



Kamehameha Schools®  
PRESCHOOLS

# STUDENT AND PARENT HANDBOOK

2024-2025



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

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

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

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## STATEMENT ON THE HANDBOOK

This handbook provides parents information regarding Kamehameha’s policies and services. This handbook supersedes any prior handbooks. The statements and policies 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 our 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 school 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 this handbook.

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

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

<https://www.ksbe.edu/education/preschools/health-and-safety-measures>

# Our Mission, Vision, and Values Statements

## Our Mission

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

## Our Vision

Kamehameha Schools is a dynamic and nurturing learning community committed to educational excellence. We assist people of Hawaiian ancestry to achieve their highest potential as "good and industrious men and women." We do so by contributing to their development as people who are:

- Grounded in spiritual and Christian values.
- Intellectually, emotionally and socially self-reliant.
- Resourceful, resilient, life-long learners.
- Equipped with the skills they need to succeed in endeavors of their choosing.
- Responsible, ethical, contributing members of their multi-cultural and diverse communities.
- Prepared to practice and perpetuate the Hawaiian values and traditions of Ke Ali'i Pauahi.

Each Kamehameha Schools' campus or educational site is a kula Hawai'i – a Hawaiian school – where all leaders, staff and students are committed to educational excellence through strong teaching and meaningful learning that supports the renewed vibrancy of Hawai'i's indigenous people and their life-long success in the 21st century world.

This commitment to high levels of achievement is established on the belief that a vibrant Hawaiian people (Lāhui Hawai'i), engaged in rigorous learning experiences, steeped in ancestral knowledge and understanding ('Ike Hawai'i) and rooted in their mother tongue ('Ōlelo Hawai'i), will continue to thrive in a living culture (Nohona Hawai'i) enabling them to compete globally in ways that contribute to and enrich humankind.

This renewed vibrancy requires educational opportunities that advance the social, cultural, economic and political status of Native Hawaiians in their own homeland and in the world. These mission-centered outcomes require diverse educational expertise and background, and a significant, sustained commitment of programmatic, human and financial resources. Guided by the vision of Ke Ali'i Pauahi, Kamehameha Schools dedicates itself to achieving these outcomes to ensure a dynamic future for Native Hawaiians.

## Our Values

Great was Pauahi's love for God and the Hawaiian people, whom she served. Because she valued the pursuit of knowledge, she believed that education would be the key to their well-being. Pauahi was blessed with much worldly wealth and understood that this blessing was accompanied by profound responsibility. Therefore, it is fitting for the Kamehameha Schools 'ohana, called upon to carry her legacy forward, to humbly do so through good thoughts and deeds that reflect the values of stewardship in her will.

Kamehameha Schools is grounded in the Christian and Hawaiian values embraced by Ke Ali'i Pauahi. *Aloha*, love and respect for the Lord, our natural world, and one another, is our foundation. *'Imi na'auao*, the quest for knowledge and enlightenment, is essential for an educational institution such as Kamehameha. *Mālama*, caring for one another and all aspects of Pauahi's legacy, will enable our institution to flourish. *'Ike pono* urges us to integrate our intellect and our intuition. *Kuleana* denotes the responsibilities which accompany our blessings. Let us *ho'omau*, persevere, with *ha'aha'a*, humility, in all that we do.

## Our Philosophy of Education

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

The foundation comes first and then the building.

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

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

Therefore, Kamehameha Schools will:

- Foster pride in the Hawaiian culture, language, history and traditions that serve as its foundation.
- Integrate *'Ike Hawai'i* into its educational programs and services.
- Provide the necessary learning opportunities, resources and training to deepen the understanding of *'Ike Hawai'i*.
- Strengthen the relationship and the responsibility of its learners to the *'āina*, its resources and traditions.

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

Therefore, Kamehameha Schools will:

- Acknowledge the uniqueness of each learner.
- Assist each learner in achieving core understandings and skills.



- Offer enrichment opportunities to encourage each learner to develop individual talents and interests.
- Strive to be available and affordable to encourage broad participation of the learning community.

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

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

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

Therefore:

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

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

Therefore, Kamehameha Schools will:

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

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

Therefore, Kamehameha Schools will:

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

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

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

Therefore, Kamehameha Schools programs will:

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

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

Therefore, Kamehameha Schools will:

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

## 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 development. Our school will help your children achieve their highest potential by providing a setting for formal learning – classrooms, staff, materials, equipment, facilities and other students – and by facilitating active, meaningful learning experiences. Supporting your child will ensure that they get the most out of these educational experiences. To make certain this happens, we hold you to the following expectations:

### Appropriate Behavior and Attire While on Campus and During School Events and/or Activities

Kamehameha Schools (KS) Preschools practices and teaches our keiki the three core Hawaiian values of Aloha, Mālama and Kuleana. To support your keiki in learning these values, it is expected that family members while on the campus and at school events and/or activities will behave in ways that exemplify these values and will dress in attire that is appropriate.

### 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.

### Pilina ‘Ohana (Family Engagement)

The involvement of family is important to your child’s school success. From the day they are born, children live within a family that shapes their lives. There is increasing and consistent evidence that the role of the family is an important factor in young children’s self-concept, language development and academic achievement.

Kamehameha Schools encourages family participation and support with classroom activities, completing required documents in a timely manner, attending family workshops,

attending conferences, participating in field trips, and attending other school functions and special events to provide optimal experiences and promote student development.

## **Kipa ‘Ohana (Family Home Visits)**

During the home visit, you and your child will meet with your child’s teaching team prior to the beginning of school. We look forward to meeting your children at home and learning about their interests. This is one of the best ways for you, your child and the teaching team to form a relationship and build a home-school partnership. We ask that parents or the child’s legal guardian be present during this visit. This is an important opportunity to share any information concerning your child’s participation in our program.

## **Ho’okipa Nā Keiki (Student Orientation)**

The transition from home to school is a major step for preschool children. Your child’s teaching team will work with you to make this a positive experience. Our phase-in schedule of short periods of attendance allows children and families to become gradually comfortable with their new environment, school routine and preschool staff.

