers will submit progress reports to parents/guardians at any time during the course of the school year to communicate student's academic standing, however teachers will notify parents/guardians of a student's progress should it fall at a C- or below. Parents have access to most current grades via Infinite Campus or Canvas.

Grade Promotion

In order to be promoted to the next grade level, students must maintain satisfactory grades in all classes. Students who receive a D or below in English, math, science, social studies and Hawaiian for two or more quarters must participate in a credit recovery course in order to be promoted. Make-up courses will be determined by the division head. Students who fail two or more classes in a school year may be released from Kamehameha Schools.

Request to Waive Promotion to Next Grade

Request to waive promotion due to special circumstances, such as a medical challenge, may be submitted through a Dean of Students to be presented to the school administration. All requests will be considered in consultation with the Kūkulu Kumuhana Support Team.

Academic Probation

Students are placed on academic probation if they receive a grade F, two or more grade Ds, or if their GPA falls below 2.0 during a given grade period. They remain on probation until the next grading period and are required to meet the agreements and supports set until the next grading period. Students on academic probation are not permitted to represent the school in extra-curricular activities and honorary positions without approval from school administration. Students on academic probation may be referred to the Kūkulu Kumuhana team.

School administration reserves the right to retain a student in their current grade level based on lack of academics.

Parents and students can monitor academic progress through the following means:

- **Student Progress Report** posted regularly on Infinite Campus. Progress reports for students who have grades of C- and below and whose parents who do not have internet access will be mailed home.
- **Notice of Concern** submitted by teachers to the principal, counselors and parents concerning poor academic performance such as failure to complete assignments or low-test scores.
- **Report Cards** are available through Infinite Campus at the end of each quarter. The official year-end report card is mailed home at the end of the fourth quarter.

Student Life for Māhele Luna Grades 6-8 (Uka)

Study and Activity Periods

Students who need help with their schoolwork can make arrangements for study-help sessions with their teachers during teacher office hours from 7:30 – 8:00 a.m., 2:35 – 3:30 p.m. or at lunch after scheduling with kumu.

Extracurricular Activities

Club and school committee meetings, rehearsals, student government activities and dances are communicated through the KS Maui School Info app.

Field Trips

Students will have opportunities to extend their learning beyond the classroom walls by attending field trips. Information/permission sheets will be circulated prior to the activity.

When a field trip is planned:

- Students are responsible for obtaining permission to attend from teachers whose classes will be missed.
- Students must go on the planned field trip if he or she has obtained clearance to attend.
- Students are responsible for promptly making up all work missed in other classes.
- Students must inform the school office of the field trip he/she plans to attend, if he/she is scheduled for more than one field trip for the same time on a given day.
- Appropriate dress for the field trip will be determined by the school.
- Parents authorize field trips and other activities taken during the school day when they sign the STUDENT DIRECTORY INFORMATION form.
- Classroom teachers have the right to refuse permission for a student to miss classes to attend a field trip.
- If a student cannot go on a field trip, he or she must report to regularly scheduled classes or to the office during the field trip teacher's class period.

Student Government

Students can hone their leadership skills by serving as a student government representative. Students seeking to run for student government offices must:

- Be in good standing for conduct and academic
- Maintain a cumulative GPA of 2.0 or higher
- Approval from the school's student activities coordinator or class advisor

Applications for student offices are available from the Student Activities Office. If a student leader in office is placed on conduct or academic probation, he/she will lose student government voting privileges.

Special-Interest Clubs

Māhele Luna Grades 6-8 offers a variety of clubs, each led by an advisor. Clubs meet during designated periods during the school day. Additional meetings may take place outside of school hours with appropriate supervision. Students may join more than one club if they can meet the attendance and participation requirements of each group. Clubs may be added or deleted depending upon interest. Students are informed about how to join clubs through the school's daily bulletin or School Info app.

Dances

Grade-level classes sponsor dances during the school day. Supervision is provided and appropriate dress attire will be determined by the school.

Athletics

The Māhele Luna Grades 6-8 athletics program provides opportunities for students to participate in team sports as well as learn the dynamics and skills of these sports. Students learn to balance rigorous practice and game schedules with their academic kuleana. The program is coordinated through the K-12 athletics office, and offers fall, winter, and spring sports. See the Athletics section of this handbook for more information.

School administration reserves the right to release a student from a team if academic kuleana is not being met or misbehavior continues.

Māhele Luna Information for Grades 9-12 (Kai)

The School Day

A bell schedule is used to regulate the school day. There are other bell schedules used to accommodate various activities such as chapel or special assemblies.

Counseling Services

Haumāna have the same Dean of Students throughout the four years in grades 9-12. This looping provides the opportunity to develop positive relationships between the school and home. Māhele Luna College and Career counselors, as well as Deans of Students conduct guidance and college/career lessons through Papa Kāko’o. Lessons revolve around academic, college/career and social/emotional topics that are specific to the grade levels and age appropriate. Deans of Students also provide small group and individual support for students as needed. The grade level team meets regularly with the assigned Dean of Students to meet the needs of all students.

College and Career

The College & Career team at Kamehameha Schools Maui, as part of the Student Support Services Division, provide primary focus on support resources in Social Emotional Learning (SEL) and Academic Planning as it aligns to the overarching goal in preparing our haumāna to be college and career ready. Nā haumāna will become embodied in the [E Ola! Learner Outcomes](#); specifically with the seven [“Learners’ Productive Courses Action.”](#) Actions outlined are to support the students planning and progression towards achieving success after high school and beyond. Classroom guidance lessons, on and off campus workshop and event opportunities provided to both haumāna and their ‘ohana will serve to foster open communication, dialogue, and the ability to provide valuable mana’o towards student’s future success. For details, please go to the Student Support Services section.

Course Registration

Each spring, students work with teachers and counselors to select courses for the next school year. Parents may view the course recommendations through the school’s online information system, Infinite Campus. Course registration information is sent to parents by mail. Parents are expected to work with their student to register for classes via Infinite Campus.

Infinite Campus: Infinite Campus is used for course registration for the upcoming school year.

Course Catalog: A course catalog is available at the KS Maui website in the Forms/Resources section for students and parents to reference.

Core Course Requirement: Core courses – English, math, science, social studies, speech and languages are taken during designated school years. Alternatively, students have the option to take these courses when offered through an approved summer program. Complete Māhele Luna Credit Request for Credit Approval form to verify if class will be counted toward credit. The form is located at the KS Maui website in the Forms/Resources section.

Requests for Course Changes: Course changes are discouraged. However, if a change is recommended by counselors and teachers, a student’s schedule may be modified with administrative approval. Generally, all schedule changes must be processed before the end of the second week of each semester. Students and parents are encouraged to do the following to prepare for online registration:

- Read through the course catalog to familiarize yourself with the course offerings and graduation requirements.

- Ask questions, discuss your career and educational goals with your parents/guardians, teachers, counselor, or academy advisor to create a course of study.
- Utilize the Graduation Requirements Course Planning Guide.
- During the assigned time frame (for specified grade level students):
 - Log-in to Infinite Campus
 - Register for your selected courses.
 - Finalize your course requests.
 - Print your Preliminary Course Requests.
 - Have your parent/guardian sign it.
 - Reminders: Students must register for eight credits per year; and if you are selecting a 0.5 credit class, you will need to select two of them.

Course Grades

Grades help our teachers communicate the skills and knowledge students have learned in relation to course objectives. Teachers' individual grading practices are outlined in their course summaries. Parents and students who have questions about how the evaluation of a course will occur, should ask teachers for clarity. Report cards are issued at the end of each quarter to communicate academic progress.

The following letter grades are used throughout Māhele Luna Grades 9-12:

Kamehameha Schools Maui			
Letter Grade	REGULAR COURSE	HONORS/ DUAL CREDIT/ ASU AA	AP
A	4.0	4.5	5.0
A-	3.7	4.2	4.7
B+	3.3	3.8	4.3
B	3.0	3.5	4.0
B-	2.7	3.2	3.7
C+	2.3	2.8	3.3
C	2.0	2.5	3.0
C-	1.7	2.2	2.7
D+	1.3	1.3	1.3
D	1.0	1.0	1.0
D-	0.7	0.7	0.7
F	0.0	0.0	0.0

Report Cards

Report cards may also be viewed via Infinite Campus. Copies of student report cards are also kept in the Student Support Services and Māhele Luna administration offices. Teachers assign letter grades for each course to indicate student progress. They may also provide additional information on student attitude and progress through report card comments and direct communication with parents.

- I (Incomplete)
- P (Pass)
- NC (No Credit)
- W (Credit Waiver)
- MW (Medical Waiver)
- WM (Withdraw Medical)
- ME (Medical Exempt (PE))
- MR (Medical Repeat (PE))
- WD (Withdraw NC)
- WF (Withdraw Fail)
- MW (Medical Waiver)
- WP (Withdraw Pass)

Incompletes

An Incomplete Grade (I) is issued to a student who has not completed course or class assignments during a grading period due to extenuating circumstances. Incomplete grades and a timeline for making up missed assignments are approved by Administration. Incomplete grades are not issued as final or year-end course or class grades.

F, W, or NC Grades

Students who receive the grades F, W, or NC in their report cards may be required to make up a course during summer school in order to move to the next grade level. Exceptions require administrative approval. All summer school grades are reported to the student records office and cannot be removed from a student's KS transcript.

Grade Point Average (GPA)

Grades are calculated by adding earning grade points and dividing it by the number of classes the student had for that marking period. Semester grade point averages are reflected on student report cards. They are used to determine Headmaster's list and Division Head's list.

Progress Reports

Teachers will submit progress reports to parents/guardians at any time during the course of the school year to communicate student's academic standing, however, teachers are required to send a progress report when a student's grade falls below a C-. We encourage parents to proactively call teachers when academic concerns surface.

Grade Level Promotion

Students must maintain satisfactory grades in all classes in order to be promoted to the next grade level. Those who receive an F for the semester in English, math, science, Hawaiian 1 and 2, or social studies, must attend our credit recovery program during the summer and earn a passing grade in order to be promoted. Credit recovery courses will be determined by the school administration. Students who fail two or more core classes in a school year will be released from Kamehameha Schools.

Academic Probation

Students are placed on academic probation if they receive a grade F, two or more grade Ds, or if their GPA falls below 2.0 during a given grade period. Students on academic probation may be referred to the Kūkulu Kumuhana team.

The following policies are in place for students on academic probation:

- Students on academic probation will be required to attend study hall during the next quarter.
- Students who remain on academic probation from one quarter to another are evaluated to review progress that has been made. Teachers will report on the student's participation in study help and completion of assignments.
- Students who continue to have academic difficulties and who show little evidence of trying to improve may be asked to leave Kamehameha Schools.
- School administration also reserves the right to retain a student in their current grade level based on lack of academics.
- Students who have one F grade or two or more D grades may not represent the school in athletic events or co-curricular activities. See "Student activity ineligibility" information.

Graduation Requirements

The following graduation requirements are designed to help students develop fundamental skills and acquire knowledge which will contribute to his/her success in society. Students are expected to enroll in a full program each semester, thereby earning at least eight credits per year.

SUBJECT AREA	CREDITS REQUIRED
English	4 credits
Speech	1 credit
Mathematics	3 credits
Science	3 credits
Social Studies	3.5 credits
‘Ōlelo Hawai‘i <i>*Note: Required in the first year of grades 9-12; Hawaiian 1 and Hawaiian 2</i>	2 credits
Physical Education & Health <i>*Note: For the class of 2024 and 2025 0.5 credit awarded to the successful completion of each course; P.E. I, P.E. II, and PE II, Personal Health.</i>	2 credits
Fine Arts	1 credit
Electives	6.5 credits
Total	26 credits
Non-Credit Graduation Requirements	Swimming/Running Proficiency, Christian Education, Guidance, College & Career, Community Service/Service Learning, Internship, E Ola! Portfolio Presentation, attendance at and participation in required School Special Events ‘Aha Mele and Founder’s Day

KS Maui Māhele Luna Grades 9-12 Fine Arts Course List: Students may choose from the following list of courses to meet their Fine Arts graduation requirement:

- Art History & Criticism
- Ceramics & Sculpture I
- Chorus
- Concert Band
- Dance
- Design 1
- Digital Art Studio
- Digital Photography I
- Drawing and Painting I
- Guitar I
- Hana No‘eau
- Hula
- Intro to Digital Arts and Design
- Jazz Rock Ensemble
- Papa Mele
- Papa Oli
- Piano I
- Theatre
- ‘Ukulele I

Career Academy Requirement

Academy Endorsement (Class of 2024 and Class of 2025): Students must complete three credits from a selected career academy endorsement. Academy requirements are generally completed during the junior and senior years.

Academy of Arts & Communication

Designed for students with career interests in Hawaiian Studies, literary, media, performing or visual arts.

Hawaiian Studies Endorsement	Performing Arts - Music Endorsement	Literary Arts Endorsement
<ul style="list-style-type: none"> ▪ Hawaiian 4 ▪ Hawaiian 5 or HAWN 2200 ▪ Hana No’eau ▪ He Ali’i Ka ‘Āina ▪ Hula ▪ Papa Mele ▪ Papa Oli ▪ Papa Ho’okele Wa’a* <p>*Papa Ho’okele courses that are offered during summer may be used for endorsement</p>	<ul style="list-style-type: none"> ▪ Concert Band, Chorus, Jazz Rock Ensemble or Music Tech ▪ Dance, Hula, or Theatre ▪ Music History & Theory ▪ Papa Oli ▪ Piano I/II/III/Advanced ▪ ‘Ukulele I/II/Select, Guitar I/II, Papa Mele 	<ul style="list-style-type: none"> ▪ Journalism 1* ▪ Journalism 2* ▪ Creative Writing* ▪ Literary Survey* <p>*If not available through campus programs, waiver to enroll in equivalent ASU program may be submitted.</p>

Media Arts Endorsement	Visual Arts Endorsement - Digital Photo	Visual Arts Endorsement - Drawing and Painting	Visual Arts Endorsement - Ceramics
<ul style="list-style-type: none"> ▪ Intro to Digital Arts & Design ▪ Digital Video Production 1 ▪ Digital Video Production 2 	<ul style="list-style-type: none"> ▪ Digital Photography I ▪ Digital Photography II ▪ Art History & Criticism (via ASU) 	<ul style="list-style-type: none"> ▪ Drawing & Painting I ▪ Drawing & Painting II ▪ Cultural Advocacy Through Art (New) ▪ Art History & Criticism 	<ul style="list-style-type: none"> ▪ Ceramics & Sculpture I ▪ Ceramics & Sculpture II ▪ Art History & Criticism ▪ AP Studio Art: 3-D

Academy of Business

Designed for students who have career interest related to the business environment.

Business Endorsement			
▪ Personal Financial Literacy (New)	▪ Business Law	▪ Entrepreneurship	▪ Global Studies

Academy of Information Technology/Engineering

Designed for students who have career interests related to the fields of computer technology and electronics.

IT Endorsement	Engineering Endorsement
<ul style="list-style-type: none"> ▪ Robotics & Engineering ▪ ASU approved courses: <ul style="list-style-type: none"> ○ Game Design 1 ○ Game Design 2 ○ Cyber Security ○ Start-up Innovation <p>*ICS courses 171 and 184 available to those who have completed ICS 101 and ICS 169 by SY2022-2023.</p>	<ul style="list-style-type: none"> ▪ Intro to Engineering and Design ▪ Principles of Engineering ▪ Robotics & Engineering ▪ ASU approved courses: <ul style="list-style-type: none"> ○ Cyber Security ○ Start-up Innovations

Academy of Science & Natural Resources

Designed for students who have career interests associated with the health, environmental and/or natural resource fields.

Health Services Endorsement	Natural Resources Endorsement
<ul style="list-style-type: none">▪ AP Biology▪ Biomedical Innovation▪ Human Body Systems▪ Issues in Medicine▪ Medical Intervention	<ul style="list-style-type: none">▪ Agriscience and Aquascience▪ Environmental Science▪ Marine Biology

Academy Enhancement Electives

Students complete (2) two credits of academy enhancement electives. This requirement may be satisfied by completing two credits from:

- Any academy endorsement course from a different endorsement.
- 4th year course taken in a world language, math, science, social studies or selected UHMC dual credit course.

Example courses include:

- ENG 100—Expository Writing (*must complete English 12 to have this count as enhancement elective*)
- HAWN 2200 – Intermediate Hawaiian II
- JPE 2100 – Intermediate Japanese I
- MATH 115 – Statistics
- MATH 241 – Calculus I
- MATH 242 – Calculus II
- Precalculus with Trigonometry
- AP Calculus AB
- Modern World History
- Business Law
- PSY 100—Survey of General Psychology
- SOC 100—Survey of General Sociology
- Intro to Design Studio: Engineering
- Marine Biology
- Physics
- Spanish 4 (via ASU Prep Digital)

See respective Dean for ASU alternatives.

Note: Academic Advising with designated Grade Level Dean of Students is highly recommended to determine course enrollment to meet both the Academy Endorsement and Enhancement requirements. These efforts help to ensure a successful completion of our students' Academic Plans.

Non-Credit Graduation Requirements

In addition to the academic graduation requirements, all KS Maui students must complete the following non-credit graduation requirements and participate in the school designated special events.

Christian Education Program: required for all KS Maui students.

Community Service/Service Learning: All KS students are required to complete a minimum of 60 hours of community service during grades 9-12.

Guidance, College/Career counseling: Guidance, College/Career lessons are provided as part of the general curriculum. Sessions are conducted to assist students in their personal and social growth and to prepare them for post-high school pathways.

Ka'imi—Internship: Students complete a minimum 40-hour internship that relates to their selected career academy. Internships provide students with an opportunity to explore and validate their career interests in a real work environment. Students may intern during one of the intersessions in their junior year and should aim to complete interning by the summer before their senior year. Students are encouraged to work with their Dean of Students to solidify interest and internship confirmation.

E Ola! Portfolio is a capstone project in which graduating Seniors present their digital portfolios documenting the ways in which they met all E Ola! components as haumāna of Kamehameha Schools Maui and as members of the larger Maui community. Building of the portfolio will take place in Papa Kāko'o of their Junior year. The presentation will occur in the second semester of their Senior year. Papa Kāko'o teachers will supervise the development of their portfolio.

Swimming/Running Proficiency: All KS students will demonstrate proficiency in swimming and running.

Founder's Day: Celebrated on December 19th, this is an annual celebration to remember and honor the birthday of Princess Bernice Pauahi Bishop, founder of the Kamehameha Schools. This campus event involves the entire school community, and **all students are required to attend.**

'Aha Mele: Every spring, the Māhele Luna Grades 9-12 students participate in the Kamehameha Schools Maui 'Aha Mele. Students share their gifts of voice and song.

Request to Waive Promotion to Next Grade

Requests to waive promotion due to special circumstances, such as a medical challenge, may be submitted through a Dean of Students to be presented to the school administration. All requests will be considered in consultation with the Kūkulu Kumuhana Support Team.

Request to Waive Graduation Requirement

Requests to waive graduation requirements due to special circumstances, such as a medical challenge, may be submitted through a Dean of Students to be presented to the school administration. All requests will be considered by the Assistant Principal and Division Head in consultation with the Kūkulu Kumuhana Support Team.