## **Hana Like (Family Time)**

Hana Like is a block of time during the school day for families to support their children’s learning in the preschool environment. It allows you to spend quality time with your child doing an activity together. This time is most valuable when your child has your undivided attention. Therefore, due to health and safety concerns, we do not encourage siblings to attend Hana Like activities. However, if you bring other children to the classroom, it is critical that you monitor them closely so that Kamehameha Schools remains in compliance with State of Hawai’i Licensing requirements.

## **‘Aha Mākua (Parent Conferences)**

‘Aha Mākua, which are held two times a year, allow parents and teachers to exchange important information. Information and samples of your child’s work will be shared with you during conferences. We invite you to work with our staff to set goals for your child, understand their strengths and identify areas where additional support may be needed. You and/or your child’s teacher may request additional conferences at any time throughout the school year.

## **Heluhelu Puke (Keiki Book Bag Project)**

Heluhelu Puke is a classroom lending library of children’s books for teachers and parents to use to introduce children to rich literature and to promote important pre-reading skills. The lending library allows your child an opportunity to select different books to take home and read throughout the school year. Having a regular reading routine at home with your child will enhance and support a love of reading and language development.

## **iPad 1:1 Program**

Each child will be assigned an iPad to use while in the program. The iPads provide hands-

on and engaging learning experiences. The iPads are used as one of many tools and resources to support and enhance children’s learning. The iPads are integrated into the environment, curriculum and daily routines. It is a tool that will help children to explore, create, problem solve, observe and learn from each other. The iPads will also strengthen the connection between home and school by creating an opportunity for two-way communication and sharing of student progress between their families and teachers.

## **Papahana Kāko’o ‘Ohana (‘Ohana Workshops)**

Throughout the school year, Papahana Kāko’o ‘Ohana will be offered to share information on a variety of topics that will support your child’s development and enrich you and your child’s preschool experience. **We encourage you to attend as many as you can!**

## **Hana Manawale’a (Volunteering)**

We invite parents to assist in our program. If you are able to kōkua (help), please see your child’s teaching team for ideas on how you can help. Also, please help us comply with our preschools’ policies and procedures by referring to the “Visitors and Volunteers” section of this handbook for further information (page 35).

## **Service-Learning Activities**

Families, children and staff may be asked to participate in service-learning activities. KS preschools do not engage in nor support student fundraising activities/programs.

## **Addressing Parent/Staff Concerns**

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.

## **Emergency Contacts and Authorized Pickups**

Parents must provide the addresses and phone numbers of at least three adults who will be:

- Authorized to pick up their child in case of illness or emergencies, AND
- Sign their child out of school on normal days if parents are not available.

These people must:

- Be an adult (18 years or older). Children will not be released to siblings that are under 18 years of age.
- Have access to a car or transportation in order to pick up your child when the school notifies you to do so.
- Be within 15 minutes driving distance from the preschool site.

Emergency Contacts and Authorized Pickups are required to follow sign-out procedures and may be required to show a picture ID upon request.

Changes to Emergency Contacts and Authorized Pickups may be made at any time by notifying the preschool office or teaching staff and completing a Change Form **48 hours prior to pick-up**. Please keep the contact information for your child's authorization to pick up list updated at all times.

If, at any time, your Emergency Contacts and Authorized Pickups are unavailable or they do not respond to our calls, your child may be requested to remain at home until you can provide us with more reliable numbers.

## Change of Address and Other Information

Parents must notify the preschool office or teaching staff immediately if there are any changes in:

- Address
- Home, cell or business phone numbers
- Email address
- Emergency Contacts and Authorized Pickups or changes to their contact information
- Doctor or medical insurance information
- Health conditions
- Legal custody and temporary restraining orders

This information is vitally important to us while your child is in our care. In the event of health or weather emergencies, an accurate emergency contact number is essential to your child's comfort and well-being.

## What to Bring on the First Day of School

On the first day of school, your child should bring the following items:

- Change of Clothes, including Underwear – Place in a plastic bag labeled with his/her name. If your child's classroom is air conditioned, we recommend you include a jacket or sweater to be left at the school in case your child needs to use it.
- Child-sized Blanket or Beach Towel for Nap Time - It must be large enough to cover your child from head to toe and be able to fit in their cubby.

**ALL ITEMS SHOULD BE LABELED WITH YOUR CHILD'S NAME AND WILL BE KEPT IN THEIR ASSIGNED CUBBY.**

## 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. For this reason, the use of these marks in connection with the sale of any products

or any commercial activity, or any use of these marks that implies sponsorship or endorsement by KS of any activity (even a non-commercial activity) requires the written approval of KS. To learn more about these requirements, please contact the Preschool Director of Operations at (808) 534-8320.



KAMEHAMEHA SCHOOLS®

## Resource Centers

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

### KS Resource Center – East Hawai‘i

Caroline Boiser, Manager  
Ranell Sioloa, Coordinator  
Keahi Pakani, Coordinator  
16-545 Old Volcano Road  
Kea‘au, HI 96749  
Phone: (808) 982-0851 | Fax: (808) 932-4426  
Email: [ksrc@ksbe.edu](mailto:ksrc@ksbe.edu)

### KS Resource Center – West Hawai‘i

Caroline Boiser, Manager  
Eloise Haake, Coordinator  
Haunu‘u Ho‘opai, Coordinator  
Keauhou Shopping Center, Phase II  
78-6831 Ali‘i Drive, Suite 429  
Kailua-Kona, HI 96740  
Phone: (808) 322-5400 | Fax: (808) 322-5437  
Email: [ksrc@ksbe.edu](mailto:ksrc@ksbe.edu)

### KS Resource Center – Maui

Brandi Ferguson, Manager  
Stacey Eaton, Sr. Admin. Asst.  
175 N. Market Street  
Wailuku, HI 96793  
Mailing address:  
PO Box 514  
Wailuku, HI 96793  
Phone: (808) 242-1891 | Fax: (808) 242-0824  
Email: [ksrc@ksbe.edu](mailto:ksrc@ksbe.edu)