A Kamehameha Schools diploma signifies that a student has completed all requirements in this section and maintained a satisfactory record. It also means that a student has paid all fees, completed all detention, and any other graduation check-out requirements. Students who do not meet all graduation requirements will not receive a diploma and will not be allowed to participate in baccalaureate and commencement ceremonies.

Grade 12 Events Throughout the Year

Annual Senior Gathering at Mauna 'Ala and Kawaiaha'o Church: Seniors travel to O'ahu to visit Mauna 'Ala, the final resting place of Ke Ali'i Bernice Pauahi Bishop, the founder of the Kamehameha Schools. In a moving ceremony before the Kamehameha tomb, the seniors offer pule, sing traditional mele, and recite the Statement of Appreciation. The annual gathering brings together the senior class for a meaningful day where the beneficiaries of Ke Ali'i Pauahi's vision had the opportunity to reflect upon her generosity and to think about how they may live their lives in such a way to make her proud.

Baccalaureate: Baccalaureate, a chapel service for graduating seniors, has been a KS tradition since the school's first graduating class in 1891. The service is typically held on the school campus.

Po'o Kula's Reception: Following the Baccalaureate service, the Head of School hosts a reception for the seniors and their parents to enjoy fellowship with one another.

'Aha Ho'omoloa Kīhei (Kīhei ceremony): Prior to commencement, in a private ceremony, graduates receive parting words and kīhei from kumu 'ike Hawai'i and administrators.

Commencement: This event for graduating seniors is typically held on the school campus. Diplomas are awarded to seniors who have completed all KS graduation requirements.

Student Life for Māhele Luna Grades 9-12 (Kai)

Study and Activity Periods

Students who need help with their schoolwork can make arrangements for study-help sessions with their teachers during teacher office hours from 7:30 – 8:00 a.m., 2:35 – 3:30 p.m. or at lunch after scheduling with kumu.

Extracurricular Activities

Club and school committee meetings, rehearsals, student government activities and dances are communicated through the KS Maui School Info app.

Field Trips

Students will have opportunities to extend their learning beyond the classroom walls by attending field trips. Information/permission sheets will be circulated prior to the activity.

When a field trip is planned:

- Students are responsible for obtaining permission to attend from teachers whose classes will be missed.
- Students must go on the planned field trip if he or she has obtained clearance to attend.
- Students are responsible for promptly making up all work missed in other classes.
- Students must inform the school office of the field trip he/she plans to attend, if he/she is scheduled for more than one field trip for the same time on a given day.
- White polo and navy bottom uniform items must be worn during field trips unless special permission has been granted to the group by the assistant principal. Although casual attire may be permitted for the field trip, students must change into school uniform when they return to campus.
- Parents authorize field trips and other activities taken during the school day when they sign the STUDENT DIRECTORY INFORMATION form.
- Classroom teachers have the right to refuse permission for a student to miss classes to attend a field trip.
- If a student cannot go on a field trip, he or she must report to regularly scheduled classes or to the office during the field trip teacher's class period.

Identification Cards

Student identification cards are issued to all Māhele Luna Grades 9-12 students and are required for admission to all school-sponsored events including athletic competitions. If an ID is lost or stolen, a new one may be obtained at the Pauahilani Student Center during lunch periods. A \$10 fee will be charged for the replacement. If a lost card is found after a replacement has been made, present both the lost and replacement cards to the Pauahilani Student Center staff. The replacement card will be collected, and a \$10 credit will be processed. The deadline to return extra ID cards to receive credit is the last day of the school year. ID cards that are defaced or changed in anyway must be replaced.

Student Government

Students can hone their leadership skills by serving as a student government representative. Each KS student is represented in student government in two ways: As a member of the Associated Students of Kamehameha Schools (ASKS), and as a member of a graduating class.

Each student pays annual ASKS and class dues which are included in tuition and fees. These dues are deposited in the ASKS and class treasury accounts and are used for student-related activities such as dances and assemblies. The student council appropriates these funds.

Students seeking to run for student government offices must:

- Be in good standing for conduct and academic
- Maintain a cumulative GPA of 2.0 or higher
- Approval from the school's student activities coordinator or class advisor

Applications for student offices are available from the Student Activities Office. If a student leader in office is placed on conduct or academic probation, he/she will lose student government voting privileges.

Special-Interest Clubs

Māhele Luna Grades 9-12 offers a variety of clubs, each led by an advisor and united under a club charter. All clubs must be sanctioned by the Associated Students of Kamehameha Schools (ASKS) before they may use school facilities.

Clubs meet during designated periods during the school day. Additional meetings may take place outside of school hours with appropriate supervision. Students may join more than one club if they can meet the attendance and participation requirements of each group. Clubs may be added or deleted depending upon interest. Students are informed about how to join clubs through the school's daily bulletin or School Infor app.

Dances

Grade-level classes sponsor dances open to KS Māhele Luna Grades 9-12 students only. Students should arrive at a dance on time. Students are checked in at the door as they arrive and may not leave until they are checked out by a parent/guardian or designee. Māhele Luna personnel will provide student supervision up to 30 minutes after the conclusion of the dance. Appropriate attire will be communicated prior to the event. Students are to adhere to agreed-upon attire expectations.

Athletics

The KS Athletic Program offers everything from canoe paddling to cheerleading, for a total of nearly 18 different student sports. The interscholastic program strives to promote the development of student's highest potential by providing students with a vast range of opportunities to practice good sportsmanship, and to appreciate the benefits of discipline through training, teamwork and commitment. Please refer to the Athletics section in this Handbook for more information on KS' athletic program or visit [the KS Maui Athletic website](#).

Recreational Facilities

Recreational facilities include:

- Ka'ulaheanuiokamoku Athletic Complex
 - Pi'ilani Swimming Pool
 - Tennis Courts
 - Outdoor Basketball Courts
 - Kana'iaupuni Stadium
 - Practice Softball Field
 - Weight & Fitness Rooms
- Kahekili Gymnasium

Students are welcomed to use all recreational facilities during posted hours when they are not being used by athletic teams or when they are not in use for athletic competition or instructional purposes. Hours of operation, rules and regulations are posted at each facility.

Student Activity Ineligibility

Students who represent KS must be in good standing. Those who are on conduct or academic probation are NOT eligible to participate in the following:

- Curricular activities directly relating to classes, clubs, and school sponsored events
- Extra-curricular activities occurring after school hours, often sponsored, and organized by outside agencies and/or groups. (i.e. athletics)

Ineligibility Due to Conduct Probation

Students who are on conduct probation for misbehavior are not eligible to represent the school in the above activities for a minimum of two weeks. The dates and duration of the ineligibility period are determined by the Assistant Principal.

Ineligibility Due to Academic Probation

Students with a grade F or two or more grade Ds on a quarterly report card are not eligible to represent the school in the above activities for a minimum of two weeks. This includes students who are declared ineligible and are unable to clear the deficient grade because they are no longer in the course.

The following guidelines are in place:

- Students who are ineligible may continue to practice with their teams or groups during the ineligible period.
- Students on academic probation will be required to attend designated Kā Pā study sessions for further academic support and guidance.
- Students can regain their eligibility status by improving their grades for the subsequent grade check (see dates which follow).
- For the fourth quarter, the ineligible status will be in effect for the following school year.
- Students who do not complete assignments and/or whose grades are unsatisfactory are expected to attend teacher office hour until assignments are in and/or grades have improved. Saturday school will be required of students who continue to show lack of progress due to missing/incomplete assignments.

Academic Ineligibility Dates 2024-2025

Students who are on academic probation may be cleared to participate in student activities provided they are receiving grades of C- or better and their overall GPA is 2.0 or higher. If a student who is on academic probation is cleared to participate, but within that same marking period his or her grades fall below a 2.0 or a C-, he /she will be ineligible again.

Note that the ineligibility period is during the quarter following the quarter in which the grades were received. Administrative clearance to resume participation in student activities does not remove the student from conduct or academic probation.

Grade Check Dates 2024-2025

Quarter	Grade Check/Eligibility Date
1st Quarter Eligibility Begins 'Aukake 5	(Determined by Quarter 4 SY 2023-24 Grades)
	'Aukake 20
	Kepakemapa 3
	Kepakemapa 17
	'Okakopa 1
1st Quarter Eligibility Ends 'Okakopa 6	
2nd Quarter Eligibility Begins 'Okakopa 14	(Determined by 1st Quarter Grades)
	'Okakopa 29
	Nowemapa 12
	Nowemapa 26
	Kekemapa 10
2nd Quarter Eligibility Ends Kekemapa 19	
3rd Quarter Eligibility Begins Ianuali 6	(Determined by 2nd Quarter Grades)
	'Ianuali 21
	Pepeluali 4
	Pepeluali 18
	Malaki 4
3rd Quarter Eligibility Ends Malaki 7	
4th Quarter Eligibility Begins Malaki 10	(Determined by 3rd Quarter Grades)
	'Apelila 8
	'Apelila 22
	Mei 6
	Mei 20

Student Support Services

The Student Support Services Division exists to support student academic success, personal well-being and post-high planning while attending Kamehameha Schools Maui. Our goal is to enhance each student's personal growth and development that will build confidence in themselves, make wise decisions, develop sound educational and career plans, and resolve challenges. There are two school counselors in Māhele Lalo, seven grade level Deans of Students at Māhele Luna and six College Counselors that oversee college readiness in grades K-12. These support staff collaborate with teachers, administration, students, and guardians in the following areas:

College and Career

The College & Career team at Kamehameha Schools Maui, as part of the Student Support Services Division, provide primary focus on support resources in Social Emotional Learning (SEL) and Academic Planning as it aligns to the overarching goal in preparing our haumāna to be college and career ready. Nā haumāna will become embodied in the [E Ola! Learner Outcomes](#); specifically with the seven "[Learners' Productive Courses Action](#)." Actions outlined are to support the students planning and progression towards achieving success after high school and beyond. Classroom lessons, on and off campus workshop and event opportunities provided to both haumāna and their 'ohana will serve to foster open communication, dialogue, and the ability to provide valuable mana'o towards student's future success.

Kamehameha Schools Maui will assist students in developing a "right fit" college or post-high plan through institutional research, appropriate course selection, understanding individual strengths and experiences that will expose students to real world opportunities. KS Maui has averaged 90 percent of graduates enrolling in college the fall immediately after graduation. Remaining graduates have chosen to immediately enter the workforce, military, or serve on church missions.

- **Transition Specialist:** Kamehameha Schools Maui supports alumni as they navigate their post-high goals. Two transition specialists are available to provide appropriate resources and assistance for six years after high school. These specialists engage with college students as they work towards obtaining a college degree.
- **Naviance Family Connection College and Career planning tool:** Students will be introduced to Naviance, an online college and career readiness platform that help connect academic achievement to post-secondary goals. Students can plan for their futures by discovering their individual strengths and learning styles and explore college and career options. KS will make available information contained in student records (including but not limited to, college and career planning information, planning activities, test scores, survey responses, test prep, e-transcripts, e-letters of recommendation, and National Student Clearinghouse data) to Naviance for the sole purpose of assisting the student with college and career planning, and for distribution to colleges, universities, or other institutions as designated the parent/guardian. The information shared by KS with Naviance will not be distributed to third parties without first obtaining parent/guardian's consent. KS may use the data collected by Naviance for the purpose of internal reporting and statistical use.
- **College visits and family workshops:** Students and families are exposed to a variety of colleges during the college visits on campus and at college fairs as scheduled during the school year. College admissions officers will meet with students and share more about their campus experiences and offerings. Kamehameha Schools Maui will support opportunities for students to visit colleges or universities through a planned family trip or a KS organized college trip.

- **Post-high scholarships:** The 2023 senior class received more than \$2.5 million for post-high education.
- **Ka 'Imi internships:** Internship opportunities are shared with students that are available on-island/off-island. Participating in an internship is optional and not a requirement during the 2024-2025 school year.
- **College tests and preparation** courses are offered for students in preparation for the SAT and PSAT tests. Weekend test prep boot campus are offered to students to better understand the SAT and learn test taking strategies. The PSAT is offered in grades 8-10. During the Junior year, students take the PSAT/NMSQT and the SAT exam. During the first quarter of senior year, students have another opportunity to take the SAT exam. These exam costs are covered for by KS Maui.
- **Additional KS approved counseling tools:** KS recognizes that advances in technology will create new and innovative college and career counseling tools. KS may pilot and/or implement these counseling tools into its program(s). KS may use the data collected by these tools for the purpose of internal reporting and statistical use.

Release of Information to Colleges

As part of the college application process, College Counselors and Deans of Students may be asked to release information to post-high institutions and scholarship organizations regarding student performance and behavior. This may include answering questions regarding academics, conduct, and/or disciplinary issues. When specifically asked, KS counselors will respond to such requests truthfully. Our expectation is that our students will do the same.

In addition, students may request that deans of students, teachers, coaches, or administrators submit letters of recommendation to these organizations to give insight into their academic achievement and character. All statements, opinions, assessments, and other information provided by faculty or staff members are considered confidential.

If you do not wish KS faculty and staff members to release information, respond to questions, and/or issue letters of recommendation regarding your student, you must notify your student's College Counselor and Dean of Student in writing. Note that the support staff will be unable to process any college applications on your child's behalf should you ask to withhold the information.

KS abides by the National Association for College Admission Counseling's Statement of Principles of Good Practice, a copy of which is available in the Māhele Luna college counselor's office.

Counseling Services

- **Personalized Counseling**
 - **Deans of Students (Counselors):** Students and families are provided with a dedicated counselor who will support and guide them through grades K-12.
 - **Counseling Services** are available to prevent as well as to reduce student problems through advising students on appropriate course selections, monitoring their activities and progress, discussing student problems with teachers, working with students to help them realize and meet their school responsibilities.
 - **Communication with faculty and family:** Counseling staff share their expertise with faculty and family members to help manage learning and behavioral issues and keep the line of communication open with families to provide appropriate support to any concern.

- **Comprehensive Guidance / Counseling Curriculum**
 - **Guidance classes** are scheduled to ensure that all students receive appropriate, timely and consistent information, counselors teach mandatory guidance classes at all grade levels.
 - **Guidance curriculum** primarily concentrates on personal development and growth. Guidance topics address self-esteem and motivation, goal setting, values clarification, coping with stress, communication skills, peer relationships, appreciating diversity, decision-making, and other life skills. Students also receive guidance on academic planning, understanding aptitude and achievement test results.
 - **The 11th and 12th grade curriculum** focuses more on post-high school planning. Topics include planning for the future, transition to life beyond high school, college and career, summer options (work, school, volunteer, etc.). The curriculum also provides learning for financial literacy.
 - **SEL curriculum:** The well-being and safety of our students is our top priority. Kamehameha Schools Maui has employed a Social Emotional Learning (SEL) Program for all students. The “Move This World” SEL program cultivates student’s skills to empower them to navigate the complex and rapidly changing realities of our world. The Move This World Curriculum develops students’ skills within five core social emotional learning competencies as defined by the Collaborative of Academic, Social and Emotional Learning (CASEL). These core areas are self-awareness, self-management, social awareness, relationship skills and responsible decision making.

- **MTSS - Kūkulu Kumuhana**
 - Kamehameha Schools Maui’s Multi-Tiered Systems of Support (MTSS) is called Kūkulu Kumuhana.
 - **Kūkulu** – “to build” is intended to be viewed as a process in which everyone is working together to help “build” or support the whole child.
 - **Kumu** – Is looked upon as the source for services (Kumu is not only viewed as the teacher, but also the support staff, parents, etc. – who are all part of the child’s life).
 - **Hana** – is the work (process or plan).
 - The purpose of Kūkulu Kumuhana is to serve all students through a culturally centered, evidence-based multi-tiered and equity-serving process for academic and behavioral support on the Maui Campus. Kūkulu Kumuhana not only includes building up the student for success, it also emphasizes the importance of how we build relationships that will help in supporting the child.
 - Throughout the Kūkulu Kumuhana process, key discussions with staff, students and parents help us better understand a situation and provide necessary support. These strong, trusting connections are recognized as important things needed to have children be in a place that allows them to grow and move in a positive direction.

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. For more information, please contact our Student Support Services office at 808-573-7030.

Absences, Leaves, and Tardiness

‘A‘ohe ‘ulu e loa‘a i ka pōkole o ka lou.

Breadfruit cannot be reached when the picking stick is too short.

(There is little chance for success without proper preparation.)

Regular attendance is one of the most important factors leading toward school success for children. We expect our families to support consistent student attendance so our keiki benefit from the teachers’ instruction and from the interaction and exchange of ideas with peers. Consistent attendance positively effects the culture of the classroom, where the goal is to build a vibrant community of learners.

Regular Attendance

All enrolled students are expected to attend school daily.

Excused Absences

Please call your division’s Absence Hotline to report the child’s name, grade level and reason for absence **before 8:30 a.m.** This communication enables us to know about the well-being of the students and to prepare make-up lessons or assignments for their return.

All students returning to school after an absence for illness, injury or other medically related condition must readmit through the health room with a note from student’s 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; and/or
 - The student has any new or modified medical/activity 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 healthcare provider’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 medical condition 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.

Communicable diseases

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

Medical appointments

Non-emergency medical/dental appointments should be scheduled on weekdays during non-school hours or on weekends. If appointments are scheduled during the school day, students are encouraged to return to campus for remaining school hours.

Excused Absences:

- Personal illness
- Medical, dental, or mental health appointment with doctor's note
- Serious illness in the student's immediate family
- A death in the student's immediate family or of a relative
- Emergency conditions such as fire, flood, or storm
- Unique family circumstances warranting absence and coordinated with school administration

Unexcused Absences:

- Absences reported that do not meet the above criteria
- Absences not confirmed by a phone call to the absence hotline or written note from parent
- Medical, dental, or mental health appointments without doctor's note
- Family vacations during school days/hours
- Knowingly skipping a class or a required activity
- Truancy
- Any absence due to administrative discipline

College Visits (Māhele Luna **Grades 9-12 Only**)

An excused absence allowance of five days in a student's 9-12 career may be granted for college visitations. We ask to receive the parent request and supporting documentation two weeks in advance of the visit. In the event, other siblings are traveling with the family for the visit, the same documentation must be submitted to the respective offices. Absences will be excused upon administrative review and approval.

Special Absences

If absence from school is necessary for reasons other than illness, bereavement, or a specific uncontrollable event, parents must submit a written request to the Assistant Principal at least two weeks in advance for known absences and as far in advance as possible for uncontrollable events. Administration will determine if absence will be excused or unexcused.

Special absences may be granted for Enrichment Activities (cultural, athletic, and post-secondary). The procedure is the same as college visitations.

*Administration reserves the right to approve absences on a case-by-case basis.

Credit and Make-Up Work

Māhele Lalo

Kumu are not required to provide make-up work for unexcused absences. For excused absences, parents may request homework or missed assignments on the absence hotline and submit completed work on an agreed upon date with kumu.

Māhele Luna

Students are expected to make up work or tests missed during absences. It is the student's kuleana to speak with the teacher prior and discuss if the assignments can be prepared in advance or if the student may coordinate the completion of their missed assignments upon return. Together, the student and teacher will determine the appropriate numbers of days needed to make-up work due to an excused absence. For excused absences, parents may request homework, missed assignments or make up work when reporting the absence on the Absence Hotline and submit completed work on an agreed date with kumu. Kumu are not required to provide make-up work for unexcused absences.

Known Late Arrivals and Early Dismissal

Early dismissal is highly discouraged. Excessive early dismissal will result in administrator intervention and may result in attendance probation (depending on grade level). If a child must arrive after the start of the day or leave school before dismissal, parents must notify the school office in advance. Upon late arrival at school, a note must be submitted to the office.

For early dismissals, parents must report to the school office to meet their child, sign them out and obtain an early release pass to be submitted to the Entry Station upon departure. Student drivers must have prior parent approval before leaving and will follow the same checkout procedures.

Tardiness to School

Students are expected to be punctual, which means they must be in their classrooms ready to learn when classes begin. **School starts at 8:00 a.m.** Students who arrive after the start time must report to the office to obtain an admittance slip before going to class. After a third tardy, students will be referred to the Assistant Principal who will contact the family to discuss possible resolutions. Student drivers who are late to school three or more times may have their driving privileges suspended and/or revoked.

Excessive Absences or Tardies

Māhele Lalo Chronic absence or tardiness is certain to affect student performance at school. Māhele Lalo has a proactive process to monitor student attendance with a goal of addressing emerging attendance concerns before attendance becomes problematic and impacts student performance.

Accordingly, the following procedures will take place for excessive student absence:

- A student's total **unexcused absence** from school may not exceed four days per quarter, or twelve days in a school year.
- When a student has four unexcused absences in any one quarter, parent/guardian will receive a call and a follow-up Notice of Attendance Awareness letter from the school.
- When a student has a total of eight unexcused absences, parent/guardian will receive a call of concern and the student will be discussed in Kūkulu Kumuhana for additional support.
- When a student has a total of 12 or more absences (both excused or unexcused) in a year, the student will be placed in Kūkulu Kumuhana and parents will be required to meet with Māhele Lalo administration to modify behavior to ensure student is attending school regularly.
- If the student continues to be absent in excess of the 12 days and after initial intervention as outlined in the bullet above, then the Division Head will arrange for a meeting with the parent/guardian to consider the student's continued enrollment at KS Maui. Factors that will be considered in the decision to continue a student's enrollment at KS Maui include:
 - Family situation
 - Parent/Guardian level of response to the conditions of improvements
 - Child's overall attendance improvement

Māhele Luna

Tardies will be monitored. Students with excessive tardies will be referred to administration for follow up.

A student's total number of absences, both excused and unexcused, should not exceed 8 per semester. If total number exceeds 8, an administrator will contact parent/legal guardian for a conference. School administrators will review excessive absences on an individual basis. Responses to excessive absences may include one, or a series of, the following:

- Meeting with student's parent/legal guardians
- Referral to Kūkulu Kumuhana Team
- Detention (Grades 6-12 only)

- Not earning credit for the semester in which the excessive absences occurred (Grades 6-12 only)
- Attendance probation
- Release from Kamehameha Schools

Although attendance probation is generally determined by the number of unexcused absences, the Assistant Principal may also contact the parent/guardian of any student with an excessive number of excused absences in order to determine the nature of the illness or injury that keeps preventing the child from attending school. The school nurse may also be involved to assist in identifying ways to improve the student's overall attendance at school.

Leaves and Returning to School for Grades K-12

Leaves

Students who need to leave KS to address special needs or concerns may be granted leaves of absence. Parents must submit a written request to the Division Head prior to the leave and be available for a leave conference. Examples of such leave include those to address:

- Educational and personal leaves
- Learning difficulties for which a student might benefit from enrolling in an alternative school or therapeutic program
- Medical conditions including serious illness (e.g., cancer, major surgery)
- Family problems or illness that require the student to be closer to home
- Physical or mental health conditions for which a change in school is recommended to support a student's progress in therapy
- Family relocation for military or employment reasons on a limited-time basis.

Student Exchange and Enrichment Leaves

Students participating in an educational exchange or enrichment experience at an out-of-state school may be granted a leave of absence, generally for one year.

Returning to School

Conditions for a student's return to school are established at the time of the leave and are communicated to the student and parents in writing following the leave conference.

Student Dress Code and Appearance

All students are required to wear approved school uniforms on a daily basis and must meet the dress and appearance standards for both Māhele Lalo and Māhele Luna. Students are also expected to abide by appearance guidelines with respect to length and color of hair, tattoos, jewelry, etc. We ask parents to be responsible for monitoring their children's appearance on a daily basis.

Parents will be notified of any deviations to the dress code. Students who repeatedly deviate from the dress code may be subject to disciplinary action. All questionable dress code infractions may be handled by a kumu or sent to the office for administrative decision. Results may include but not be limited to:

- Issue warning
- Exchange uniform
- Send home/item brought to school

Purchasing Uniforms

All new uniforms and special events attire must be bought from Lands' End Inc. There are no exceptions. You may purchase uniforms at the O'ahu store that is operational year-round. Purchases may also be made online. For business hours and other details, visit <http://www.landsend.com> or call the 24/7 customer service: 1-800-469-2222.

The Lands' End year-round store on O'ahu is located at:

Nā Lama Kukui #118
560 Nimitz Highway
Honolulu, HI 96817
808-585-7441

During the summer months, Lands' End will have a seasonal store on Maui for families to view and try on school uniforms. Information on the location, dates and hours of the seasonal store will be shared with families by April.

Uniforms that have been previously purchased from Mills, KS' former uniform supplier are considered acceptable uniform attire as specified in the dress and appearance guidelines found in this section.

Uniform Exchange and Recycling Program

A limited supply of gently used uniforms in good condition are available from the Māhele Lalo and Māhele Luna offices, during open houses, parent teacher conference days and during other school events. Call the Māhele Lalo and Māhele Luna office for additional information. The Parent Teacher Student 'Ohana (PTSO) coordinates an opportunity for parents to go through the recycled uniforms during the summer before school starts.

Parents are encouraged to make donations of school uniform items that their student outgrows to the Māhele Lalo and Māhele Luna offices.

Appearance Guidelines

The following are the dress guidelines for KS Maui.

**Lands' End School Outfitters is the exclusive vendor for KS Uniforms inclusive of tops, bottoms, dress whites, and Māhele Luna aloha wear.*

MĀHELE LALO (Grades K-5) Student Dress Guidelines

ACCEPTABLE	NOT ACCEPTABLE
Appearance	Appearance
Hair should be clean, and neatly groomed. Modest, natural highlights are also acceptable.	Unconventional coloring or hairstyles, including razor patterns. Bangs below eyebrows. Sideburns longer than bottom of ear. Dyed or bleached hair or highlights outside the range of naturally colored hair.
Allowable hair ornaments include: clips, plain hair claws, rubber bands, and plain-flat headbands.	Hair ornaments with decorative attachments (ex: headbands with ears, stars, etc.). Headbands should not distract from the learning environment.
Natural nail color (white or natural color French tips are acceptable).	Visible body/facial piercing.
Waivers for hair length will be handled on a case-by-case basis with the Head of Schools' office.	**No visible tattoos**
Everyday Attire: KS approved Uniform options	Attire
Polo shirt – cobalt blue, blue, or white (must be tucked in).	Navy-colored polo shirts.
KS uniform t-shirt with KS logo on chest (must be tucked in).	Ill-fitting, ragged, torn, ink-marked, or dirty uniform garments.
KS uniform long pants or shorts – Navy blue or khaki.	Long-sleeved garments worn under or over uniform garments.
Skirt – Navy blue box-pleat or A-line skirt (no more than 2-3 inches above the knee).	Non-uniform bottoms, shorts or pants rolled up at the waistband or leg openings. Sweatpants, surf shorts or leggings.
Skort – Navy blue pleat or chino skort (no more than 2-3 inches above the knee).	Spiked heels, sandals, slippers, open-backed shoes, or boots. Hats, baseball caps & beanies.
Outerwear	Outerwear
Outerwear must be predominately white, navy blue, royal blue, black, or grey. It is strongly recommended that student's first and last name be written on the inside of outerwear.	Outerwear must not contain any vulgar/offensive/insensitive language, graphics or logos.
Belts must be worn when wearing shorts or slacks Exception: Belts are optional for kindergarten & first grade.	Long sleeve t-shirts, short sleeve t-shirts, or flannel shirts worn as outerwear.
Fully covered shoes must be worn. Socks must be worn at all times with shoes.	Bandanas, boots
Jewelry	Jewelry
One pair of stud earrings located in the earlobe – all in good taste (max size: 6mm or 1/4" in diameter).	Visible body/face piercing. Earrings with the following: hoops, dangling, gauges or spikes.
One watch.	Bracelets.

MĀHELE LALO (Grades K-5) - CONTINUED

Student Dress Guidelines

Special Events Attire
White KS uniform polo shirt. Navy uniform long pants. Navy uniform skirt. No jewelry.
Special Activity / Spirit Week Dress / Field Trips
School Activity dress attire and appearance guidelines will be shared with haumāna and ‘ohana by Kamehameha Schools Maui staff, with administration’s approval, prior to the scheduled activity.

MĀHELE LUNA (Grades 6-12)

Student Dress Guidelines

ACCEPTABLE	NOT ACCEPTABLE
Appearance	Appearance
Hair should be clean, and neatly groomed. Modest, natural highlights are also acceptable.	Unconventional coloring or hairstyles, including razor patterns. Bangs below eyebrows. Dyed or bleached hair or highlights outside the range of a student’s naturally colored hair.
Allowable hair ornaments include: clips, plain hair claws, rubber bands, and plain-flat headbands.	Hair ornaments with decorative attachments (ex: headbands with ears, stars, etc.). Headbands should not distract from the learning environment.
Natural nail color (white or natural color French tips are acceptable). Natural-looking make-up is acceptable.	Visible body/facial piercing.
Faces should be clean-shaven **Students with a health condition that prevents regular shaving should work with the school Nurse and Assistant Principal, if a waiver is needed.**	Beards or moustaches. Sideburns that are flared or longer than the bottom of the earlobe. **Tattoos that are offensive in language or graphics must remain completely covered at all times.**
Everyday Attire: KS approved Uniform options	Attire
Polo shirt – cobalt blue, blue, navy or white (must be tucked in).	Visible undergarments, including bathing suit top.
KS aloha print shirt.	Long-sleeved garments worn under or over uniform garments.
KS blue aloha print dress (no more than 2-3 inches above the knee).	Non-uniform bottoms & ill-fitting uniform garments.
KS uniform pants – navy blue or khaki pleated pants.	Shorts or pants rolled up at the waistband or leg openings.
KS uniform shorts – navy or khaki (no more than 2-3 inches above the knee).	
Undershirt (short sleeve) – plain white or matching color.	Sweatpants, non-uniform pants, surf shorts or leggings.
Skirts – Navy-blue box-pleat skirt (no more than 2-3 inches above the knee). Grades 6-8 students will be allowed to purchase and use skirts.	Skirts rolled up at the waistband.
Grades 9-12 students will not be allowed to use skirts.	Hats, baseball caps & beanies.

MĀHELE LUNA (Grades 6-12) – CONTINUED

Student Dress Guidelines

ACCEPTABLE	NOT ACCEPTABLE
Outerwear	Outerwear
Outerwear must be predominantly white, navy blue, royal blue, black, or grey.	Outerwear must not contain any vulgar/offensive/insensitive language, graphics or logos.
Belts must be work when wearing shorts or slacks	Long sleeve t-shirts or short sleeve t-shirts.
Fully covered shoes must be worn. Socks must be worn at all times with shoes.	Bandanas or sunglasses.
	Spiked heels, sandals, slippers, or open-backed shoes, slider, Crocs, or boots.
Jewelry	Jewelry
One necklace / chain.	Visible body/face piercing.
One bracelet & ring.	No clothing jewelry.
One watch.	
One pair of stud earrings located in the earlobe – all in good taste (max size: 6mm or 1/4" in diameter).	Earrings with the following: hoops, dangling, gauges or spikes.

SPECIAL EVENTS ATTIRE
(Grades 6-8)
White KS uniform polo shirt. Navy uniform long pants. Navy uniform skirt. No jewelry.
(Grades 9-12)
Uniform white long sleeve kukui print aloha shirt with only plain white undershirt. Uniform white, pleated dress plants without cuffs. White belt & blue sash White dress shoes or plain white athletic shoes (cleaned). Uniform white dress mu'umu'u – slip required. White closed toe pumps or sandals with back strap and heel of one-inch or less. One Hawaiian bracelet – 10 mm or less. No hair ornaments (ex: hair bands, clips, claws, flowers). One watch and KS class ring (no earring).
Business Attire / Special Activity / Spirit Week Dress / Field Trips
School Activity dress attire and appearance guidelines will be shared with haumāna and 'ohana by Kamehameha Schools Maui staff, with administration's approval, prior to the scheduled activity.

Any element of dress appearance deemed as inappropriate will result in administrative referral.

Day-to-Day Student Life

KS Maui Schedule

School Day

School begins at 8:00 a.m. and runs until 2:35 p.m., daily. Parents are responsible for ensuring that their children are at school and on time every day. Most campuses begin their day with oli at the start of the school day.

Morning Drop-off

Supervision is provided on campus beginning at 7:30 a.m. Parents should not bring students to school before 7:30 a.m. Parents who provide daily transportation need to pick up and drop off students in the designated campus areas:

- **Māhele Lalo:** Pai‘ea Courtyard
- **Māhele Luna Grades 6-8:** Māhele Luna School bus stop/parking lot
- **Māhele Luna Grades 9-12:** Pākī and Konia or Keōpūolani Hale

Parents who need to conduct school business on campus should park in designated parking stalls and not along the building curbside. It is suggested that parents plan their morning so that they will be able to drop off their child no later than five minutes prior to start time.

Afternoon Pick-up

After school pick-up is at the same campus designated drop off areas. It is important that your student is picked up on a timely manner.

- **Māhele Lalo:** Pick up from 2:35 – 3:00 p.m. Pai‘ea Courtyard
- **Māhele Luna:** Pick up from 2:35 – 3:00 p.m.

Students may occasionally be asked to come before or stay after school for special help. If a student is asked to schedule additional time, the teacher will notify parents in advance to make appropriate arrangements.

After-School Program

Sports or clubs: All students are encouraged to participate in a sport or belong to one of the clubs or academic teams. Visit the KS Maui website to learn more about what’s offered. Students who plan on staying after school must sign up for late bus transportation. Please note that Māhele Lalo does not offer an After-School Program.

Families who wish to access the Boys and Girls Club in their community should work directly with that organization to arrange for bus transportation options.

Meals and Snacks

KS Maui strives to provide students with meals that are healthy and nutritionally balanced. Students are expected to follow certain guidelines when in the dining hall:

- Students should take only as much food as they will be able to eat.
- Students should be seated at a table when eating.
- Students are expected to clear their table area when finished, placing rubbish and food waste in the proper receptacle, and putting trays, silverware and dishware in the tray return area.

Morning Snack

Students in grades K-12 are provided with a morning refreshment. The service at each grade level will differ and may be freshly prepared or grab-and-go, pre-packaged snacks. It is important that your child have breakfast each day before coming to school in order to function properly during the morning. For the health, safety and well-being of all students, no snacks from home are allowed at Māhele Lalo.

Lunch

All students are served a lunch prepared in the school kitchen and are encouraged to try a taste/bite of each menu item to promote healthy eating habits. Home lunch is allowed. At Māhele Lalo, we request that you provide a healthy lunch, no gummy fruits, candy or juice and home lunches may not be shared amongst other children. At Māhele Luna, we request that you notify your administrator for meal planning purposes if you will be electing to send your child with a home lunch to school. Monthly lunch menus are available on the KS Maui School Info app.

Student Life

Lost and Found

In order to identify lost items easily, your student's name should be clearly marked on all personal belongings brought to school, such as: jackets, sweaters, shoes, swimwear, towels, etc. Lost and Found areas are located at:

- Māhele Lalo: Pai'ea administration hallway
- Māhele Luna: Keanolani lanai area by the Māhele Luna Grades 6-8 school office
- Māhele Luna: Grades 9-12 school office

Unclaimed items will be donated or disposed of at the end of each quarter.

Birthdays

While we want to celebrate the birthday of our haumāna, the following is not allowed:

- Birthday parties
- Treats, cake/ice cream
- Balloons
- Flowers and/or leis
- Delivery of balloons, flowers, limousine pick-ups at school
- Special recognition tokens

Distribution of invitations for out of school parties is discouraged.

Lockers

Māhele Luna students are assigned lockers. Students must provide their own lock (silver & black Master Lock preferred) and should keep lockers neat at all times. Students are discouraged from sharing lockers with each other. Bags, purses, backpacks, and laptops should never be left unattended. PE lockers are assigned in the gym locker rooms. Students must provide their own lock. Towels, PE uniforms and other personal items should be taken home regularly to be washed.

Admission to Athletic Events

Each KS Māhele Luna student (grades 9-12) is allowed admission to all regular Kamehameha Schools Maui Interscholastic League (MIL) athletic events when they present a current KS ID card at the entry

Learning Centers

There are three learning centers on campus which are generally open from 7:30 a.m. to 3:30 p.m. Māhele Lalo will only open from 8:00a.m. to 3:30p.m. Māhele Luna Grades 9-12 offers extended hours until 4:00 p.m. except on Fridays.

Students are encouraged to borrow books from the Learning Center on a regular basis. Books are to be returned in a timely manner or students will be charged a late fee or replacement fee.

No Homework Weekends

KS Maui recognizes that many of our students in grades 9-12 juggle after-school jobs and extracurricular activities on top of homework from demanding course schedules. All of that can contribute to heavy stress, which was validated from data of our own Māhele Luna students (grades 6-12). We have also seen an increase in the number of our students at Māhele Luna seeking social and emotional help from school counselors. A little relief from homework on the weekends could help everyone – students and teachers.

We also believe that young children need time to play and experience learning in the world around them with their families. This time feeds imagination, language development, and practical application of learned material.

It is important to share that assigning less homework is not the same as making school easier or decreasing rigor. We believe that no homework weekends will not take away from our curriculum and program. What it will do, however is allow us to be more efficient in assigning thoughtful homework throughout the year in all grades, K-12.

Kamehameha Schools Maui has designated the following dates as “No Homework Weekends.” On these weekends, students will not be assigned or have any homework due:

- August 31 – September 1
- October 5-6
- October 12-13
- November 30 – December 1
- January 18-19
- February 15-16
- April 19-20

Po‘o Kula’s List and the Division Head’s List

Students are placed on the Division Head’s list if they complete a full course load with a semester GPA of 3.50 to 3.99. They are placed on the Po‘o Kula’s list if they achieve a semester GPA of 4.00.

Kapu Items

For the general welfare of the entire student body and to promote a positive learning environment, the following items are not allowed at school:

- Toys, handheld video games, or play equipment (footballs, baseballs, hacky sacks, etc.), except at the request of teachers or principal.
- Radios, tape recorders, CD/DVD/MP3 players, digital recorders, or cameras (except at the request of teachers).
- Flammable Materials (lighters, matches, fireworks, poppers, etc.)
- Unnecessary money.
- Weapons or any other objects that can cause injury.
- Modes of Transportation (bikes, skateboards, scooters, Heelys, Razors, skates, etc.)