### KS Resource Center – Moloka‘i

Frances “Maka” Cobb-Adams, Manager  
Kūlana ‘Ōiwi Complex  
612 Maunaloa Highway, Bldg. A  
Kalama‘ula, HI 96748  
Mailing address:  
P.O. Box 1047  
Kaunakakai, HI 96748  
Phone: (808) 553-3673  
Email: [ksrc@ksbe.edu](mailto:ksrc@ksbe.edu)

### KS Resource Center – Kaua‘i

Bricen Moritsugu, Manager  
Tylen Morita, Administrative Coordinator  
Kamehameha Schools Community Hale  
3201 Akahi Street  
Līhu‘e, HI 96766  
Phone: (808) 245-8070 | Fax: (808) 245-2848  
Email: [ksrckauai@ksbe.edu](mailto:ksrckauai@ksbe.edu)

### KS Resource Centers – O‘ahu

Jason Doi, Manager  
567 S. King St., Suite 131  
Honolulu, HI 96813  
Phone: (808) 534-8080  
Email: [ksrc@ksbe.edu](mailto:ksrc@ksbe.edu)

Ko‘olau Resource Center  
Day Mau, Coordinator  
Windward Mall – 2<sup>nd</sup> Level (Macy’s Wing)  
46-056 Kamehameha Hwy., #285  
Kāne‘ohe, HI 96744  
Phone: (808) 534-8780  
Email: [ksrc@ksbe.edu](mailto:ksrc@ksbe.edu)

Mā‘ili Resource Center  
Kini Pihana, Coordinator  
Community Learning Center at Mā‘ili  
87-790 Kulauku St.,  
Wai‘anae, HI 96792  
Phone: (808) 843-9650  
Email: [ksrc@ksbe.edu](mailto:ksrc@ksbe.edu)

# Our Education Program

## Licensing Requirements

All of our Kamehameha Preschools are licensed by the State of Hawai'i – Department of Human Services and follow their guidelines for preschool operations and management. The table below lists the maximum number of children allowed at each preschool site.

### Kamehameha Preschools Licensed Seats: SY 2024-2025

ISLAND	PRESCHOOL	Street Address	City	Zip Code	DHS Seats
<b><u>O'AHU</u></b>	Hale'iwa	66-279A Hale'iwa Road	Hale'iwa	96712	36
	He'eia	46-430 Kahuhipa Street	Kāne'ohe	96744	114
	Hoaliku Drake	87-115 Wai'olu Street	Wai'anae	96792	112
	Kahalu'u	47-253 Waihe'e Road	Kāne'ohe	96744	20
	Kahuku	56-117 Pualalea Street, #17	Kahuku	96731	20
	Kalihi-Pālama	1850 Makuakāne Street	Honolulu	96817	144
	Kapālama	1867 Kaikunāne Loop	Honolulu	96817	96
	Kikiwelawela	46-125 Ha'ikū Road	Kāne'ohe	96744	80
	Mā'ili ELC	87-790 Kulauku Street	Wai'anae	96792	40
	Nānākuli	89-101 Farrington Hwy.	Wai'anae	96792	120
	Pu'u Kāhea	85-179 Ala Hema Street	Wai'anae	96792	80
	Waimānalo	41-235 'Ilauhole Street	Waimānalo	96795	80
<b><u>HAWAII</u></b>	Hāmākua	43-1377 Hawai'i Belt Road	Pa'auilo	96776	36
	Hilo	300 W. Lanikāula Street	Hilo	96720	40
	Hōnaunau	84-5574 Hōnaunau Beach Road	Captain Cook	96704	22
	Kailua-Kona	75-5713 Ali'i Drive	Kailua-Kona	96740	48
	Kea'au	15-1906 20th Avenue	Kea'au	96749	20
	Keukaha	162 Baker Avenue	Hilo	96720	80
	Kohala	55-1999 Kohala Mountain Road	Hāwī	96719	40
	Kona	74-5100 Palani Road	Kailua-Kona	96740	60
	Pāhoa	3022 Puna Road	Pāhoa	96778	38
	Pi'ihonua	1350 Waiānuenuue Avenue	Hilo	96720	40
	Waiānuenuue	374 Waiānuenuue Avenue	Hilo	96720	40
	Waimea	64-780 Māmalahoa Hwy.	Kamuela	96743	80
<b><u>MAUI</u></b>	'A'apueo	275 'A'apueo Parkway	Pukalani	96768	30
	Hāna	5060 Uakea Road	Hāna	96713	28
	Paukūkalo	661 Kaumuali'i Street	Wailuku	96793	120
<b><u>MOLOKA'I</u></b>	Kalama'ula	612 Maunaloa Highway, Bldg. A	Kaunakakai	96748	20
<b><u>KAUA'I</u></b>	Kapa'a	5021 Kawaihau Road	Kapa'a	96746	40
	Kaumakani	2201 Kaumakani Road	Kaumakani	96747	80

*Subject to change. Current as of 5/2/24.*



## Liability Insurance

Kamehameha Schools (KS) carries liability insurance as required by the State of Hawai'i. Liability insurance policies have \$1,000,000 in coverage and are renewed annually. KS' primary liability insurance carrier is P&C Insurance Company, LLC. Information concerning KS' liability insurance coverage may be obtained by contacting KS' Risk Management department at 808-534-8526.

## Accreditation

The National Association for the Education of Young Children ("NAEYC") recognizes early childhood programs, which meet national standards of quality. As an accredited program all Kamehameha Preschools have met the NAEYC requirements and continue to meet a variety of strict criteria related to providing developmentally appropriate experiences for children ranging in age from 3 to 5-years old. Our preschool program considers what is known about how children learn and develop; individual child's strengths, interests and needs; and the social and cultural contexts in which children live in order to implement a developmentally and culturally appropriate program.

In addition, as an accredited program, Kamehameha Schools employs qualified and trained staff and ensures an adequate number of staff for the number of children, meeting stringent health and safety standards, and providing opportunities for parent involvement. The accreditation process includes an on-site study of the program and review by a three-member national commission.