Note the school will not be responsible for loss or theft of kapu items.

Electronic Equipment/Cellular Phones

If a student chooses to bring personal items to school, they assume all risk and liability. Kamehameha Schools will not be responsible for replacing lost, stolen or damaged items. If a student’s use of these

items interferes with the learning environment, the item will be confiscated and held for pick-up by parents.

Cellular phones have become prevalent as safety/security measures and for communication by families. While on campus students shall:

- Switch cell phones to the off or vibrate position upon entering campus, during class and school activity time
- ONLY use cell phones to check messages and make short calls during the school day and ensure that it does not interrupt instructional time or learning.
- Not use cell phones, including other functions (i.e. camera) in restrooms or shower/locker rooms and other unsupervised areas.
- Not use phone features/accessories such as camera and video camera, video player and music player, while on campus. These features/accessories are considered kapu items and should not be used except at the request or approval of a teacher.
- Not use cellphones or portable media devices at required events such as 'Aha Mele, Graduation, Baccalaureate and Founder's Day.

In addition:

- Unauthorized use of a cell phone and/or smart watch will result in the device being confiscated by the faculty/staff member observing the misuse and turned in to the school office where the student may retrieve it at the end of the school day.
- Chronic misuse of cell phones and portable media devices on campus may lead to disciplinary action.

For all student or family emergencies, contact the office to inform them so that the office can best assist your child.

Parent-Teacher-Student 'Ohana (PTSO)

KS PTSO is a non-profit organization comprised of KS' parents, teachers, students, administrators, and staff. Its objectives are to:

- Support the academic and social activities of the school
- Bring together parents, legal guardians, sponsors, teachers, administrators, and staff
- Encourage and endorse projects to expand the educational enrichment opportunities beyond those offered by the school

The PTSO Board of Directors includes a President, Vice President, Secretary, Treasurer, two parent representatives per grade level and the Divisions' administrator. The Head of School and the division administrator are ex-officio, non-voting, advisory members of the Board. The board establishes policies, provides oversight to chartered committees and determines programs to sponsor. At a student's acceptance to Kamehameha Schools Maui, all families are enrolled as members of the KSM PTSO.

The PTSO raises funds through high school class fundraiser and the annual K-12 Ho'olaule'a. High school class fundraisers fund their Project Graduation. The annual K-12 Ho'olaule'a proceeds fund enrichment grants for K-12 students that are not funded by the school.

Grants awarded from Ho'olaule'a 2023

- Māhele Lalo: K-5 Hō'ike, Ka Papa 'Elima lei hulu, and Ka Papa 'Ehā play production
- Māhele Luna 6-8: Band, 'Ukulele, Yearbook, and Student Government
- Māhele Luna 9-12: Makahiki 5/Honors Hawaiian huaka'ihele i Kona and Kohala, ASKS, Yearbook, Choir, College & Career, Ka Papa Makaloa 'āina-based huaka'i, and HOSA science fiar supplies
- KS Alumni: Post-high scholarhips

Annual events hosted by the PTSO include Open House, Homecoming, Scholastic Book Fair, Trunk or Treat, Movie Night, and Teacher Appreciation recognition.

Volunteering

Volunteer hours and efforts contribute to the success of many programs here at Kamehameha Schools Maui (KSM) ranging from a parent assisting in the classroom to school events.

Join the dedicated parents, family and friends, and contribute to KSM students' school experience.

In order to maintain a safe learning environment for students, staff and 'ohana, KS Volunteers are asked to complete the following steps each school year:

- [KS Volunteer Application](#)
- Background Check may be requested based on the type of activity or participation frequency
- Volunteer Training
- TB Clearance if anticipating contact with students for more than 30 days cumulative in a year

After submitting the volunteer application to your campus' administrative office or kumu, you will receive an email from the KSM Volunteer Program Coordinator with instructions on how to complete the process.

As soon as you receive the email, please complete your portion in a timely manner to accelerate the process. The background check takes the longest. Allow up to 2 weeks to complete the clearance process.

For questions or additional information, please contact 'Eleu Novikoff via email at elnoviko@ksbe.edu or via phone at 808-573-7107.

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.*

Home Ho‘ona‘auao

“Kū Kilakila ‘o Kamehameha”

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

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

To ensure a loving, safe, and inspiring environment for optimum learning and teaching, while maintaining the level of honor and esteem due to 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 counselor and assistant principal in conversations
- Appropriate student intervention services as needed
- Family engagement in process
- A multi-tiered 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 'ōhana o Kamehameha, e hō'ihī ana au i ke Akua, ko'u po'e kūpuna, ko'u 'ōhana a me ke kaiāulu 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, KS is committed to provide a safe and healthy environment where students can live and learn productively and effectively. It is, therefore, the policy of the School to hold each student responsible for his/her own behavior. The Commitment to Appropriate Conduct at KS is intended to help students control both their emotions and their behaviors, as well as to learn what is, and what is not, acceptable behavior.

Citizenship Behaviors

To protect the quality and safety of KS' 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 result in a student's release may be appealed to the Head of School.

Level 1

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 rules
- 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 computer
- Time-out
- Verbal warning
- Written reprimand

Level 2

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

Infractions – Examples include, but are not limited to:

- 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

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
- Inappropriate public display of affection Gambling and betting
- 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)
- Use or possession of any nicotine or tobacco product
- 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

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 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

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.

Incidents – 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 incident):

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

Level 5 incidents 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 incidents to appropriate government authorities.

Pu‘uhonua

Students who admit to an assistant principal or dean of students/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 incidents 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 Division Head that result in a release may be appealed to the Head of School. All other disciplinary decisions by the Division Head or designee that result in consequences less than that standard may not be appealed. Once a decision has been made by the Division Head or 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 without the option to reapply for admissions.
- **Release without prejudice:** the student is released from Kamehameha Schools 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 Division Head 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 Division Head. After the scheduled meeting, the Head of School will render a final decision of the appeal in writing to the parent/guardian(s) and Division Head within a reasonable time.

If there are insufficient grounds for the appeal, the Head of School will notify the parent(s) in writing.

The decision by the Head of School is final and not reviewable.

Kūkulu Kumuhana: Multi-Tiered System of Supports (MTSS), Our Learning Intervention Process

In the context of Multi-Tiered System of Supports (MTSS), an "intervention" is **an additional instructional resource or support that goes beyond the high-quality classroom instruction that all students receive**. It is explicitly matched to a specific student's—or group of students'—needs. Interventions in MTSS can address academic, behavioral, and social-emotional needs. They are **research-based and are set for a certain number of weeks**, then frequently **reviewed for progress**. The intensity of the interventions increases as a student moves from one tier to the next within the MTSS framework. For example, a child receiving small group interventions may need to “move up” to one-on-one help if progress is not observed.

The goal of these interventions is to provide targeted support to struggling students, intervene early, and help students catch up with their peers. The interventions are part of a larger system of tiered supports that focus on the "whole child", addressing not only academic growth but also behavior, social and emotional needs, and absenteeism.

The purpose of Kūkulu Kumuhana is to serve all haumāna through a culturally-centered, evidence-based, tiered, and equity-serving process for academic and behavioral support.

What is it?

The Kūkulu Kumuhana process is a tiered system of student support services. The process moves from the simplest (universally available) teacher-student interventions to more complex supports (i.e. strategic and intensive) interventions.

Who's Involved?

An interdisciplinary Student Success Team (SST) led by different Assistant Principals, K-12.

What's My Role?

Kūkulu Kumuhana is a process that is most effective as a partnership between the school and the home. To best serve your child, it is crucial that parents/guardians be a part of the process.

What services are available?

There are approximately 30 types of different supports available to haumāna at Kamehameha Schools Maui campus. Some of these supports are Universal, while other may be Strategic or Intensive.

Universal Supports:

Educational Assistant support ▪ Summer School ▪ Kindergarten orientation, new student orientation
▪ Nurse services ▪ Request for Assistance ▪ Kahu services – Christian Educator Prayer request (Christian Education, Chapel worship team) ▪ Easy Grade Pro Progress Report ▪ Student Government
▪ Homeroom Teacher ▪ Counselor/Dean of Students – walk in counseling ▪ Specials (art, science, music, PE, computer, Hawaiian studies) ▪ PTSO ▪ Differentiation ▪ Financial Aid ▪ Parent-Teacher conference

Strategic Supports:

Educational Assistant tutoring ▪ Counseling pullout ▪ Speech ▪ Learning Plan ▪ Behavioral Plan ▪ After School Tutoring Program – “Kūlia” ▪ Study Hall ▪ Remedial Reading ▪ Remedial Math

Intensive Supports:

Private tutor ▪ Psycho-educational evaluation ▪ Speech ▪ Kumon ▪ Academic interventions ▪ Attendance interventions

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 recommended:

1. If the issue concerns your child's learning, approach his or her teacher first. You may also contact your child's grade-level counselor/dean of students.
2. If the concern or question is not resolved satisfactorily, please contact the Assistant Principal.
3. If resolution is still not achieved, please request that the Assistant Principal take the matter up with the respective Māhele Lalo or Māhele Luna Division Head.
4. Finally, you should know that the Head of School is available to listen to your question and/or concern should any of the above methods not meet to your satisfaction.

KS System and KS Technology Acceptable Use

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"):

- **KS Maui web site** - www.ksbe.edu/maui. The site features a wellspring of useful information including the student and parent handbook, the course catalog, health forms, frequently used student and parent forms, athletic schedule, school calendar, and directory.
- **School Info App** – The KS Maui app (to be available soon for Apple and Android) will be your one-stop shop for campus news and information. This tool replaces the Daily Bulletin as your main source for news and updates. Download information will be released prior to the start of Fall 2022.
- **Infinite Campus** – A new parent portal that replaces KS Connect as your go-to source for grades, student schedules, permission forms, re-enrollment, etc. Both Upper and Lower Division offices will use Infinite Campus to communicate with you directly on issues related to student health, behavior, absenteeism or other urgent notices. An Infinite Campus student account will be created for Upper Division students. An Infinite Campus parent account will be created for all KS Maui parents/legal guardians. New Invitee parents/legal guardians will receive their Infinite Campus accounts during the enrollment process.
- **Campus Newsletter and Campus Update Emails (via School Messenger)** — Periodically, the Head of School Office and the Divisions will communicate via email, text or phone message on general updates and emergency info. All parents should [opt into text messages](#) by texting "Yes" or "Y" to 67587.

We ask that those parents/legal guardians who do not have access to the electronic tools listed above to contact their student'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 (such as a laptop computer or an iPad) and allows students the use of its internet, intranet, and email systems to support education-related communication and research. Students may access the systems through the KS Network. The use of these KS owned mobile devices, the KS System and its support facilities is a privilege and not a right, and students must abide by the guidelines discussed below when using their issued devices on the KS System. Mobile devices are returned at the end of the school year, unless KS has approved summertime 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 <http://connect.ksbe.edu>.

Guidelines for the proper use of KS Mobile Devices

KS expects students to practice good digital citizenship that includes assuming personal responsibility for their assigned device. Each student has the 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 Assistant Principal's office and a search conducted to determine its user identity. When using KS mobile devices, 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 schoolwork 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.
- Do not connect unauthorized equipment to any KS system or alter KS equipment to perform unauthorized activities.
- Removing software that has been installed by KS is prohibited.
- Students are permitted to use a variety of approved web tools on their devices for educational purposes under teacher supervision.
- 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.
- Do not allow others to use your device.
- Ensure your device is fully charged every day.
- Students will sign a Student Mobile Device Agreement that sets forth requirements involved with the program including specific equipment care and maintenance.
- If a device is damaged or is in need of repair, KS may elect to replace the device and provide the student with a loaner. However, the use of a loaner device is not guaranteed.
- Parents assume all financial responsibility for any device or loaner in their child's possession that is damaged as a result of abuse, neglect, loss, or theft. Families are required to repair or replace the device or loaner at its current value, including warranties and other related accessories.
- When making print copies from a KS device, students are required to:
 - Follow all printing instructions.
 - Print all assignments in black and white, unless given approval to print in color by their teacher.
- KS does not provide technical support for printing at home.
- Do not clear your devices' internet browser history.
- Really Simple Syndication (RSS) feeds may only be used with teacher permission.
- Students who bring their own personal electronic mobile devices to school shall assume all risk and liability for devices that are damaged, lost, or stolen.
- If a student's use of these items interferes with the learning environment, the item will be confiscated and returned to parents at the unit office.
- Chronic misuse of cell phones and mobile devices during school hours may lead to disciplinary consequences as set forth in this Handbook.

Guidelines for the Proper use of the KS System

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

- 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 usernames and passwords 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, Twitter, Instagram, etc.) and abide by federal laws of sites that restricts use to individuals ages 13 years and older.
- Do not use images relating to weapons, pornographic material, inappropriate language, alcohol, drugs, gang-related symbols, sounds or pictures as part of your student account.
- Do not use inappropriate media as wallpaper on their devices.
- Parents should check their email accounts at least every three days. Parents without email addresses will receive like 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.

Be Civil and Courteous When Communicating via the KS System

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

- Do not participate in chain mail or other group mail activities where email addresses may be passed on beyond your knowledge.
- Learn more about Web and email etiquette safety from your teacher and KS program personnel.

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

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

Obey Copyright and Trademark Laws

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

Disclaimer of Content transmitted over the KS Network

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

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

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

Safety and Security

KS is committed to providing a safe, secure, and orderly environment for students, faculty, staff, and visitors at KS campuses and other educational sites. KS maintains security on its K-12 campuses, 24 hours a day; seven days a week. To contact campus security, call (808) 572-4260 or cell phone (808) 870-3365. To contact the Security Manager, call (808) 573-7219.

Campus Security

Security at the Entry Station

Campus access is strictly controlled at the Entry Station between the hours of 8:00 a.m. – 2:00 p.m. and 10:00 p.m. – 5:00 a.m. on school days. Entry will be allowed only to those who have made prior arrangements with the appropriate school office personnel. All visitors, including parents, must call their school office prior to arriving on campus for clearance. Parents who must come on campus between the hours of 8:00 a.m. – 2:00 p.m. to pick up their student for a doctor’s appointment, because of an early release, to drop off something a student forgot, etc. must contact the appropriate school office, who will inform the entry station of your arrival. Campus security will arrange for a visitor pass to be waiting for external vendors and off campus guests at the main gate upon presentation of a photo ID. Unannounced visitors will be subject to delay or may be turned away, so plan accordingly. This campus entry station is equipped with video monitoring. All entry into campus is monitored through electronic surveillance for the protection of faculty, staff, students, and parents.

Walking Off Campus

Students are allowed to walk on and off campus using only ‘A’apueo Parkway, our main entry roadway, between 7:00 a.m. to 8:00 a.m. and 2:40 p.m. to 6:00 p.m. Students who wish to walk on and off campus must first get a permission form (Parent Acknowledgement of Guidelines for Students Walking On and Off Campus) from the KS Maui website in the Forms/Resources section, return the form with parent/legal guardian signatures. Signed permission forms expire at the end of the school year and have to be renewed. Student must present a KS Student ID to the guard at the entry station to enter or leave the campus. Students are not allowed to leave campus without prior consent as explained above. Students may not walk off campus during school hours.

Off-limit Areas on Campus

To ensure the safety of all students and to protect school and student property, certain campus areas are designated off-limits. Students are not allowed in the following campus areas:

During school hours	At all times
<ul style="list-style-type: none">▪ In other divisions: Unless given prior approval by the division administration or chaperoned with a faculty member, Lower Division students are not allowed in Upper Division and Upper Division students are not allowed in Lower Division.▪ Keōpūolani Hale▪ Parking lots and student cars▪ Tennis courts▪ Basketball courts▪ Areas located behind buildings▪ Pākī/Konia and Māhele Luna School Bus stop	<ul style="list-style-type: none">▪ Areas where construction or renovation is in progress▪ Forest/gulch areas▪ Operations area▪ Access roads▪ Any other areas identified and communicated by faculty and staff▪ Male students are not authorized to loiter inside the female restrooms/locker-rooms and female students are not authorized in male restrooms/locker-rooms.

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. KS shall not be responsible or liable for lost or stolen items, including but not limited to, cash, cell phones, electronic devices, and school approved fundraisers, etc.

Right to Search

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

Visitors and Volunteers

Upon arrival on campus, ALL visitors - including parents, relatives and caregivers must report to the division office, sign in, and obtain a KS identification (ID) badge 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 division 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 every volunteer who will be in direct contact with students for an extended period, and/or on a regular basis, to complete a volunteer application form available through our Campus Volunteer Coordinator at (808) 573-7107.

Before working directly with the students, volunteers might be required to also have annually:

- A criminal history record check. This information is kept in a confidential file.
- Annual KS volunteer training certification.
- A valid TB clearance on file if anticipated to have contact with grade K-12 students for more than thirty cumulative days within a twelve-month period.

Upon arrival on campus, volunteers must report to the division 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 division administrator's office to sign out, unless alternate arrangements have been made.

KS facilities are smoke-free, vape-free and alcohol/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.

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.

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.hiikuahelpline.ethicspoint.com or www.ksbe.edu/hiikua
- Toll free: 1-844-284-2640



**HI'IKUA
STUDENT
HELPLINE**

CONFIDENTIAL Administered through a third-party	ANONYMOUS If you don't feel comfortable	AVAILABLE 24/7 365 days a year
--	--	---

Kamehameha Schools is committed to providing a safe learning environment for all members of our learning community. If you see something — or if something happens to you — that puts the health or safety of people and property at risk, we need to hear from you.

If you are experiencing or witnessing one or more of the following, please file a report:

- Harassment, intimidation or bullying
- Sexual harassment or assault
- Inappropriate interaction between an adult and a student
- Violence or threats of violence
- Depression or suicidal thoughts, inclinations or actions
- Drug or alcohol use or addiction
- Other (for example: Theft and Misuse of School Electronic Devices, Safety Issues)

**ASK FOR HELP, SHARE A CONCERN,
OR GET MORE INFORMATION**

Adults who wish to report any suspicious activity, whether reasonably suspected, alleged, or actually witnessed, may file a report in KS' EthicsPoint system at <https://secure.ethicspoint.com/domain/media/en/gui/13061/index.html>.

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.

Keeping Our School Safe

You can help keep our school safe.

- Be aware. Listen, look, pay attention to the people, and places around you.
- Go with your gut. If you feel uncomfortable about something you have seen or heard, talk to an adult to help you sort out the facts of the situation.
- Share Up. There is a difference between reporting and tattling or gossiping. By providing information either directly or confidentially, you may be able to prevent harm to others.
- Know what to share:
 - who, or what you saw
 - when you saw it
 - where it occurred
 - why it's suspicious



Sometimes multiple puzzle pieces don't make sense until they are put together. For example, you may notice someone's aggressive behavior, and your friend may have heard that same person make a threatening remark. Other classmates saw disturbing comments or photos that person posted on social media. There are also a handful of people that know this person has access to a gun.

Each individual situation above doesn't necessarily guarantee danger. But once you put the puzzle pieces together, you can get a better understanding of a potentially serious problem.

Beginning in the 2024-2025 school year, look for posters and placards around campus with the tools necessary to "See Something, Say Something."

Reporting Child Abuse and/or Neglect

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

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

Under the law, if a child is being investigated for possible abuse or neglect, DHS or the police can interview the child without parental consent or presence. KS may attempt to notify the parents before the agency or police interview the child, but parental consent IS NOT REQUIRED. If, however, DHS or the police want to interview a child during an investigation concerning another child, parental consent IS REQUIRED before any interview can take place.

Changes in Your Child's Custodial Status

It is the policy of Kamehameha Schools to remain a neutral party in parental disputes concerning the care or custody of their child. Likewise, it is also the obligation of parents and legal guardian to notify KS in the event there is a legal change in their children's custodial status. 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.

Emergencies

Island-wide Emergencies

KS 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' emergency operations plan is activated any time a CIVIL DEFENSE WARNING is issued. In such a case, parents can obtain information about school or their children in the following ways:

- **Radio** – Announcements about school closure or evacuation will be broadcast over local radio stations.

- **Telephone calls** – In order to keep lines open for emergencies and calls to the outside, do not call the school office for information during an emergency. Information will be shared via radio announcement as indicated above.
- **School Info App** – A smart phone app to reduce the number of emails being sent out and used for direct school communications. To download:
 1. Visit your App Store ([Apple App Store](#) or [Google Play](#))
 2. Download the Kamehameha Schools Maui App
 3. After opening the app, click to Allow Notifications
 4. You're all set!
- **KS Maui Instagram and Facebook**

Evacuation of Students

If students must be evacuated, school personnel will ensure that students are moved to a safe location. School personnel will notify parents to pick up students at the respective division campus to take them to an alternative location if necessary.

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 on campus, and parents will be notified of procedures for picking up students at the schools.

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 the main school office where your student is enrolled.

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 basic 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, oversee 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 basic 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 students, final and complete responsibility for the health of the student rests with the parents/guardians of the student. Costs incurred by outside referrals and treatments are also the responsibility of parents/guardians.

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: Ensure that your 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:

- 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 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 a referral letter, a private healthcare provider’s written clearance with noted restrictions as applicable is acceptable. A signed referral letter or healthcare provider’s written clearance is required when the student returns to school.

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 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 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 from 7:30 a.m. to 3:30 pm. 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:

Health Room	Location	Phone Number
Māhele Lalo Grades K-5	Pai’ea Administrative Building	808-572-3222
Māhele Luna Grades 6-8	Keanolani Building, Room 112	808-572-4221
Māhele Luna Grades 9-12	Pauahilani Building, Room 141	808-573-7073

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 with a note from student’s 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; and/or
 - The student has any new or modified medical/activity restrictions.

If a student was evaluated by a healthcare provider, regardless of the length of absence, student 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 healthcare provider’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 medical condition requires restriction of school activities, the student shall report to the health room so that this restriction can be noted, 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) that 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 the return to activity/play protocol please read the Athletic Health section of this handbook. 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

Behavioral Health Services

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 BH Specialists who 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 Counselor/Dean of Students, Administrators, Residential Life staff, friends, and 'ohana. Depression screening occurs in the health rooms for students, and nurses may also refer students.

Students in crisis are assessed by BHS 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 BHS 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:

Title	Name	Phone Number / Email
K-12 Behavior Health Specialists	Kōnaneakamahina De La Nux	808-573-7004 kodelanu@ksbe.edu
	Diana Keau	808-572-4207 dikeau@ksbe.edu
	William "Bill" Naylor	808-572-4209 winaylor@ksbe.edu
	Melissa Stewart-Rodrigues	808-572-4254 mestewar@ksbe.edu
Behavioral Health Supervisor	Kimberly Dolan	808-572-3239 kidolan@ksbe.edu
Behavior Health Manager	Anu Getgen	808-573-7236 wagetgen@ksbe.edu

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 also 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.

Transportation

Bus Transportation

KS provides bus transportation to enrolled students living in outlying areas. The Director of Operations is responsible for implementing bus transportation, in consultation and coordination with the division head or applicable school administrator(s). Current bus sites are located in Lāhainā, Kihei, and Central Maui. Bus service may be offered in Makawao, Ha'ikū, and Kula for this school year depending on interest and availability of bus sites in these areas. For information on bus service, contact the Operations Office via email at ksm.transportation@ksbe.edu or via phone at (808) 572-3245.

Bussing is also provided for students on a limited basis for field trips, athletic, and other KS-sponsored events, and activities. Transportation for school-related events may consist of school buses, non-school bus vehicles, or approved rental vehicles as KS deems prudent and/or necessary. Students are expected to follow and observe the Kamehameha Schools Bus Passenger Code of Conduct while being transported to and from school-related events.

Parents must apply for bus transportation for their student before the start of school. Bus transportation is an additional charge (not included in the basic tuition fee). Parents can apply for either one-way or round-trip service.

Application and Fees

Bus transportation applications will be available in Infinite Campus. Daily bus transportation fees per students, per year for the School Year 2023-2024 was \$1,651.00 for a round-trip; and \$825.50 for one-way. Fees are subject to change on an annual basis. This change reflects various factors, including fuel prices, maintenance costs, and operational expenses associated with providing safe and reliable transportation for our haumāna. As of the printing of this handbook, fees for the School Year 2024-2025 were not available. **Bus fees are non-refundable once the school year begins.**

Financial assistance for bus service is available for qualified students. Priority is given to students who have met the application deadline. All remaining spaces will be awarded on a first-come-first-served basis. Students not selected may be placed on a waiting list for the school year.

Families participating in the bus program will receive a confirmation notice, schedule, and other necessary information prior to the start of school or transportation service start date.

Students and their parents shall notify the Operations office if they decide to discontinue bus transportation prior to the expiration of the school year so that KS may award transportation to the next available applicant on the waiting list.

Student Pick-up/Drop-off at Bus Sites

Parents are asked for their kōkua at bus pick-up and drop-off points. Parents should drop off and pick up their student in a timely manner as KS will not be responsible for students who are left unattended at designated bus stops. In addition, parents are reminded not to litter, or cause hazardous conditions for children or buses by participating in unsafe vehicular or pedestrian actions at bus stops. Parents shall not stop the bus once it begins to depart the bus site. Parents will not be allowed to get on the bus or approach other students or the Bus driver.

Students must be picked up from all bus sites within 15 minutes after the buses depart. There are many safety concerns with leaving students waiting unsupervised at bus sites for an extended period of time.

A notice will be sent to the parents/guardians of students that are reported waiting at the bus sites after the recommended pick-up times listed below. This notice will include a warning that student pick-up must take place in a timely manner each day of school. After three warnings, students will be suspended from riding the bus. Two suspensions may result in termination from the bus program. Other violations may result in suspension or termination of bus privileges in which the length and severity will be determined by the principal on a case-by-case basis.

Bus Site	Morning Departure (a.m.)	Afternoon Return (p.m.)	Students must be picked up by (p.m.)
Lāhainā Aquatic Center	6:30	3:45	4:00
Kenolio Recreation Center (Kīhei)	6:45	3:20	3:35
War Memorial Stadium	7:00	3:30	3:45
Ha'ikū Community Center	6:15	4:20	4:35
Makawao Recycling Center	6:50	3:45	4:00
Kula Ball Park	7:15	3:25	3:40
Kahului Shopping Center 2:35 p.m. bus 4:30 p.m. bus 6:30 p.m. bus (MS & HS)	n/a	3:15 5:00 7:00	3:30 5:15 7:15

The schedule above is subject to change. The Final bus schedule will be mailed to families participating in bus service prior to the start of the school year. Buses will depart on time. Parents/guardians will be responsible for bringing their student to school if they miss the bus.

Bus Passenger Rules and Code of Conduct

Bus transportation is a privilege, and all riders are expected to follow school rules, exhibit good manners and show respect for others. Failure to comply may result in suspension from bus use, or loss of transportation privileges altogether. Everything a student carries on to the bus must be held on their lap, as seats may not be available for books or bags. Only students on the bus roster or with a valid emergency bus pass may ride the bus.

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

All students and passengers riding school buses, including faculty, staff and guests, shall abide by the School Bus Passenger Code noted below.

1. Before boarding the bus, students shall:

- Use the restroom. The bus will not make restroom stops.
- Be on time at the designated school bus stop to help keep the bus on schedule.
- 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.
- Wait until the bus comes to a complete stop before attempting to board the bus. Students shall line up in single-file manner and not rush to board the bus.
- Where there are no sidewalks or paths, walk to the side of the road facing traffic to get to the bus stop.
- Use the handrail and watch their step when boarding the bus.

2. While on the bus students shall:

- Keep heads and/or hands inside the bus at all times. No outside yelling or obscene gestures will be tolerated.
- Refrain from loud talking, laughing, or creating unnecessary confusion, which may divert the driver's attention and may result in an accident.
- Not engage in any obscene or sexual misconduct
- Treat bus equipment as valuable furniture. Students will be held financially accountable for vandalism.
- Never tamper with the bus or any of the equipment.
- Keep all books, packages, coats, and other objects out of the aisles.
- Remain in the bus in case of a road emergency unless directed to do otherwise by the bus driver.
- Not throw anything out of the bus window.
- Remain properly seated while the bus is in motion. No standing or sitting on the bus floor.
- Refrain from fighting or engaging in other behavior that would endanger the health and safety of self or others.
- Not eat or drink on the bus.
- Obey all instructions from the bus driver.
- Ride to and from their assigned bus site(s) only.
- Use of Cellphones on the buses
 - No playing of music or videos excessively loud (please use ear/headphones).
 - No inappropriate content (vulgar language, obscene videos/photos/etc).
 - No sharing of passing around devices.
 - No camera or video camera use (photos, video or recordings) while on the bus.
 - Use must comply with School Rules and guideline for Electronic Equipment/Cellular Phones as stated in the Parent/Student Handbook. Failure to comply will result in disciplinary action and removal of cellphone privileges, including for all bus riders.

3. After leaving the bus students shall:

- 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.
- Observe the following crossing procedure when crossing the street with the assistance of a school bus driver:
- Walk 12 feet in front of the bus and check to see if the alternating red lamps on the top portion of the school bus are flashing. If they are, look at the driver and wait for him/her to give you the signal to cross.
- If the red lamps are not flashing, do not cross. Notify the driver if the red warning lamps are not working and ask for the driver's assistance to cross the street.
- Students are not permitted to leave the bus at locations other than designated bus stops unless advanced authorization has been given by school officials.

4. Notice of Use of Video and Audio Recording Devices on Buses

- For the safety of the passengers and driver, buses utilized by Kamehameha Schools have video cameras installed with audio capability that allows for the recording of oral communications in the interior of the buses.

5. Bus Assignments

- Students may be assigned to ride designated buses at specified times and locations.
- Students may not bring guests or friends on the bus unless permission is granted by the principal or applicable school administrator. Do not make this request to the bus driver unless it is an emergency as there may be students on the waitlist. Special written requests will be reviewed on a case-by-case basis by the KS transportation manager.
- The driver may assign students a seat on the bus.

6. Lost and Found Items

Any lost and found items left on the bus will be turned in to the school office if not claimed within one school day.

7. Corrective Action

KS will take corrective action against passengers who violate the School Bus Passenger Code, up to and including forfeiture of bus privileges. Bus drivers will send a Student Notice of Concern to the school Assistant Principal for students who misbehave. School administrators may terminate a student's bus service if the student continues to misbehave.

8. Emergency Procedures for Bus Transportation to and from School

In the event of a road closure or other emergencies that may affect bus transportation, the following procedures will be implemented. Parents will be asked to:

1. Make arrangements with family or friends in the Central or Upcountry areas to pick up their student in the event that they are unable to pick them up. Parents are highly encouraged to have their student picked up from school within two hours of the announcement.
2. Make sure that parent contact information is always current, especially telephone and cell phone contact numbers.
3. Listen to local radio and news stations for updates on road closures and other emergencies, especially if transportation to school in the morning will be affected. The bus may be held up en route to the bus site or students may be stuck in traffic en route to school after the bus pick up.
4. Talk to their child about what their plan is in case there is a road closure or emergency. Review the emergency plan; be ready for changes due to unforeseen circumstances.

Morning Transport

In the event buses are delayed either before arriving at the bus site or after students are picked up, the bus service provider will contact the main campus offices with an estimated time of campus arrival. Parents may decide to consider keeping their children out of school if the emergency is due to extreme weather conditions.

Afternoon Transport

Affected bus riders will be kept together in one location on campus, until further notice, if the road does not re-open by 3:00 p.m. Any remaining students will be sent home on the bus once the road reopens and traffic has time to subside.

Parents of students who ride the bus will be contacted in the event road closures and/or inclement weather precludes bus transportation services. Parents will be notified when roadways are clear,

and buses are ready to resume services. In the event that roadways are not scheduled to be reopened, KS Maui will provide accommodations for students to sleep on campus overnight.

The Māhele Lalo and Māhele Luna offices will be notified that the students will be kept on campus and asked to assign someone to escort these students to the selected location and provide supervision. Students kept on campus will be supervised. Food and beverages will be provided for students expected to be kept on campus for an extended time. Parents are encouraged to plan alternative transportation for their child in case the road remains closed for a long period of time.

Driving & Parking 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 KS student parking decal or a one-day student parking pass. Student parking is restricted to designated parking areas on the campus.

Parking Application

Student drivers must complete a Student Parking Application available at the Māhele Luna Upper Division Office or the KS Maui school website in the Forms and Resources section. A valid driver's license and proof of insurance are required. Students who are granted parking decals are responsible for obeying the rules and regulations for driving and parking on campus printed on the back of the application form.

There are two types of student parking passes you may apply for:

- **Temporary Pass:** This is on an as need, emergency basis only. Application must be completed and on file in the school office before parking. Examples of need or emergency would include student having to leave campus for an appointment, missing the bus or parent off-island and student does not have a ride.
- **Permanent Pass:** Student drives and parks car on campus on a daily basis.

Driving In & Out of 'Āina Lani Drive

We're blessed to have the convenience of accessing campus via 'Āina Lani and the lower gates. Please help us maintain good pilina with our neighbors by driving akamai.

We ask that you observe the posted speed limit of 20 miles per hour, refrain from playing loud music, and stay alert to pedestrian safety at all times. Courteous driving is part of our core campus value of pilina.

Business Matters

Tuition and 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 full-time KS 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 KS, families are asked to cover only about 12 percent of educational costs due to a tuition subsidy provided by KS. Families with demonstrated need may also apply for KS financial aid for assistance with tuition, except for a \$100 minimum family contribution that is required of all students.

Payment of Bills

Information on where to send payments was included with your Enrollment Packet. All payments must be kept current or are subject to late charges as stated on your Tuition Contract.

Prorated Payment of Fees if Student is Released

If a student is released/withdraws during the school year, the financial responsibility for tuition charges will be prorated to the partial (15th day of the month) or whole month (end of the month) of the dismissal or withdrawal. Student fees will not be refunded, reduced or waived. Any refunds or adjustments will be made within 60 days of such release.

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. Awards may be full or partial, and families must reapply every year.

A financial aid award is applied to tuition first. Any remaining amount is applied to eligible bus transportation.

Expenses NOT covered by financial aid are as follows:

- Tutoring
- Medical expenses
- Uniforms (P.E. and school uniforms)
- Music lessons
- After school care programs
- Other supplemental costs (e.g. AP exam fees, physical education, photography lab fees, scuba fees, etc.)

Students receiving KS financial aid may apply for assistance for these supplemental costs through the office on each campus. Consult with the Division Head on your campus to determine options available.

How to Apply for Financial Aid

Information on the Financial Aid Program can be accessed online at:

<https://apps.ksbe.edu/financialaid/k12/ksk12/>. Financial Aid applications are completed online. If you are unable to complete the online process or require additional information, call the Kamehameha Schools' O'ahu Resource Center at 808-534-8080 (O'ahu). Neighbor island applicants may call toll-free at 800-842-4682, press #9 then extension 48040.

If your child is invited to enroll at KS after the deadline, please contact the Outreach Support Services (Financial Aid) for application assistance.

Financial aid for summer school

Not all students receiving KS financial aid during the school year will be eligible for financial aid if attending KS Summer School. Please refer to our financial aid notification award letter to see if your child is eligible or not eligible 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 school year.

Student Records and Directory Information

Parents and students are allowed access to student records:

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

Generally, information such as phone numbers and addresses will not be released to outside parties who call KS. Instead, the name of the caller and any message will be taken. KS 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

For questions and/or further assistance, please contact our K-12 Registrar at 808-572-3142.

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

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



KAMEHAMEHA SCHOOLS®

For this reason, the use of these marks in connection with the sale of any products or any commercial activity, or any use of these marks that implies sponsorship or endorsement by KS of any activity (even a non-commercial activity) requires the written approval of KS. To learn more about these requirements, contact the Head of School Office at (808) 572-3100.

Fundraising for Student Activities

Proceeds from student fundraising help to enrich the educational experiences of our students. All fundraising efforts must FIRST 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 and the sale of perishable food items.

Fundraising activities are limited to specific school-related goals and objectives. For details on student fundraising, contact your student’s school office.

No outside (non-KS) fundraising allowed on campus unless approved by the Head of School.

KS Maui Athletics



Athletics Mission Statement

The Interscholastic Athletic Program at KS is just one avenue of many that strives to:

- help promote the development of a student athlete's highest potential by providing them with a vast range of opportunities for students to build individual and team skills
- experience the thrill of competitive sports
- learn to cope with victory as well as defeat
- practice and carry out good sportsmanship
- instill and hone values necessary for the development of respect for self and others
- gain respect for authority and rules; and
- appreciate the benefits of discipline through training, teamwork, and commitment.

Athletics Statement of Philosophy

KS' athletic program supplements the Schools' educational program. Both reflect and represent the standards and values of the institution which exists to promote excellence and responsibility. Student athletes are encouraged to discover and achieve their highest potential with a sense of dignity, respect, pride and compassion, which establishes that mark of responsible citizenship.

KS continuously strives to develop and maintain a comprehensive athletic program work ethic, which encourages the student athlete to develop his/her highest potential, respects individual dignity, and contributes to the development of learning skills and emotional patterns that enable student athletes to make the maximum use of his/her education. As such, our K-12 Athletic program will emphasize the following:

Grades K-5:	Exploratory
Grades 6-8:	Skill-Building
Grades 9-12:	Competitive

To accomplish this requires teamwork and an understanding and commitment to a basic philosophy and general code of conduct by student athletes, parents, and staff.

Athletic Goals and Objectives

It is our hope that through the experiences gained from participating in KS Athletics, the student athlete will develop favorable habits and attitudes that will eventually prepare them for a well-rounded adult

life in our society. Here at Kamehameha Schools Maui, we Ku'upau – give it our all, in all we do. Essential to this mindset are the following values:

- Pilina – making connections
- Kuleana and Kūlia Pono – doing what is right and just to achieve excellence
- 'Imi Na'auao – quest for enlightenment

We acknowledge that participation in interscholastic athletics is a privilege that includes responsibilities to the school, the sport, the team, the student body, the community, and the student athletes themselves.