## E Ola! (*Live On!*)

### Learner Outcomes at Kamehameha

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

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

**KAMEHAMEHA SCHOOLS®**

# E Ola! Learner Outcomes

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

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

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

**'Ike Kūpuna**  
Ancestral experiences, insights, perspectives, knowledge, and practices

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

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

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

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

**Alaka'i Lawelawe**  
Servant leadership

**Kūlia**  
Excellence

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

**Academic Competence**

**Growth Mindset**

**Self-efficacy**

**Problem Solving**

**Innovation and Creativity**

**Collaboration**

**Global Competence**

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

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

*Ua lehulehu a manomano ka 'ikena a ka Hawai'i.*  
Great and numerous is the knowledge of the Hawaiians.  
Pukui #2814

“Established in the wisdom of our kūpuna, and embracing the uniqueness of each learner, Kamehameha Schools *E Ola! Learner Outcomes* serve to strengthen the capability and well-being of Native Hawaiian learners” (KS Cultural Principles and HCBE Framework). “These outcomes foster students' development to become local and global servant leaders who are culturally engaged and play significant roles in creating strong 'ohana and communities throughout ka pae 'āina o Hawai'i and beyond” (KS E Ola! Framework).

Building on E Ola! as the educational core, Kamehameha Schools Preschools (KSP) is committed to educating the whole child by nurturing their spiritual, cultural, physical, social and emotional, and academic growth and development which sets a strong foundation to build 'ōiwi leaders. The *E Ola! Learner Outcomes* are realized through our kumu who design and implement age appropriate curriculum delivered through Hawaiian Culture-Based Education that develops Native Hawaiian identity and a strong foundation for learning rooted in Hawaiian culture, knowledge, values, and practices. At KS Preschools, keiki develop their Native Hawaiian identity by learning about their

mo'okū'auhau (genealogy) and kaiāulu (communities), engaging in experiences to learn about the ahupua'a and related systems. Well-designed learning environments are reflective of place, culture, 'ōlelo Hawai'i, and the learners. 'Ohana are engaged as teaching and learning partners to reinforce practices and concepts in both their home and communities. Nā Pilina (relationships) are an essential component of the program and are fostered among keki, kumu and 'ohana when they practice the core values of *aloha kekahi i kekahi* (love one another), *mālama mau* (always take care), and *mālama kuleana* (be responsible). Collectively these components facilitate opportunities for meaningful learning experiences.

**Reference:**

Kamehameha Schools' Cultural Principles and Hawaiian Culture-Based Education Framework.

Kamehameha Schools' E Ola! Framework.

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

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

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

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

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

### **School-wide behavioral expectations**

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

## **Core Hawaiian Values**

The Hawaiian cultural values of *aloha*, *mālama*, and *kuleana*, as exemplified by *Ke Ali'i Pauahi*, are an integral part of your child's preschool learning experience. KS strives to nurture these values while continuing to provide a learning environment that is safe, educational, culturally-grounded, enjoyable, and enriching.

**Aloha kekahi i kekahi.**

*(Love one another.)*

*We live aloha when we are respectful, sincere, and empathetic.*

*"Love one another." John 13:34*

**E mālama mau.**

*(Always take care.)*

*We show mālama when we take care of ourselves, each other  
and our communities.*

*"Care for one another." 1 Corinthians 12:25*

**E hana i ke kuleana.**

*(Be responsible.)*

*We show kuleana when we take care of our responsibilities  
and actively participate in our communities.*

*"Everyone must do their own work." Galatians 6:5*

We practice and integrate these values in our Program through five components.

1. **Nā Pilina Aloha** - Building Relationships  
We focus on the importance of building relationships that are based on trust and understanding between the kumu, keiki, and 'ohana.
2. **Ka Lauhoe** - Working as Teams  
We focus on the importance of using a team approach to support keiki and 'ohana.
3. **Ke Ao Ākea** - Designing the Learning Environments  
We focus on the importance of creating engaging environments that reflect knowledge of child development, the 'āina, the keiki and allows each keiki to reach their full capacity.
4. **Ka Mālamalama** - Guiding Learning  
We focus on the intentional decision-making and the learning process as a time of enlightenment while helping each keiki shine.
5. **Ka Hō'ōia** - Ensuring Keiki Outcomes and Program Quality  
We focus on how our assessment process helps kumu intentionally plan for future interactions and ensures that our program is high quality.

## Assessment

Our preschools use the E Ola! Standards as the foundation for curriculum, instruction and assessment. E Ola! is used to assess student growth and achievement as it relates to developing Native Hawaiian Identity and Learners' Strong Foundation rooted in Hawaiian culture, knowledge, values and practices. Progress is also assessed in the following social-emotional and academic domains:

- *Personal and Social Development*
- *Language and Literacy*
- *Mathematical Thinking*
- *Scientific Thinking*
- *Social Studies*

Teachers gather information on children's growth, development and interests through observation and use the information as a guide for planning curriculum and instruction and determining topics of study. Our teaching staff shares this information with you during parent conferences.

In addition, our program uses two developmental screening tools that provide additional information on development and can help to identify children that may need further assessment or a comprehensive evaluation.

- *Social Skills Improvement Scale – Social Emotional Learning (SSIS-SEL)* is a criterion-

referenced screening tool completed by teachers on all students. The information provides guidance on areas for improvement and the use of teaching strategies to support social-emotional learning and development. It also identifies if there is a need for further evaluation.

- *Developmental Indicators for the Assessment of Learning, 4<sup>th</sup> edition (DIAL-4)*, is a developmental screening for identified children to help determine if there is a need for further assessment.

## Daily Activities/Routine

<i>Hāmama ka ʻĪpuka (Arrival)</i>	The preschool day starts with parents bringing their children to the classroom and signing in. Children engage in various activities (e.g. reading, writing/drawing, puzzles, art, games, etc).. Parents are encouraged to participate.
<i>Piko (Morning Protocol)</i>	During piko, children and teachers engage in daily cultural and spiritual practice which includes place-based pule, oli and mele that help them connect to one another, the ʻāina and their kūpuna.
<i>Hālāwai (Circle Time or Large Group Meeting)</i>	Teachers and students meet as a whole class for instructional time which may include a variety of learning experiences such as morning message, calendar, mele, moʻolelo, show and tell and the introduction of a new lesson or learning center, etc.
<i>ʻAi Māmā (Snack)</i>	Children are provided snack two times during the day. Once in the morning and once in the afternoon following nap time.
<i>Nā Kaunoʻo</i>	Children engage in indoor and outdoor learning centers designed to provide opportunities to learn through Hawaiian culture-based education while also developing gross motor skills, fine motor skills, social skills and academic skills such as reading, writing, math and science.
<i>Wā Moʻolelo (Storytime)</i>	The teacher or teaching assistant shares stories with children.
<i>ʻAina Awakea (Lunch)</i>	Children sit together with the teacher and teaching assistant for lunch.
<i>Wā Hiamoe (Nap)</i>	Children sleep/rest in the classroom on their own sleeping mats.
<i>Hālāwai (Afternoon Circle Time or Large Group)</i>	Teachers and students meet as a whole class to review lessons and bring closure to the school day.
<i>Nā Kaunoʻo (Learning Centers)</i>	Classrooms may combine at the end of day and children engage in various learning experiences both indoor and outdoor.
<i>Aloha, A hui hou</i>	Children gather their things and leave for the day. Parents or authorized adults pick up children in the classroom and must sign them out.

To support student engagement throughout the day, you will see:

- Lessons and learning experiences taught through Hawaiian culture-based education.
- Positive interactions that foster meaningful relationships and support the development of social-emotional competence.
- Indoor and outdoor learning environments that reflect the culture and local environment of the children.
- Rules and routines posted and used by children and teaching staff, as needed.
- Instructional materials that are culture-based, challenging and engaging.
- Indoor and outdoor environments that are clean with equipment/materials in good working condition.
- A language rich environment.
- Purposeful and meaningful play as the main vehicle for learning.
- Children are supervised by teaching staff at all times.
- Children participating in mele, oli, pule, mo'olelo and games for learning about their Hawaiian culture and Christian values.
- Child-initiated exploration and play and teacher-guided instruction.
- Teachers use various strategies and activities and adjust for individual differences in children.

## Behavioral Expectations and Developmental Readiness

To fully benefit from our program, your child must be able to:

- Dress/undress self.
- Feed self with a fork/spoon and drink from a cup.
- Separate from parents with minimal disruption.
- Be independently mobile.
- Demonstrate safe behaviors which do not pose a direct threat to self and others.
- Understand and follow simple one-step direction.
- Participate in the daily activities and routines independently.

## Toileting Expectations

All children enrolled in the preschool program must be fully toilet-trained. A child who is fully toilet-trained can:

- Verbalize his/her needs.
- Use the toilet without assistance.
- Dress and undress self.
- Wipe self independently.
- Demonstrate self-control.

Children using disposable training pants (i.e. "pull-ups") are **NOT** considered fully toilet-trained. Preschool staff are **NOT** authorized to provide diapering or ongoing toileting assistance.

We recognize that toileting accidents will occur. If a child has an accident at school, the teaching staff will care for the child, assist the child in cleaning up/changing clothes and contact the parent/guardian (care, clean, and call).

After the initial orientation period, if a child has **two accidents within seven consecutive days**, the teacher will:

- Talk with parents after each incident to discuss the child's toileting patterns at home and provide information on toilet training, if necessary.
- Document each incident.
- Inform the Hope Po'o Kumu of each incident.
- Schedule a meeting with the family and the Hope Po'o Kumu and/or the School Counselor to discuss possible reasons for the accidents (e.g., change in routine, family dynamics, stress, illness, etc.) and to create a plan of action that may include, but not be limited to:
  - Giving the child time at home for two weeks to work on toileting skills, or
  - Allowing an adult to come to school with the child for two weeks to help the child with toilet training while in school.

If the child continues to have accidents in school, even with the support noted above, the child may be released from the program. Toileting accidents that occur several weeks or even a month apart shall not be counted cumulatively. **Also, parents are responsible for paying tuition for the program during the leave period(s).**

## Huaka'i (Field Trips)

Huaka'i (Field Trips) are planned throughout the school year to share interesting experiences and explore places. They are off-campus learning activities that may be taken by bus or on foot. Children must arrive at school on time for field trips and be signed in before field trip departure.

A notice will be distributed regarding date, time, place and proper clothing for each huaka'i (field trip). Parents agree to huaka'i participation during the enrollment process and are welcome to accompany the group on designated excursions as chaperones. **KS requires all chaperones to complete KS's preschool volunteer requirements before participating in any huaka'i.** Please see the *Visitors and Volunteers* section of this Handbook for additional information (page 35).

Chaperone sign-up sheets shall be posted in your child's classroom once a huaka'i is planned. As a huaka'i chaperone, it is your kuleana to interact with and pay attention to the children who are assigned to you. Your cooperation is essential for the health and safety of the children.

## Huaka'i Attire

For identification and safety purposes, children are required to wear a Kamehameha Schools t-shirt for huaka'i (field trip) activities. Kamehameha Schools will provide one t-shirt per



keiki each school year. Any child who arrives at school without a huaka'i (field trip) t-shirt will not be able to participate in the huaka'i (field trip).

To ensure appropriate and reasonable huaka'i (field trip) wear, please check with your teaching staff. For example, children may be asked to wear shorts for picnics, long pants for hikes, etc.

- Due to health and safety concerns, students are required to wear covered athletic shoes. Slippers and sandals are not allowed on field trips.
- Adults should wear footwear that is appropriate and reasonable for the huaka'i .

**KS does not allow siblings to attend huaka'i nor shall unauthorized adults, chaperones and/or siblings be allowed to join the class at the huaka'i site.**

## Huaka'i Transportation

Depending on the huaka'i activity, KS may provide transportation to and from the scheduled activity in approved school transportation vehicles. When KS provides transportation, chaperones are expected to join keiki on the bus and help support keiki safety. For the safety of the passengers and driver, buses utilized by Kamehameha Schools may have video cameras installed with audio capability that allows for the recording of oral communications in the interior of the buses.