In order to achieve our goals, the student athlete shall learn:

1. **To work with others:** The team and its objectives must be placed higher than personal desires.
2. **To be successful:** We do not always win, but we succeed when we continually strive for excellence. You can learn to accept defeat only by striving to win with earnest dedication. Therefore, develop the desire to excel.
3. **To develop sportsmanship:** We need to develop desirable social traits, including emotional control, honesty, cooperation, and dependability.
4. **To improve:** As a student athlete, you must establish a goal and you must constantly try to reach that goal. Try to better yourself in the skills involved and those characteristics set forth as being desirable.
5. **To enjoy athletics:** It is necessary for student athletes to enjoy participation, to acknowledge all of the personal rewards to be derived from athletics and to give sufficiently of themselves in order to preserve and improve the program.
6. **To develop desirable personal health habits:** To be an active, contributing citizen, it is important to obtain a high degree of physical fitness through exercise and good health habits, and to develop the desire to maintain this level of physical fitness after formal competition has been completed.
7. **To become 'Ōiwi Leaders:** Pursuing greater knowledge and understanding, haumāna will strive to embody the qualities of Kama'aina (connectedness), Na'auao (curiosity) Koa (courage and commitment), and Mākaukau (preparedness).

Supporting KS Athletics

Role of the Student Athlete

Student athletes are looked to as role models, whether they realize it or not. Even in school sports, student athletes serve as role models to the entire student body, as well as the community at large. In addition, athletic events are popular activities for providing learning experiences for participants and spectators. In this regard, we ask you as the student athlete to practice good sportsmanship. Good sportsmanship requires as much work as any play or skill you will learn as a student athlete. How our school and community is perceived is highly influenced by the good sportsmanship you display. As a representative of Kamehameha Schools, your actions are viewed by family and friends, opposing fans, the local community, and the media. The display of good sportsmanship is the “Golden Rule” at KS:

Treat others the way that you wish to be treated, with fairness and respect. To help this happen, we hold you as a student athlete to the following expectations:

- Accept and understand the seriousness of your responsibility, and the privilege of representing your school and community.
- Live up to the standards of sportsmanship established by the school administration and coaching staff.
- Learn the rules of the game thoroughly and discuss them with parents, fans, fellow students and peers. This will assist both them and you in the achievement of a better understanding and appreciation of the game.
- Treat opponents the way you would like to be treated, as a guest or friend. Who better than you can understand all the hard work and team effort that is required of your sport?
- Refrain from taunting, trash talking or making any kind of derogatory remarks to your opponents during the game, especially comments of ethnic, racial, or sexual nature. Refrain from intimidating behavior.
- Wish opponents good luck before the game and congratulate them in a sincere manner that you would like to be greeted following either victory or defeat.
- Respect the integrity and judgment of game officials. The officials are doing their best to help promote you and your sport. Treating them with respect, even if you disagree with their judgment, will only make a positive impression of you, your team, and your school in the eyes of the officials and all people at the event.
- Win with humility, lose with grace. Do both with dignity. Avoid excessive celebrating after a play or end of a game.

Student Athlete Code of Conduct

Participation on any KS athletic team is indeed a privilege, and all student athletes must earn the right to represent KS by conducting themselves appropriately so that the image of our Schools would not be tarnished in any manner. Thus, providing for the discipline of student athletes in extracurricular activities both on and off campus is a necessary part of any school athletic program.

Inappropriate behavior by a student athlete is subject to discipline as set forth within this Student and Parent Handbook. In addition to this, student athletes may be disciplined for a variety of infractions specific to athletic-related activities. Such examples include, but are not limited to:

- Failure to follow established rules
- Inattention to directions
- Horseplay
- Unsportsmanlike conduct
- Inappropriate language and gestures (profanity, swearing, verbal abuse)
- Harassment, intimidation, bullying or hazing
- Theft

- Academic or conduct probation
- Unexcused absences or tardiness to practice
- Destruction or damage to KS property or equipment

Possible disciplinary consequences (depending on the severity and/or frequency of the infraction), may include but are not limited to:

- Verbal warning
- Written reprimand
- Loss of locker room privileges
- Suspension from the team
- Removal from the team
- Restitution
- Conduct probation

Investigations will depend 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 all parties. If the disciplinary consequence results in suspension or removal from the team, that information will be communicated to parents first verbally and then with a written, follow-up letter.

KS Athletics may include additional infractions as appropriate to maintain a safe and orderly learning environment, and additional or alternative disciplinary consequences may be applied. In all cases, KS has the sole discretion to determine the appropriate level of discipline for each incident. Only disciplinary actions which results in a student's removal from the team may be appealed to the Upper Division Head.

Role of the Parent

A parent/legal guardian's love, encouragement, and belief in their child's ability can make a world of difference in their child's athletic success. Supporting their child will assure that he/she gets the most out of his/her athletic experience. To help this happen, we hold parents to the following expectations:

- **Enforce school rules:** Help your student athlete understand and follow the policies and rules contained in the Athletics section of this Handbook, and support the school when consequences are invoked for a violation of the policies and rules.
- **Support regular attendance:** Make sure that the student athlete is at team practices, meetings, and games on time unless attendance is prevented by an illness, injury, or emergency. If unable to attend, please make sure that the coach is notified in a timely manner.
- **Appropriate interaction with staff:** Open and respectful communication between parents, coaches, athletes, and/or athletics staff to address in a timely manner issues, or concerns that arise can only help to strengthen and enhance a student athlete's performance. Coaches will do their best to help the athlete achieve his/her highest potential in any of the competitive sports offered at Kamehameha. Ultimately, however, understanding each party's role both on and off the field and/or court will contribute towards a successful sport season.
- **Parent-coach relationship:** During the season, parents may have questions and concerns that they feel need to be discussed with the coaching staff. Please keep in mind that coaches are responsible for what is best for the entire team and take into account the needs of the entire team over those of individuals. Our high school programs are competitive and at the discretion of the head coach to determine all aspects of the team's functions.

The following guidelines should be used to determine whether such a topic should be discussed with your child's coach(es):

- Appropriate concerns to discuss with coaches:
 - Treatment of their child which endangers a child's well being
 - Ways to help their child improve
 - Concerns regarding their child's behavior
 - Coach's expectations and role for their child and the team
 - Ways in which they can help the team (i.e., fundraising, manpower at home games, volunteer opportunities etc.)
 - Their child's academic and athletic progress
- Inappropriate concerns that should **NOT** be discussed with coaches:
 - Placement on teams (future)
 - Playing time
 - Coaching strategies used during practice or games
 - Other student athletes
 - Problems with other coaches (unless an attempt to communicate directly with that coach was unsuccessful)

There may be times when a private conference between coach and parent is needed. In that instance, the parent should ask to speak or schedule an appointment with the coach in private. **The parent should refrain from talking to a coach about concerns before or after a game.** If a coach cannot be reached, parents are urged to contact the Athletic Director or designee assigned to supervise the particular sport who will assist in arranging the conference meeting.

- **Appropriate behavior and sportsmanship at athletic activities:** Respectful and courteous behavior is expected at all KS sport events and competitions. This includes interactions with opposing players, coaches, spectators, and support groups as well as, game/league officials, judges, and referees. Individuals exhibiting unsportsmanlike conduct may be subject to KS or league disciplinary rules, such as removal from games/vicinity/campus, or in serious cases, being banned from any participation in or attendance at athletic events.

Examples of Disrespectful and Inappropriate Behavior:

- Taunting, trash talk and other intimidating actions
- Not admonishing those sitting around you who exhibit poor sportsmanship
- Yelling and/or waving arms during opponent's free throw or service attempt
- Disrespectful and/or derogatory yells, chants, songs or gestures
- Booing and/or heckling an official's decision
- Criticizing officials in any way and/or displays of temper with an official's call
- Yells that antagonize opponents
- Refusing to shake hands or give recognition of good performance
- Blaming loss of game on officials, coaches, or participants and/or displays of temper with coaches
- Laughing or name calling to distract opponent
- Use of profanity and/or displays of anger language toward student athletes, coaches, officials, and other fans that draw attention away from the game
- Doing own yells instead of following lead of cheerleaders
- Threats of physical harm toward student athletes, coaches, officials, and other fans
- Involvement in a physical altercation

Role of the Coach

Coaches should motivate the athletes they work with and provide them with information that will allow them to train effectively and improve performance. In this regard, we expect our coaches to:

- Always maintain appropriate interactions with students.
- Prioritize student health and safety.
- Exemplify the highest moral character, behavior, and leadership, adhering to strong ethical and integrity standards “Practicing good citizenship is practicing good sportsmanship!”
- Respect the integrity and personality of the individual athlete.
- Abide by and teach the rules of the game in letter and in spirit.
- Describe and define respectful and disrespectful behavior. Stress that disrespectful behavior, especially taunting, trash talking, and intimidation will not be tolerated.
- Set a good example for players and spectators to follow:
 - Refrain from arguments in front of players and spectators
 - No gestures which indicate that an official or opposing coach does not know what he/she is doing or talking about
 - Not throw any objects in disgust
 - Shake hands with the officials and the opposing coaches before and after the contest in full view of the public and demand the same of their players.
- Respect the integrity and judgment of game officials by treating game officials with respect, even if there is disagreement with the officials’ judgment.
- Display modesty in victory and graciousness in defeat in public and in meeting/talking with the media. A coach should confine his/her remarks to game statistics, and the performance of the team.
- Instruct athletes and spectators in proper sportsmanship responsibilities and demand that they make sportsmanship the number one priority.
- Develop a program that rewards participants and spectators for displaying proper sportsmanship and enforces penalties on those who do not abide by sportsmanship standards.
- Not be a party to the use of profanity, obscene language, or improper actions.

Appropriate Interaction with Students

Athletic staff (coaches, trainers, etc.) that interact with student athletes must ensure that an appropriate coach/student athlete and adult/child relationship is maintained at all times. Staff should always conduct themselves in a professional manner that is age and culturally appropriate. If a KS athletic staff member is acting inappropriately towards a student athlete, report the matter to the Athletic Director.

Role of the KS Athletic Community

It is our expectation that athletes, coaches, family, friends, and fans display proper sportsmanship at all athletic contests. In the simplest of terms, we want every athletic participant to experience all that interscholastic competition has to offer. The priority is for the competition to remain with the contestants, without distractions or disturbances due to the poor behaviors of coaches, family, friends, and fans. We encourage fans to cheer for their teams but not cheer against the opponent and ask that fans show appreciation for good plays from both teams and individual athletes. It really is enough to cheer for athletes and support their efforts regardless of the outcome of the game.

*E lawe lilo ka ha‘aheo, No Kamehameha ē!
(Take the victory with pride, for Kamehameha!)*

League and Association Affiliations

The National Federation of High Schools (NFHS)

The NFHS is a non-profit organization that mandates games rules for all interscholastic sports. It is both a service and regulatory agency that ensures team work on the part of more than 20,000 schools nationwide and enables schools to formulate policies for the improvement of interscholastic activities.

The Hawai‘i High School State Athletic Association (HHSAA)

The HHSAA is a member of the NFHS. All Hawai‘i private and public schools are voluntary members of the HHSAA. The goal of HHSAA is to provide an organization through which schools can work cooperatively to support and promote athletics as an integral part of high school educational programs. The HHSAA operates the state tournaments, hosts a comprehensive website (www.sportshigh.com) that provides general information to the public, as well as information on top athletes, records, team rosters, statistics, photos, and bulletins. The HHSAA also sanctions high school interscholastic athletic events, conducts workshops and conferences for coaches, officials, and athletes, provides assistance to leagues that promote sportsmanship and ethics to its membership, and oversees the five interscholastic leagues in the State of Hawai‘i:

- BIIF Big Island Interscholastic Federation
- ILH Interscholastic League of Honolulu
- OIA O‘ahu Interscholastic Association
- KIF Kaua‘i Interscholastic League
- MIL Maui Interscholastic League

The Maui Interscholastic League (MIL)

KS Maui is a member of the MIL which is comprised of a mixture of both public and private schools in Maui County. There are 42 KS Maui athletic teams involved in 22 different MIL sports for boys and girls at the Varsity and Junior Varsity competition levels.

As a member of the MIL, KS Maui adheres to NFHS and the HHSAA rules.

Independent Middle School League (IMSL)

The IMSL is comprised of a mixture of both public and private middle schools on the island of Maui. The league is governed by Athletic Directors from participating schools.

Maui Parks and Recreation League

The Māhele Lalo and Māhele Luna Grades 6-8 athletic programs participate in several Maui Parks and Recreation league. The Māhele Lalo participants are restricted to third through fifth grade only.

Our Athletic Program

The KS Athletic program offers a broad range of competitive interscholastic sports. The interscholastic program strives to promote the development of a student's highest potential by providing a vast range of opportunities to practice good sportsmanship, and to appreciate the benefits of discipline through training, teamwork, and commitment.

Eligibility to Participate in Athletics

A student athlete who maintains a satisfactory academic and conduct record is considered to be eligible to participate in athletics or represent KS, subject to the following guidelines:

Eligibility Forms

Any student wishing to participate in team activities, including summer workouts, pre-season strength and conditioning, practices, or competition at KS must be medically cleared to start school and must have the following forms completed and current for the academic school year:

1. **Online Sign Up:** These sport-specific sign ups are posted on the KSM athletic site and must be completed using a KS-issued laptop, prior to the start of the sport.
2. **Athletic Participation Agreement and Release:** This form provides parents' consent to allow their child to engage in KS-approved athletic activities and releases KS from any injuries, liabilities, losses, or damages connected with or arising out of their child's participation in such athletic activities is completed online each school year and requires parents' and student athlete's electronic signatures.
3. **Physical Evaluation:** This form provides the student athlete's medical history and physical examination and communicates medical clearance from a licensed Physician Assistant, Advanced Practice Registered Nurse, or Physician for the student to participate in sports. This form must be completed at least every 13 months. The completed form should be submitted to the student's health room.

All student athletes must have medical insurance coverage, typically by being on a parent's medical insurance policy or by having QUEST. QUEST is a free health insurance program for low-income individuals, and you can apply online at mybenefits.hawaii.gov. Students who are not insured are not eligible to participate in any KS athletic program, NO EXCEPTIONS. THE PARENT/GUARDIAN MUST ENSURE THAT THE STUDENT ATHLETE HAS MEDICAL INSURANCE.

If a student athlete is seriously injured, he/she must have a doctor's release before he/she can return to practice or compete in athletic contests. PARTICIPATION IN AFTER SCHOOL PRACTICE OR ATHLETIC CONTESTS WILL NOT BE PERMITTED IF THE STUDENT ATHLETE IS OUT OF SCHOOL ALL OR PART OF THE DAY AS DEFINED BY THE ATHLETIC OFFICE OF THE PRACTICE OR CONTEST FOR REASONS OF ILLNESS OR INJURY. The only exception to this rule is a doctor's release, which must be presented to the Athletic Trainers and coach prior to the practice or the contest.

It is the parents/guardians' responsibility to contact the department to update information.

Final Team Selection

Participation in athletics is both voluntary and a privilege; and is neither compulsory nor a right. While coaches strive to keep as many students as they can without unbalancing the integrity of their sport, other factors such as time, space, facilities, equipment, and personal preference, will place limitations on the most effective team size for any particular sport. Coaches will select their final roster for their teams based on the following considerations:

1. Prior to trying out, the coach shall provide the following information to **all** candidates for the team:
 - Extent of try-out period.
 - Criteria used to select the team;
 - Number to be selected;
 - Practice commitment if they make the team; and
 - Game commitments.
2. All student athletes who tryout are considered potential candidates. Therefore, everyone is to be given an equal chance in order for the selection process to be fair and balanced. NO COACH is allowed to have their teams “pre-picked” or selected prior to their actual scheduled tryouts.
3. When a team cut becomes a necessity, the process will include three important elements. Each candidate shall:
 - Have competed in a set amount of practice sessions;
 - Have performed in at least one intrasquad game; and
 - Be personally informed of the cut by the coach and the reason for the action.
4. The final selection for any team sport shall be made by the coach, subject only to review for good cause by the Athletic Director. In the event a student athlete appeals the cut as being unfair, he/she may be granted an additional day to try-out.

Participation in Multiple Sports

Student athletes may participate in as many sport seasons as the student and their parents wish them to participate in without influence from any coach to specialize in one sport.

Athletes may also participate in more than one sport in a sports season. To be allowed, a student must be in good academic standing and coaches of both sports must work together. The athlete is to choose one sport as the primary sport. Some practice in both sports is required. Ideally a practice and competition schedule will be created prior to the start of both sports’ seasons. All parties involved must communicate openly, effectively, and constantly.

Although athletes may choose the sport(s) they wish to enjoy, once the season has started no one shall change sports without the consent of each coach involved. Athletes cut from one sport, however, may try out for another sport providing they did not “quit” or were not cut from the first sport for disciplinary reasons.

Unless approval is given by the current coach, no student athlete may start another sport until the previous one has been completed.

Ineligibility to Participate in Athletics

A student athlete may be deemed ineligible to participate in athletics or represent KS if any of the following occurs:

Not medically cleared for sports

Upon notification from the Athletic Office, any student on a roster or list who IS NOT MEDICALLY CLEARED FOR SPORTS BY KS, MAY NOT PRACTICE OR COMPETE UNTIL they have completed all sports medical clearance requirements. This policy is strictly enforced.

Absence from school

A student athlete whose absence from school has been determined by the campus unit office as unexcused are NOT ELIGIBLE TO PARTICIPATE in any practice or scheduled league event. Exceptions to this policy require the approval of the Upper Division Head, Assistant Upper Division Head or Assistant Principal.

Academic probation

- Students with at least **one (1) “F”** or **two (2) or more “D” grades** for the quarter will be **INELIGIBLE** to represent the school for a minimum of a **(2) two-week period**.
 - i. Students **may continue to practice** with their teams or groups during the ineligibility period. Study Hall on/during assigned Study Hall times/dates will be required.
 - ii. After two (2) weeks, beginning with the third week, eligibility will be determined if a written clearance from the Upper Division Head/Assistant Upper Division Head/Assistant Principal is obtained. Please remember that an Administrative clearance to resume participation **DOES NOT** remove the student from academic probation; therefore, student must continue attending study hall for the remainder of the quarter.
- Student athletes with **two or more “F” grades**:
 - i. **Students will not be allowed to practice or represent the school in any league scheduled COMPETITION** for a minimum of **four (4) weeks**. Study Hall on/during assigned Study Hall times/dates will be required.
 - ii. After four (4) weeks, beginning with the fifth week, eligibility will be determined if a written clearance from the Upper Division Head/Assistant Upper Division Head/Assistant Principal is obtained. Again, please remember that administrative clearance to resume participation **DOES NOT** remove the student from academic probation; therefore, student must continue attending study hall for the remainder of the quarter.

Students on academic probation are not permitted to represent the school in any activities and will have their unscheduled time restricted for a minimum of a two-week period. Administrative clearance to resume participation in activities does not remove the student from academic probation. Students are allowed to sit on the bench with the team, but must be in KS haumāna uniform. They are **NOT ALLOWED** to suit up and wear their athletic uniform. Athletes with a quarter GPA below 2.0 will be ineligible to compete in state tournaments.