## Students with Disabilities

The Americans with Disabilities Act, as amended, prohibits discrimination against individuals with physical or psychological disabilities. It is the policy of Kamehameha Schools to make its programs, services and activities accessible to qualified persons with disabilities, 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/herself or to others. A "qualified person with a disability" refers to an individual with a disability that is otherwise qualified to participate in any given school, program or activity.

For disabilities or chronic medical/systemic disorders, please contact your regional Hope Po'o Kumu (Vice-Principal) to find out if your child qualifies for disability related services and/or accommodations within Kamehameha Schools' Preschool program.

## Notification of Program Changes

KS Preschools will give families written notice at least 30 days prior to any major changes to the program, except for emergencies.

# Before and After School

## Student Arrival and Departure

For your child's safety, daily arrival and departure procedures are followed:

### Signing-in:

- A **parent or adult** must take the child into the classroom every morning.
- Sign-in sheets are posted at the classroom entrance. Please write TIME and INITIALS on the sheet and stay with your child until they have been greeted by the teacher/teaching assistant.
- On the first day of each week, please wait until your child has a health check (see the "Health Check and 'Uku Policy" section of this handbook).

### Signing-out:

- At the end of the school day, children must be signed-out by either a **parent or authorized adult (18 years or older)**. Please write TIME and INITIALS on the sign-out sheet before leaving the classroom.
- Please be sure that your child says goodbye to the teacher/teaching assistant, so they know your child is leaving.
- Authorized adults are required to follow sign-out procedures and may be required to show a picture ID upon request. Parents are expected to inform authorized persons that failure to provide a picture ID will prevent your child from leaving for the day.

These arrival and departure procedures are in keeping with State of Hawai'i licensing regulations. Occasionally, there may be a reason to pick your child up at times other than the end of the school day (see the "Early Pick-ups" section of this handbook).

For health and safety reasons, if you bring other children to the classroom, it is critical that you keep them with you at all times.

## School Transportation

KS Preschools does not provide transportation to and from school.

# Absences, Leaves, Tardiness & Pick-ups

KS Preschools are committed to providing children with high-quality, nurturing educational experiences. In order to accomplish this goal, it is important that your child attends school every day, except in cases of illness, injury, or emergency. Excessive absences (excused or unexcused), tardies, and constant early and late pick-ups interfere with your child’s learning and school routines.

## Absences

Parents shall call the school to report all absences. If your child is going to be absent, please do the following:

- Call the preschool office, as instructed in the “Preschool Site Information” addendum to this Handbook, before 8:00 a.m. each day your child is absent and state the reason for the absence.
- If your child is absent for 4 or more consecutive school days due to illness or injury, you are required to submit a note from your child’s healthcare provider stating student is allowed to return to school and state any limitations of activities and/or food, if applicable, before your child can be readmitted to school.
- If your child was evaluated by a healthcare provider, regardless of the length of the absence, you are required to submit a note from a medical provider (i.e. doctor’s note) indicating any restrictions.
- An unexcused absence will be recorded if the preschool is not notified.

### Absence Examples

Excused Absences	Unexcused Absences
<ul style="list-style-type: none"> <li>• Illness</li> <li>• Emergency medical appointment</li> <li>• Educational testing recommended by counselor/teacher</li> <li>• Family crisis</li> <li>• Court appearance</li> <li>• Funeral</li> <li>• Road Closures</li> <li>• Emergency car trouble, traffic/accident</li> </ul>	<ul style="list-style-type: none"> <li>• Vacation</li> <li>• Parent/student thought school not in session</li> <li>• Missed bus</li> <li>• Overslept</li> <li>• No call/notification of absence</li> </ul>

Extended absences from school can be disruptive to your child’s learning. They may cause your child to experience separation anxiety upon his/her return and to need support to make a positive transition back to school. With that in mind, **we strongly encourage you to schedule all appointments for your child on non-school days or after school hours. Please avoid family vacations during regular school days.**

## Tardies

Please arrive at school on-time. Late arrival is disruptive to your child’s learning and the classroom learning environment. Our morning activities are designed to help your child make a positive transition from home to school and consistent daily routines strengthen his/her learning and development.

Please schedule an appointment with your child’s teacher and/or the Hope Po’o Kumu (Vice-Principal) to discuss any special circumstances which may affect your child’s arrival time(s).

A child will be marked tardy as noted in the “Preschool Site Information” addendum to this Parent Handbook.

## Early Pick-ups

Children are expected to remain in school for the duration of the core program hours. On occasion, if you need to pick-up your child before school is over, please inform the teaching staff ahead of time.

## Late Pick-ups

Late pick-up(s) can be very unsettling for young children since being the last child to go home is never a good feeling and can contribute to his/her fears about going to school. For these reasons we require you to pick up your child on time. Pick-up time is as noted in the “Preschool Site Information” addendum to this Handbook. KS understands that circumstances can sometimes cause you to be late in picking up your child. If this happens, please call the school to let them know that you are running late. If you are 30 or more minutes late, do not contact us and we are not able to reach you or anyone on your emergency contact list, this may be considered a form of neglect which would be reported to Child Welfare Services (CWS) or the police.

## Excessive Absences, Tardies, and Early & Late Pick Ups

Preschool staff record all student absences, tardies, early pick-ups, and late pick-ups. These types of attendance infractions are counted together. Attendance infractions should not exceed ten (10) days in a semester (i.e., first day of school to the first day of Winter Break; and the first day of school in the new year to the last day of school). Should your child have an “excessive” number of infractions, we will meet with parents to determine if we can be of assistance.

An excessive number of attendance infractions will be addressed as follows:

- After the first five attendance infractions, parents will receive a written reminder and/or have a meeting with the teacher reminding parents of school policies on attendance.
- If additional attendance infractions continue, parents may be asked to attend a meeting with the Hope Po’o Kumu (Vice-Principal) to discuss possible solutions. At this meeting, attendance probation may be discussed.
- If attendance infractions persist, steps may be taken to release your child from the preschool program.

In cases of excessive illness-related absences, the school will meet with parents to address the medical status of your child and confer with the Kamehameha Schools Medical Director. At no time will this information be used to penalize students or families.

## Educational & Personal Leaves

Students who need to leave school to address special needs or concerns may be granted a leave of absence. Examples of such leaves include those to address:

- 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, etc.).
- 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.

## Day-to-Day Student Life

### What to Wear to School

Children should come to school dressed comfortably in clothing that is easy to remove and put on independently. Clothing should be clean and easily removable. Footwear is required. Slippers are acceptable for normal school days (label both sides with your child's name).

We recommend:

- Pull-on pants with elasticized waistbands.
- Shoes with Velcro closure, rather than shoelaces, because children take off their shoes during the day.
- Flat rubber soled footwear but not more than 1 inch high.
- All items of clothing should be labeled with your child's name.

We recommend that fancy clothes and one-piece clothing (e.g., overalls, jumpers and long mu'umu'u) be saved for home use.

### Meals and Snacks

#### Snacks

Children are offered a morning and afternoon snack (for example, milk and fruit, crackers, or other nutritious food) during the school day. Snacks are not intended to be a meal replacement. It is important that your child eats breakfast each morning before school in order to function properly during the day. For those allergic to milk, water shall be provided. Confirmation by your child's physician is required. Due to the various allergies that some students have, we do not allow children to bring their own snacks.

#### Lunch

Parents shall provide lunch for their child. Late lunches should be dropped off at the school office, if applicable, or classroom once the school day has begun. **Foods with high sugar content i.e., candy, cookies, soda, pudding and dessert items will be sent home unopened.**

Depending upon the location, event and/or teacher plans, lunch is sometimes provided for children on huaka'i or special events. All food brought on huaka'i shall be consumed or disposed of at the lunch site.

### **Special Diets**

Children with dietary restrictions due to an existing medical condition should have a Special Care Plan completed by their healthcare provider. Please notify the teaching staff immediately if your child has any life-threatening dietary restrictions and provide an epinephrine auto-injector to be kept at the preschool.

In some cases, KS may designate a school site as free of a certain allergen, (for example, "peanut free"). This means no food products/items containing the allergen (for example, peanut butter or food items made with or containing a peanut ingredient) will be allowed at the preschool site. Your child's teaching staff will inform you should this occur.

### **Food for Special Occasions**

Please consult with your child's teacher BEFORE planning any classroom or school event (such as birthdays, seasonal or special parent-child events, etc.). Prior approval from the teacher is necessary. If approval is not obtained in advance of the event, food may not be served.

For health and safety reasons, event foods are limited to prepackaged or commercially prepared items. No candies, gum, or soda will be allowed to be consumed in school. These items will be sent home.

## **Multi-Tiered System of Supports (MTSS)** **Our Learning Intervention Process**

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

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

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

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

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

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

Students who are identified as needing additional supports are reviewed by the Student Support Team (SST) to develop a Student Success Plan.

Parents are kept closely involved.

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

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

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

# **Student Discipline**

KS Preschools provides opportunities for children to develop positive social interactions, develop friendships, and learn new communication skills. We focus on the use of positive behavior support methods that are respectful of the child and are individualized according to each unique strength and need. If your child exhibits challenging behaviors, the school staff will adhere to a process that takes reasonable and appropriate steps to provide for the safety of all children. In addition, the school staff will work to correct challenging behaviors by providing support to students to ensure the quality and safety of Kamehameha's learning environment for all members of the preschool community.

Examples of challenging behaviors may include, but are not limited to:

- Disruptions that affect the learning environment.
- Biting another child or staff member.
- Self-injury.
- Bodily injury, such as kicking, pushing or shoving another child or staff member.
- Inability to self-regulate behavior, such as tantrums, separating from parents with minimum disruption, inability to participate in a variety of large and small group teacher-directed activities.
- Destruction of school property.
- Inappropriate sexual behavior.
- Inappropriate use of language.
- Inability to stay with class or the group.

## **Addressing Challenging Behaviors**

Our program promotes the development of pro-social behaviors through program-wide, classroom, and individual supports. Positive Behavior Support (or "PBS") is a program-wide system designed to teach social skills (e.g., making friends, taking turns, expressing feelings, problem solving) and to prevent and address challenging behaviors. When a child requires individual support, we will work with the family using our Positive Behavior Support process

- a team process that joins the staff and family together to address a child's persistent challenging behavior.

If challenging behavior(s) occurs, the school's staff will take steps to provide for the safety of all students and to address the behavior(s) using a whole-child approach. These steps may include, but are not limited to:

- Talking to the child to determine what happened.
- Discussing and acknowledging the child's feelings/emotions.
- Discussing alternative appropriate choices.
- Review desired expectations.
- Provide teacher directed alternative choices.
- Teaching and modeling problem solving techniques such as using your words, taking turns, walking away, finding another activity, etc.

If the challenging behavior (such as tantrums, minor disruptions) continues and/or there are safety concerns (such as biting, self-injury) the following steps may occur:

- Behaviors will be documented and the family will be notified.
- Families will meet and discuss the behavior with school staff (e.g., Hope Po'o Kumu, Po'o Kumu, School Counselor, Behavioral Health Specialist, and Teaching Staff).
- Discuss possible solutions and develop individual support plans to help the child learn and use appropriate behavior(s).
- School Counselors and Behavioral Health Specialists are part of our preschool staff and may be asked to work directly with children in the classroom or at the preschool site as a part of the individual support plan.

If all possible solutions have been exhausted, discussion of alternatives such as disenrollment of child from the preschool program or transition to other programs may occur.

## **Appealing a Disciplinary Decision**

Once the decision to release a child for disciplinary action has been made by regional management, it will be verbally communicated to parent(s) then followed-up with a letter. Once the written decision has been communicated, parent(s) have ten (10) working days from the date of the letter to appeal the decision, in writing, to the Po'o Kula (Head of Preschools). Only disciplinary action decisions by regional management that result in release from the program may be appealed to the Po'o Kula.

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

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

Once the written appeal has been received, the Po'o Kula will review the information



gathered by the regional management.

If there are insufficient grounds for the appeal, the Po’o Kula will notify the parent(s) in writing.