Conduct probation

Conduct probation is assigned to a student for repeated infractions of school rules or a major violation. Any student athlete who is placed on conduct probation will not be permitted to represent KS in any activities and will have their unscheduled time restricted for a minimum of a two-week period. During that two-week period, they may practice, but may not compete. Other restrictions, such as no early release from school, no riding with the team, or standing or sitting with the team during games, may be imposed. (The dates and duration of the ineligibility period will be determined by the Principal/Assistant Principal.)

Quitting a sport

Being a team member means making a commitment to KS, the team, teammates, and to the coaches. When a student decides not to participate after the time that Kamehameha submits the team’s official eligibility list, that change in decision impacts the team. The normal rule for an athlete quitting a team is that they are ineligible for any sport during that season which has already begun. If a student decides to quit without school sanction(s) (i.e., academic difficulties, misbehavior, etc.), then the following conditions will apply:

- An athlete who is dropped from one squad for disciplinary reasons, or who “quits” after competition has begun, shall be ineligible to compete in another sport for two additional consecutive sport seasons.
- An athlete will also forfeit any individual or team awards, which may have been earned for that sport within that particular year.
- Exceptions for just cause may be made only with the approval of the Athletic Director, Upper Division Head or the Assistant Upper Division Head.

Awards and Recognition

All Athletic Awards and Letters are issued to student athletes at the end of the academic school year, and are based on the following general criteria:

- Regular attendance and participation during the season.
- Being a team member in good standing at the end of the regular season
- Any responsibilities outlined by the coach prior to the beginning of the season that have been satisfied.
- All team managers and statisticians are eligible for Letters

All qualifying Varsity athletes receive an Award of a Chenille Letter “K” together with corresponding inserts and certificate. Qualifying Junior Varsity athletes receive Letter certificates. Other awards may be available. Check the KS Maui athletic office or website for more information.

Male and Female Athletes of the Year

This award recognizes a KS Maui male and female athlete who excelled in one or more sports and is considered the outstanding male and female athlete of the year. The Athletic Director selects the recipient with input from coaches. A permanent plaque, remaining with the school, is engraved with the recipient’s name and year. A plaque (replica) is also given to the recipient.

Senior Scholar Athletes of the Year Award

Presented annually to an outstanding male and female senior who excelled in one or more sports and who also excelled in academics with a minimum cumulative grade point average (GPA) of 3.0 through the end of the first semester of their senior year. The Athletic Director selects the recipient with input from coaches. A permanent plaque, remaining with the school, is engraved with the recipient’s name and year. A plaque (replica) is also presented to the recipient.

Day to Day Student Athlete Life

Practice Sessions and Schedules

Student athletes are responsible for attending and participating in all regularly scheduled team practices, which are held Monday through Friday, 4:00 PM – 6:00 PM. Practices starting before 4:00 p.m. must be approved by the Athletic Director. In addition, practices may be scheduled on Saturdays and non-instructional days, at the discretion of the coach and in collaboration with Athletic Trainers, but no practices will be held on Sunday. Evening practices may also be scheduled, but only upon the approval of the Athletic Director. Upon completion of all afternoon classes, athletes should report directly to the locker rooms to prepare and be prompt for practices.

Dress Code and Appearance

During all regularly scheduled practices and games, athletes are expected to wear their KS-issued athletic uniform, unless special circumstances warrant approval otherwise. During any practice or game, no jewelry of any type is allowed. Items that must be removed include earrings, necklaces, watches, bracelets, finger rings, toe rings, brow rings, belly button rings, nose rings and tongue piercings. Such items may result in lacerations, severe contusions and/or avulsions to both the student and those around him/her. Covering jewelry is not equivalent to removing jewelry. New piercings and tattoos are considered open wounds and are highly discouraged. Students should ensure proper healing time before participating in athletics. If jewelry is not removed, the student will be removed from participation.

Student athletes who are members of an athletic team but are not actively participating with their team on any given day must wear their KS school uniform, or when approved, their team t-shirt or polo shirt with school shorts or long khaki slacks. Shirts shall fall below the waistline of the student. A student athlete's dress and appearance must follow the Dress and Appearance Guidelines in this Student and Parent Handbook. This same dress code applies to student-managers. Failure to abide by the Dress and Appearance Guidelines may result in the student athlete being held out of practices or from representing KS at athletic events.

Absences, Leaves, Tardiness

Student athletes are expected to attend all scheduled practices and games during the athletic season, unless excused due to illness or injury. As set forth in other sections of this Handbook, a student athlete who is absent from school for more than half of the day due to illness will not be allowed to practice or otherwise participate in any athletic event until they are cleared by their physician to return.

A student athlete is expected to attend all classes on his/her schedule on the day of a game and the next school day following the game. Habitual absences, before and after games may result in suspension from the team. Athletes may also be excused due to participation in an approved KS school activity, or from written approval received from the Assistant Principal, Assistant Upper Division Head or Upper Division Head.

Athletes are expected to arrive on time for all scheduled practices and games, as determined by the coach. Athletes who are late to practice without an approved excuse will be considered tardy and are subject to the disciplinary consequences at the coach's discretion.

Student athletes who miss part of a school day because of a doctor or dental appointment will be permitted to participate in an extracurricular or athletic event scheduled for that day, evening, or weekend, provided that they are cleared by the unit office before going to the appointment. Likewise, the same is true for a student athlete who is out sick on a game day PROVIDED that the athlete is cleared by a licensed physician to participate. The physician's written medical clearance must be presented to

the coach and athletic trainers before the student athlete can participate. On the following school day, the coach or advisor must ensure that a copy of the student athlete's clearance is presented to the assistant principal or principal.

Early Dismissals

Coaches are asked to schedule games after the regular school day and on weekends during the regular season. There may be times, however, when games may be scheduled that require the student athlete to be released earlier than the end of the school day. When this occurs, it is the responsibility of the student athlete to:

- Notify their teacher(s) of periods they will miss;
- Turn in any assignments that are due the day of early release, on the day of release BEFORE leaving for the game; and
- Coordinate with their teacher(s) to reschedule any quizzes, exams or presentations scheduled for the day of early release.

Student Athlete Life

Admission to Games

There is an admission fee to attend all Varsity and Junior Varsity regular season Maui Interscholastic League (MIL) games. KS Māhele Luna Grades 9-12 should present their MIL cards at all games. The general public admission fee will be charged to any student without their card. If you have any questions, contact the campus athletic office. KS Maui utilizes GoFan ticketing for admission purchases, which are available 24 hours before the event.

Admission is charged to attend all state tournament games sponsored by the Hawai'i High School Athletic Association (HHSAA). Information concerning HHSAA-sponsored events is usually made available and/or published closer to the scheduled event. Check with your coach or the HHSAA website at <http://hhsaa.org> for more information. MIL passes are not honored at HHSAA events.

Taking Photos or Videos at Games

In general, the taking of photos and videos at all KS athletic events and competitions is allowed, provided they do not unreasonably interfere in any way with the operations of any athletic event. You will be expected to comply with the request of any coach, staff member, and/or game/school official to remove or relocate yourself and/or equipment within the competition area. Failure to do so may result in the loss of the privilege to record or attend future athletic activities. For the safety of the student athletes, no flash photography is allowed at any athletic event.

Potlucks and Snacks

Team potlucks or refreshments after games are allowed at "home" games and are arranged by parent support groups. No potlucks are allowed at off-campus games.

Team Fundraising

All fundraising activities in connection with any KS athletic activity or event must be approved and adhere to KS' policy on student fundraising. The fundraising policies are adopted for the health, safety, and well-being of students and include guidelines for the selection of fundraising activities, security requirements for proceeds and sale of perishable food items. For details on the KS fundraising policies, contact your Athletic Director.

All athletic T-shirt designs should promote the team concept and the KS spirit of ha'aha'a. Fundraising should **NOT** begin (e.g. commit resources and/or collect money) until coaches seek and obtain approval from the Associate Athletic Director.

The Use of Nutritional Supplements

Nutritional supplements are widely used by student athletes in high schools nationwide to enhance strength and endurance during performance. These supplements, however, are not regulated by the Food and Drug Administration (FDA) and may contain potentially harmful ingredients such as (but not limited to) creatine, ephedrine, or excessive amounts of caffeine. Given their widespread use, the NFHS strongly recommends that all student athletes and their parents/guardians consult with their physician before taking any supplemental nutrition product. While the use of nutritional supplements does not violate the laws, it is KS policy that KS coaches will not dispense any supplement to a student athlete.

Athletic Health Services

Athletic Training Services

KS strives to provide a safe and healthy athletic experience for the entire KS athletic community, consistent with its medical care standards stated in the Health Services section of this Handbook. Both campus Health Services staff and Athletic Trainers provide athletic healthcare services to student athletes.

KS' Certified Athletic Trainers (ATC) are multi-skilled health care professionals who collaborate with physicians to provide preventative services, emergency care, clinical diagnosis, therapeutic intervention and rehabilitation of injuries and medical conditions. Athletic trainers work under the direction of the KS Medical Director, team physician(s), and the student's private physicians as prescribed by state regulatory statutes, and in collaboration with KS Health Services staff. Any injury or illness requiring treatment beyond the scope of athletic training will be referred to the student's physician or the nearest emergency care facility. Athletes are not to be in the Athletic Training Room unless they are being examined or treated by an athletic trainer. Only authorized and qualified personnel under the direct supervision of an athletic trainer, shall be allowed to use the medical or rehabilitation equipment in the Athletic Training Room.

Priority of Service in the Athletic Training Room

In-season athletes preparing for practice or competitive event will receive first priority to prevent serious injury and/or tardiness to practice or events. All other athletes will be serviced as staffing permits.

Coverage of Practices and Events

Off-season practices and events may not be covered by staff Athletic Trainers. Thorough coverage will begin on the sport's official start date as determined by the interscholastic league and will end on the final day of the sport's tournament sponsored by the HHSAA.

An ATC or KSM lifeguard will remain on duty during regularly scheduled campus practices and games. Coverage of practices and events is determined by the KS Athletic Trainer Staffing policy, level of risk, location of event, availability of KS staff and if off-site the availability of host medical personnel.

Illness or Injury Occurring at Practice or Event

All injuries should be reported as soon as possible to the athletic training staff. Any injury or illness during a practice or event requiring a student athlete to miss the remainder of that practice or event must be reported to the athletic training staff. The ATC will assess the condition, treat the condition, or refer the student athlete to another medical professional. The Athletic Trainers will communicate with the student athletes, parents, and coaches as to their participation status until release for return to full participation.

When a KSM ATC is unavailable for an off campus athletic event, the host athletic trainer is usually responsible for emergency/first aid care of all participants. If there is no host athletic trainer or the trainer is otherwise unavailable, the coach is responsible for the athlete's care. When an ATC is not present, the coach must make very conservative decisions when deciding to return an injured/ill student athlete to play. Student athletes and parents are not authorized to make athletic health care decisions for KS.

Clearance to Return to Full Participation

The athletic training staff must clear every injured or ill athlete before he/she can return to full participation, whether or not the athlete was assessed/treated by the athletic training staff. A physician's clearance is a release to the care of the ATC — not a clearance to full participation in athletics. Clearance is based on the athlete's ability to participate in practice safely. The Head Coach is responsible for determining when the athlete will return to competition after the athletic training staff provides clearance.

Injury/Illness Education

Best practices for athletics recommend that coaches, parents, and students receive education regarding Head Injuries, Sudden Cardiac Arrest (SCA), Heat Illness and other environmental conditions. Athletics requires all KS coaches take an annual online NFHS courses: Concussion in Sports, Sudden Cardiac Arrest and Heat Illness Prevention. The following sections provide a brief synopsis for head injuries/concussions, SCA, and Heat Illness. More information can be obtained from the resources/references which follow.

❖ Concussion Management

Kamehameha Schools (KS) Concussion Prevention and Management Program has been created to ensure that students return to athletic participation and other school activities safely. It applies to all students and is in accordance with national best practices, the Hawai'i High School Athletic Association Rules for Minimizing Head Impact Policy and Hawaii State Law.

In the management of a concussion KS utilizes ImPACT (Immediate Post-Concussion Assessment and Cognitive Testing) a neurocognitive assessment administered online in a controlled environment. ImPACT has two components: baseline testing and post-injury testing which are used in conjunction to determine if a patient can safely return to an activity. Student athletes in contact or collision sports will take baseline tests on every other year basis as determined by campus policy. ImPACT is one component of the comprehensive management of a concussion. It is not a diagnostic tool nor is it exclusively used for clearance from injury.

All students with a suspected concussion must be evaluated by a healthcare provider and if diagnosed must complete the KS return to school/play protocols, whether or not a student sustained a concussion while participating in a KS athletic activity.

Students suspected or diagnosed with a concussion should be evaluated by a community licensed healthcare provider who is able to provide medical clearance (advanced practice nurse, neuropsychologist, physician assistant, physician, or osteopathic physician trained in concussion management).

Clearance by a qualified provider to return to school is considered clearance to begin the KS return to school protocol. Once a student has returned to school full time, the student can begin the KS return to play protocol. A healthcare provider's clearance to return to play is considered clearance to begin the KS return to play protocol and will not be treated as clearance to return to the KS athletic activity.

All students who sustained a concussion must readmit through the student's health room and provide clearance to return to school from a licensed healthcare provider who is qualified to do so. When school is not in session, an ATC will begin the RTP protocol when student has clearance to return to play from a licensed healthcare provider and is symptom free at rest or with minimal exertion.

To allow for optimum health and safety of the student during recovery the ATC will notify and communicate with the KS Student Success Team (SST) when a student has been diagnosed with a

concussion. The SST will provide coordinated care for the duration of the student's recovery, under the direction of the student's healthcare provider as applicable and may involve the following or their designee as well as others as applicable: The Deans of Students, Assistant Principal, Behavioral Health Specialist, and Nurse, as applicable.

RETURN TO PLAY GUIDELINES

KS will use the following guidelines. Consistent with the Hawai'i Concussion Management Program, as a guide to return the student athlete to active status:

Step 1: Cognitive rest. This may include staying home from school or limiting school hours and study for several days which would be determined by a physician or the SST. Activities requiring concentration and attention may worsen symptoms and delay recovery.

Step 2: Return to school full time.

Steps 3-7 will be supervised by a KS AT. (Each step is separated by a minimum of at least 24 hours.)

Step 3: Light exercise. This step cannot begin until student is cleared by the treating physician for further activity. At this point, the student may begin walking or riding a stationary bike under supervision.

Step 4: Running in the gym or on the field. Completion of step 4 will allow clearance for return to PE.

Step 5: Non-contact training drills in full equipment. Weight training can begin.

Step 6: Full contact practice or training.

Step 7: Play in game.

❖ Sudden Cardiac Arrest

Sudden cardiac death in young athletes is nontraumatic, nonviolent, and unexpected. An athlete actually appears healthy within 6 hours before death. Most often, death is caused by a heart (cardiac) problem.

How often does it happen?

About 5 million youth participate in competitive sports each year. Chances of a teen dying from heart failure while playing sports is less than 1 in 250,000. Each year, approximately 10 to 13 such cases are reported in the United States. In comparison, about 15,000 teens die each year in motor vehicle crashes.

For reasons unknown, sudden cardiac death appears to be more common in boys, African Americans, and football and basketball players. This may be because more athletes participate in these sports. Most deaths occur between 3 PM and 9 PM - during or immediately after training or competition.

What causes this?

Most young athletes who die unexpectedly from heart disease while participating in sports were not known to have heart disease. Most sudden cardiac deaths in athletes younger than 35 years are due to conditions that may be inherited or conditions that the athlete had since birth. Unfortunately, some heart problems that can cause death during sports training and competition are not likely to be detected during sports physicals or routine exams.

Screening Evaluations

Before participating in any sports, young athletes should have a complete physical exam that includes a detailed personal and family history of any heart conditions. Most children and teens who experience heart symptoms during physical activity will not appear to have heart disease during an exam, so more tests may be needed.

Athletic screening (sports physicals) should be done by a health care provider with the training, medical skills, and background to obtain a detailed family history of heart disease, perform a physical exam, and recognize heart disease. Screening evaluations should include a complete medical history and physical exam, including blood pressure measurements.

Parents should complete the medical history forms with their child. Young athletes may be at greater risk and need further evaluation and tests if there is:

1. A history of chest pain, dizziness, fainting, or abnormal shortness of breath or fatigue during exercise.
2. Unexpected sudden death of a family member at a young age. (This could mean there is a possibility of inherited heart disease.)
3. A history of abnormal heartbeat or heart murmur (most murmurs are harmless).
4. Heart and/or eye problems experienced by an athlete who is unusually tall, especially if being tall is not common in other family members.

Electrocardiography (EKGs) and echocardiography (echoes) are not recommended as part of regular screening of athletes. This is because a heart problem is found very rarely.

Recommendations

Most young athletes with heart conditions can participate in most, if not all, physical activities. Deciding whether to participate in physical activities is an individual choice. It is the main responsibility of health care providers to evaluate each individual heart problem and set individual limits of physical activity with appropriate consultation with a cardiologist.

Source: American Academy of Pediatrics: <https://www.healthychildren.org/English/health-issues/injuries-emergencies/sports-injuries/Pages/Sudden-Cardiac-Death.aspx>

❖ Heat Illness

Exertional heat illness includes exercise-associated muscle cramps, heat syncope, heat exhaustion, and exertional heat stroke (EHS). Current best practice guidelines suggest that the risk of exertional heat injuries can be minimized with heat acclimatization and diligent attention to monitoring individuals participating in activities that place them at a higher risk for these types of injuries. In the event an athlete sustains a heat illness, immediate and proper treatment is needed. KS adheres to the Hawai'i High School Athletic Association Heat Acclimatization Policy which includes a 14-day acclimatization protocol, environmental monitoring and modification of practices as needed, proper hydration, recognition of signs and symptoms and an emergency action plan for heat related illness.

Prevention of Heat Illness

- Students should monitor their body weight before and after practice to ensure they are replacing fluids lost, especially during hot and humid events (practices and games).
- Monitor the color of their urine to ensure proper hydration levels. Urine should be a light/pale color similar to the color of lemonade.
- Replace fluids with water and/or sports drinks to replace fluids and electrolytes.
- Be encouraged to get 6 to 8 hours of sleep and eat a well-balanced diet.
- Should not participate in athletics when they have a fever ($\geq 100.4^{\circ}\text{F}$)

Resources:

https://www.sportshigh.com/assets/content/resources/governing_documents/Heat-Acclimatization-Revised-8-22-16.pdf?1478652398

<https://ksi.uconn.edu/>

Each Campus also has emergency preparedness plans for lightening and other natural disasters. The Athletics Director has responsibility for communicating those plans.

Student Accident Insurance

KS provides limited accident insurance for student athletes accidental injuries incurred during participation in school functions, activities, or trips. This insurance provides accident coverage in conjunction with parents' personal medical insurance. For more information, contact the campus athletic office.

Services and Resources

Uniforms, Lockers, Equipment, and Facilities

Student athletes are expected to exercise care of school uniforms, equipment, and facilities, and to report any abuses to their coach or the athletic director. Replacing broken or damaged equipment/facilities can only result in a loss of monies that could be used elsewhere in the athletic program.

Student athletes may receive the following items (vary depending on the sport):

- One combination lock and a locker (if a single locker is not available, lockers will be shared)
- One set of practice clothes
- A set of game uniforms (depending on sport)
- One laundry belt
- One towel (towels are exchanged on a one-for-one basis)
- Socks (available upon request and availability)

In the event that a student athlete withdraws from the team, all items that have been issued must be returned immediately and the student athlete must clear out their locker by the next school day following withdrawal from the team. Failure to clear out their locker within three days of withdrawing from a team will result in the individual's lock being removed. If an individual's lock is removed, personal belongings will be bagged, identified, and held for a period of two weeks from the date of withdrawal. Thereafter, items will be disposed.

Student athletes must return uniforms and equipment on the day after competition, or the next school day if there is a weekend event. They shall clear out their assigned lockers by the next school day following their last competition. Failure to clear out their lockers within three school days following their last competition will result in the individual's lock being removed. If an individual's lock is removed, personal belongings will be bagged, identified, and held for a period of two weeks from the first school day following the conclusion of the season. Thereafter, items will be disposed.

All uniforms (practice and game) and equipment must be returned in good condition at the end of the season. Any stolen, damaged, missing, or un-returned items will be subject to a finance charge that must be paid before any other items are issued, and before any grades are issued. (Seniors may not be able to graduate until their balances are cleared.)

Student athletes will be **charged** the cost of replacement uniforms or equipment. Once uniforms are returned to their respective locker rooms, the locker room attendants will submit a credit slip to the Cashier's Office to credit the student athlete's account.

Student athletes who have not cleared their accounts will not be able to register for classes for the following semester, and seniors will not be able to graduate.

Uniforms

Student athletes' practice and game uniforms are issued under the following guidelines:

- Laundering of Uniforms:
 - All uniforms are to be washed or after each game at school.
 - Home washing is to be discouraged unless transportation makes it difficult to return to campus. In such cases, student athletes will be held responsible for any damage to the uniforms washed outside of school.

- Properly returned uniforms will be washed and dried on the issued laundry belts; and returned to the student athletes' lockers.
- Absolutely **NO PERSONAL ITEMS ARE ALLOWED ON THE LAUNDRY BELTS!** Laundry belts will not be washed if personal items are found on them.
- Game uniforms are to be worn only during interscholastic contests, or upon approval of the Athletic Director. At no time are student athletes to wear their athletic uniforms for school, practice, work/job and socially.
- The wearing of athletic uniforms will be reserved for special school occasions, upon the approval of the Athletic Director.
- Warm-up jackets (e.g. baseball, softball, basketball, cheerleading, etc.) may not be worn to and from school. They should be turned in to the locker rooms after every game along with the uniforms to be laundered.
- All uniforms must be returned the day of or after each event. At the end of the season, student athletes will not be allowed to participate in another sport until all uniforms are returned.

Lockers

Student athlete lockers will be issued according to the following guidelines:

1. Absolutely no rough-housing and throwing of towels or other objects allowed in the locker room. **Hazing of other players is not allowed, and is subject to disciplinary action**
2. No photos or video are permitted to be taken in a locker room without permission from a coach. Misuse of phones will result in disciplinary actions, including release from KS.
3. Since other teams will be using the locker room area, make an effort to keep this area as neat and clean as reasonably possible.
4. All showers must be turned off after showering. The last person to leave the shower room is expected to check all showers.
5. **No one** except coaches and assigned players are allowed in the locker room.
6. No GLASS containers are permitted in the locker room areas.
7. All cleats must be put on and taken off outside of the locker rooms. No metal or hard-plastic spikes or cleats are ever allowed in any other part of the school building. House/shower slippers may be kept in personal lockers and worn in the locker room.
8. Towels for athletics are furnished by the school. Each student athlete will receive a clean towel when lockers are issued and is expected to place it in the proper barrel after each use in exchange for a clean towel
9. Report any vandalism or thefts to the Athletic Utility Workers immediately and notify the Security Department.

Equipment

Student athletes' practice and game equipment will be issued under the following guidelines:

- All student athletes receiving equipment will be responsible for the equipment issued. If the equipment is lost or is returned with abnormal usage, the athlete will be charged accordingly. Equipment must be returned immediately after the athletes sport is completed.
- All athletic equipment is the property of Kamehameha Schools and will not be loaned to outside groups except with the approval of the Athletic Director, and then only in unusual circumstances.

Strength and Conditioning

The strength and conditioning program at KS has several goals and objectives, namely, to:

- Properly utilize a strength training facility in the best interest of all students
- Provide adequate coaching technique in strength training
- Provide program alternatives for achieving specific results

- Ensure that the proper safety measures are being employed during all training sessions. Provide responsibility in the proper care of equipment
- Allow for strength training consultation for all athletic squads and physical education instructors
- Make available opportunities for students to enjoy the benefits derived from a sound strength training program on a year-round basis, and
- Present a program for self-improvement that is open to all students, regardless of athletic affiliation.

Athletes are allowed to use the weight room to improve their strength and overall performance, subject to the following guidelines:

- Shirt and shoes are required in the weight room at all times.
- The weight room will be controlled by the Strength & Conditioning Coaches. Both out-of-season and in-season coaches may supervise the weight room on a schedule as established by the strength coach when he is unavailable. **AT NO TIME ARE ATHLETES TO USE THE WEIGHT ROOM WITHOUT AUTHORIZED SUPERVISION.**
- Lifters must work with a partner.
- Replace all weights on racks immediately following use.
- Know your limits! Work with the coach in determining your limits.
- Do the lifts CORRECTLY. It is better to use lighter weights for correct lifting than heavier weights and run the risk of injury.
- Warm-up with proper stretching exercises.
- Remember, strength training is not only a supplement to other athletic programs, but also a highly skilled activity itself.

Transportation and Team Travel

Transportation to and from Athletic Events

KS provides limited bus transportation to and from athletic events for its coaches and athletic team members. Transportation for athletic events is arranged solely by the Athletic department, and may consist of KS school buses, non-school bus vehicles or approved rental vehicles as KS deems prudent and/or necessary. Student athletes are expected to follow and observe the KS' School Bus Passenger Code, stated in the Bus Transportation section of this Handbook, while being transported to and from all athletic events.

Permission for Alternative Transportation and to Leave the Group

As a general rule, student athletes are required to ride in KS approved vehicles and travel as a team with their coaches and teammates and are not permitted to leave the group or travel separately to and from team competitive events, unless prior approval is obtained with the Permission to Leave the Group form. Parents/legal guardians shall obtain the coach or athletic director's approval before the athletic event by completing and submitting a written request, using the KS Permission for Alternative Transportation or Permission to Leave the Group form, to the student athlete's respective coach. Forms are available online at the KS Maui Athletic website. Permission for alternative transportation is NOT routinely granted unless there is an emergency or unusual circumstance exist. Permission to leave the group is granted by the respective team coach on a case-by-case basis.

Overnight and Inter-Island Travel

Team competition may and oftentimes require overnight and/or inter-island travel. This is especially true for HHSAA sponsored tournaments, which involve Varsity teams traveling to the neighbor islands for competition. KS will provide air and ground transportation for all travel to HHSAA Tournaments, including meals and lodging, for coaches and all team members. Additional parental permission is required. The preferred lodging venue will be KS Kapālama dormitories.

Team members travel to and from athletic events together in KS-approved uniform and/or apparel as a team at all times. Family visits are prohibited. All KS policies and procedures governing student behavioral expectations and conduct as set forth in this Handbook apply to student athletes at all times during team travel.

Itineraries are usually distributed to team members five to seven days before travel. Changes in travel arrangements and itineraries due to personal reasons and/or to accommodate family members are not allowed. Any special circumstances concerning an athlete's travel requires prior approval from school administration. Notify the Athletic Director, in writing, at least 14-days before team departure. Once approved, families are responsible for the arrangement(s) and cost(s) of the alternative travel.

In the event a student misses a KS-sponsored flight, the student shall not make alternative travel arrangements and will not be allowed to participate in team competition. Families are responsible for any cancellation fees, late charges, and/or reimbursements associated with travel changes, no shows, missed flights, etc. Questions/concerns should be addressed to the Athletic Director. In the event of an emergency, coaches have the discretion to modify travel arrangements.

BOTH THIS HANDBOOK AND THE SCHOOL CALENDAR MAY REQUIRE UDATES/CHANGES THROUGOUT THE SCHOOL YEAR. INFORMATION IN THIS HANBOOK AND CALENDAR ARE SUBJECT TO CHANGE AT ANYTIME.

School Calendar

KAMEHAMEHA SCHOOLS MAUI 2024-2025 KU'UPAU

4	Holiday - Independence Day	JULY 2024	JANUARY 2025	1	Holiday - New Year's Day (No School)
24 - 26	Māhele Luna Orientation (Grade 6 and Grade 9)	S M T W T F S 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31	S M T W T F S 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31	2	All-Staff Workday EXCEPT Kumu & Counselors (No School)
31	Lā Ho'ihoni'ea (Sovereignty Restoration Day)			3	In-Service/Workday (No School)
				6	Haumāna Return
				18 - 19	No Homework Weekend
				20	Holiday - Dr. Martin L. King, Jr. Holiday (No School)
				24	Charles Reed Bishop Day (KS Observed)
				28	Mauna 'Ala (Grade 12)

5	First Day of School for all Haumāna	AUGUST 2024	FEBRUARY 2025	12	Accreditation - Early Release (1:30 PM)
16	In-Service/Workday (No School)	S M T W T F S 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31	S M T W T F S 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28	15 - 16	No Homework Weekend
22	Open House - Māhele Luna (6-12)			17	Holiday - Presidents' Day Holiday (No School)
29	Back to School Night - Māhele Lalo (K-5)			28	In-Service/Workday (No School)
31 - 1	No Homework Weekend				

31 - 1	No Homework Weekend	SEPTEMBER 2024	MARCH 2025	1	Ho'olaule'a
2	Holiday - Labor Day (No School)	S M T W T F S 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30	S M T W T F S 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31	6 - 7	Māhele Lalo (K-5) Spring Parent-Kumu Conference (No School for Gr. K-5)
18	Accreditation - Early Release (1:30 PM)			7	End of Third Quarter
				12	SAT (Grade 11) & PSAT (Grades 8-10)
				14	E OLA! Senior Portfolio Presentations
				17 - 28	Spring Break (No School)
				26	Holiday - Prince Kūhiō Day (No School)
				31	Haumāna Return

2	SAT (Grade 12) & PSAT (Grade 11)	OCTOBER 2024	APRIL 2025	16	Accreditation - Early Release (1:30 PM)
4	End of First Quarter	S M T W T F S 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31	S M T W T F S 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30	17	All-School Easter Chapel
5 - 6	No Homework Weekend			18	Holiday - Good Friday Holiday (No School)
7 - 11	Fall Break (No School)			19 - 20	No Homework Weekend
12 - 13	No Homework Weekend				
14	Haumāna Return				
24 - 25	Māhele Lalo (K-5) Fall Parent-Kumu Conference (No School for Grades K-5)				

11	Holiday - Veteran's Day (No School)	NOVEMBER 2024	MAY 2025	1	E OLA! Grade 8 Portfolio Presentations
15	In-Service/Workday (No School)	S M T W T F S 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30	S M T W T F S 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31	2	'Aha Mele
20	Accreditation - Early Release (1:30 PM)			9	In-Service/Workday (No School)
27	All-School Lā Ho'omaika'i Chapel/Lā Kū'oko'a Observed			16	Māhele Lalo (K-5) Hō'iike
28 - 29	Holiday - Lā Ho'omaika'i (No School)			16	Last Day of School for Grade 12 (Only)
30 - 1	No Homework Weekend			19 - 21	Final Exams/Assessments (Grades 9-11)
				21	Grade 5 'Aha 'Awa
				22	Grade 8 Mai Uka a Ke Kai (Last Day for Grade 8 Half-Day)
				22	Last Day (Half Day) - End of Fourth Quarter
				22	Gr. 12 Baccalaureate & Po'o Kula Reception
				23	Graduation
				26	Holiday - Memorial Day

30 - 1	No Homework Weekend	DECEMBER 2024	JUNE 2025	11	Holiday - Kamehameha Day
16 - 18	Final Exams/Assessments (Grades 9-12)	S M T W T F S 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31	S M T W T F S 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30	16 - 30	Hālau 'o Kapikohānaiāmālama - Summer School
19	Founder's Day				
19	Half Day for All Haumāna				
19	End of Second Quarter				
20 - 3	Winter Break (No School)				
25	Holiday - Christmas				

School Hours		
Monday, Tuesday, Wednesday, Thursday, Friday	8:00 am to 2:35 pm	
Campus Contact Information		
	Office	Absence Hotline
Māhele Lalo (grades K-5)	572-3300	572-3210
Māhele Luna (grades 6-8)	572-4200	572-4333
Māhele Luna (grades 9-12)	573-7000	573-7450

1 - 11	Hālau 'o Kapikohānaiāmālama - Summer School	JULY 2025
1 - 18	Hālau 'o Kapikohānaiāmālama - Summer School (DUAL CREDIT)	S M T W T F S 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30
4	Holiday - Independence Day	

Subject to change
V3.3/7/2024

School Map



School Songs

Sons of Hawai'i

Composed by: William B. Olson and Theodore Richards

Be strong and ally ye, Oh sons of Hawai'i
And nobly stand together hand in hand
All dangers defy ye, Oh sons of Hawai'i
And bravely serve your own, your fatherland.

Refrain:

Ring, ring, Kalihi ring,
Swell the echo of our song. Ray, ray, ray, ray,
ray, rah, Ray, ray, Kamehameha, Let hills and
valleys loug our song prolong.

Be firm and deny ye, Oh sons of Hawai'i
Allurements that your race will overwhelm. Be true and rely ye,
Oh sons of Hawai'i,
On God, the prop and pillar of your realm.

Refrain.

I mua Kamehameha

*Written and Composed by Charles E. King
Copyright 1928 Charles E. King Music Co.*

I mua, Kamehameha ē
A lanakila 'oe
Paio, paio like mau
I ola kou inoa
Ka wā nei hō'ike a'e 'oe
'A 'ohe lua ou
E lawe lilo ka ha'aheo
No Kamehameha ē

Forward Kamehameha
Until you have gained the victory
Go forward, strive, strive in unity
That your name may live
Go forward
This is the time for you to reveal
That there is none to compare with you
Take the victory with pride for Kamehameha

Ke Ahupua'a 'o 'A'apueo

Na Kumu Pueo Pata

No ka mokupuni 'o Maui loa
'O Maui nui a Kamalālāwalu
No ka moku Kūlua
'Ihi Kapa Lau Māewa mai nō
No Maui o nā hono a Pi'ilani mai a me
nā kai 'ehā 'o Alenuihāhā,
'o 'Alalākeiki, 'o 'Au'au, a 'o Pailolo nō ho'i

From the island of Maui Loa
Great Maui of Kamalālāwalu
From the Double-Mountained island of the 'Ihi
Kapa Lau Māewa rank indeed
From Maui fo the Bays of Pi'ilani and
the four seas of 'Alenuihāhā
'Alalākeiki, 'Au'au, and Pailolo

No ka moku 'o Kula mai
'O Pōhaku Pālaha ka piko o luna a 'o
Ke kula o kama'oma'o a me ke kai
'o Ānehe nā kapa o lalo
He 'āina i milia e na makani
He kui, he hau, he kēhau, he Nā'ū,

From the districk of Kula
Pōkahu Pālaha is the point or origin
above the plains of Kama'oma'o and the sea
of Ānehe are the boarders below
It is a land caressed by the
Kiu, Hau, Kēhau, Nā'ū

he Moa'e, a he Kona
He 'āina i ma'ū i nā ua
He Nāulu, he 'Ūkiukiu, he Koko, he Lilinoe
A me nā wai 'ope o nā lani

No ke ahupua'a mai i kapa 'ia no ka wahine
wiwo'ole a Pueokāia nō - 'o 'A'apueo ho'i
He 'āina i kaulana i nā pu'e o ka lani
'O Kiha a Pi'ilani
'O Kaluapūlani a me Kali'aliniui nā pe'a aloha o ka 'āina
o ka 'āina i ke alo nō o Pu'u o Weli
i ka malu o Pu'u Pane
a i ka poli ho'i o 'Aheleakalā

Aloha 'A'apueo

Na Ikaika Mendez

Aloha 'A'apueo 'āina kaulana
He 'āina kula manu 'ōiwi ē

Kilohi i ka nani o Haleakalā
Akaaka wale 'oe i ka hanohano

Ku'u kula malu ē
Ku'u 'āina pili ē

Ku'ue home ho'ona'auao
Aloha 'A'apueo

Kū hanohano 'o Pu'u o Weli
Me he kia welina pākanaka

Aia lā i uka 'o Pu'u Pane
He pane a kū keha nei

Huli aku a nānā iā Wailuku
I ka malu a ka hēkuawa ē

E ho'i i ka piko hānai a mālama
I ao mai ka mālamalama o Kalani Nui

Moa'e, and Kona winds
It is a land dampened by
Nāulu, 'Ūkiukiu, Koko, and Lilinoe rains
along with the waters bundled in the heavens

From the land division named for the fearless
wife of Pueokāia - 'A'apueo
A land famous for the sweet-potato mounds of
the chief, Kiha a Pi'ilani
Kaluapūlani and Kali'aliniui are the boundaries
of the land in the presense of Pu'u o Weli
in the shelter of Pu'u Pane,
and in the bosom of 'Aheleakalā

Beloved is 'A'apueo, famous land
Plains for the native birds

Glancing at the beauty of Haleakalā
Clearly visible and dignified

My school of protection
Land close to my heart

Home of enlightenment
Beloved is 'A'apueo

Pu'u o Weli stands dignified
As a pillar of greetings to the people

There above is Pu'u Pane
The summit that stands proudly

Turn and look towards Wailuku
And the shadows of the valley

Turn back to the piko that raises you
So the light of Kalani Nui brightens



KAMEHAMEHA SCHOOLS®

Board of Trustees

Elliot Kawaiho'olana Mills –Chair

Crystal Kauilani Rose – Vice Chair

Jennifer Noelani Goodyear-Ka'ōpua, Ph.D. – Secretary/Treasurer

Michelle Ka'uhane

Robert K.W.H. Nobriga

Chief Executive Office

Livingston “Jack” Wong

Education

Scott K. Parker, Ed.D. – Ke Po'o Kula

Kelly Dukelow – Ka Hope Po'o Kula

Lance Cagasan – Ke Po'o Māhele Luna

Yann Lussiez, Ed.D. – Ke Po'o Māhele Lalo

Jay-R Ka'awa – Head, Summer and Extended Learning

Leo Delatori – Dean, Student Support Services

R. Kanani Franco, Chaplain

Danny Mynar – Director of Operations

Debbie Kato, Fiscal Administrator

Sheleen Quisquirin – Program Director, Academic Systems and K-12 Registrar

Kimberly L. Thomas – Manager, Ke Ke'ena o Ke Po'o Kula

Chris Sugidono, Program Director, Communications and Campus Relations