If the Po’o Kula determines there are sufficient grounds for the appeal, a time will be scheduled for the Po’o Kula to meet with the parent(s) and, if deemed necessary by the Po’o Kula, with the child and/or regional management. After the scheduled meeting, the Po’o Kula will render a final decision of the appeal in writing to the family and regional management as soon as practical. The decision by the Po’o Kula is final and not reviewable.

All other disciplinary decisions by regional management that result in consequences other than release from the program may not be appealed.

## **Safety and Security**

Kamehameha Schools is committed to providing a safe, secure, and orderly environment for students, staff, and visitors at KS preschools and other educational sites.

### **Items Not Allowed**

For the safety and welfare of all, the following are examples of, but are not limited to, items that are NOT allowed in our preschools:

- Toys (except at the request of the teachers)
- Gum, candy, or any kind of medication, including cough drops or any other toxic substances
- Money or valuable personal items
- Cosmetics
- Sunglasses
- Guns, knives or other sharp objects

### **Safety Concerns While Dropping-off /Picking-up**

The parking lot and the classrooms are very crowded at drop-off and pick-up times. We ask you to assist us in ensuring the safety of the children by following these precautions:

- Do not double park or block driveway.
- Do not allow young children to exit your car unassisted.
- Do not leave young children unattended in your car.
- Do not leave your ignition on when in the parking lot (an eco-healthy practice).
- Closely supervise and hold on to your children while they are on school property.
- Please be patient and courteous with other parents and staff during this busy time.

### **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.

## **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, or wish 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) should immediately contact a trusted adult on campus or preschool site, including the school nurse, a counselor, a faculty member, any administrator, or the Po’o Kumu (collectively, “Student Supporters”). 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.

Parents are also encouraged, but not required, to 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](http://www.hiikuahelpline.ethicspoint.com) or [www.ksbe.edu/hiikua](http://www.ksbe.edu/hiikua)
- Toll free: 1-844-284-2640

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.

## Visitors and Volunteers

Upon arrival on campus, ALL visitors - including parents, relatives and caregivers - must report to the school office or designated classroom, sign in, and obtain a KS identification 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. At the end of the visit, visitors must sign out.

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 at the preschool office.

Before working directly with the students, volunteers may be required to complete the following annually:

- Criminal history record check. This information is kept in a confidential file.
- KS volunteer training certification.
- TB clearance issued within twelve months prior to starting to volunteer.

Upon arrival on campus, volunteers must report to the school administrator or teacher authorized to supervise the volunteer. At the end of the field trip, special activity, program, or service, at KS' request volunteers should return to the authorized school administrator's office or classroom to sign out, unless alternate arrangements have been made.

KS facilities are smoke-free, vape-free and drug-free environments. All visitors and volunteers are expected to adhere to this policy. Smoking including the use of electronic smoking devices (except in designated smoking areas), drinking, 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.

## **Securing Valuables**

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

## **Right to Search**

Kamehameha Schools is a private educational institution responsible for the safety of its students and faculty members. As such, KS reserves the right to search student lockers, dormitory living quarters, cars, persons and personal possessions if there is a reasonable suspicion that a student is in possession of contraband items or has violated school rules or criminal laws. Searches may include drug and alcohol testing and/or the seizure of contraband items that may injure students or others. Kamehameha Schools strives to ensure that searches and/or seizures be justified at their inception and reasonably related in scope to the circumstances that justified the initial search and/or seizure.

## **Reporting Child Abuse and/or Neglect**

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

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

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

## **Changes in Your Child's Custodial Status**

Kamehameha Schools' policy is to remain a neutral party in parental disputes concerning the care or custody of their child. Likewise, it is also the obligation of parent(s) to notify KS in the event there is a legal change in their child(ren)'s custodial status. Please forward any court orders, decrees, power of attorneys that affect your child(ren)'s legal status to the preschool office. In the absence of any legal documentation, KS follows the guidelines developed through statutory law and court decisions. A copy of the legal document establishing parental authority is also retained in the student's record.

KS staff verifies the identification and the legal documents granting a change in custody for anyone claiming to be a foster or permanent custodian, a Guardian Ad Litem, or a representative of Child Welfare Services or a similar agency if these people seek information about a student or try to instruct staff in matters which conflict with the rights of the last-known legal guardian.

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

## **Island-Wide Emergencies**

### **Major Emergencies**

The Kamehameha Schools Preschools have in place an Emergency Operations Plan designed to assist staff in emergencies. The purpose of the plan is to ensure the safety of children, staff, and visitors; minimize property losses; and minimize disruption of academic programs and business operations. The Emergency Operations Plan may be activated by Kamehameha Schools, Civil Defense, and/or other emergency agencies.

### **Emergency Drills**

Emergency drills are a major part of any Emergency Operations Plan. To ensure all children and staff know what to do in the event of an actual emergency, the emergency drills practiced regularly are:

- Evacuation/Fire
- Earthquake
- Lockdown
- Shelter In Place
- Off-Site Evacuation

### **Emergency Actions**


Should an emergency or disaster arise while school is in session, we have made preparations to respond to such events. We will care for your child until it is safe for you to pick him/her up.


Evacuation drills are conducted monthly to either the primary or the secondary site located on school grounds. In the event we need to leave the school, our first relocation choice will be as noted in the "Preschool Site Information" addendum to this Handbook. Depending on the nature of the emergency or the actual situation, the off-site location may change as needed. Parents will be notified of changes as soon as possible.


In situations where we have ample warning of a disaster (e.g., hurricane), a decision will be made on whether to open or close school. Once a decision is made, this information will be communicated as soon as possible.

## Child Pick-Up During Emergency

In the event of an emergency, PLEASE DO NOT DRIVE TO THE SCHOOL TO PICK-UP YOUR CHILD UNTIL YOU LEARN IT IS CLEAR TO DO SO. Complying with this request may help in decreasing the risk to children, staff and emergency personnel. In addition, there may be the possibility that the school will transport your child to another location.

 Stay near your phone.

 Wait for instructions directing you to the site where you may pick up your child.

 Listen carefully to the instructions of the police, fire department, and/or emergency agency.

## Communications

Communication and information will be critical during an emergency. Parents can obtain information about the preschool or their child in the following ways:

1. Emergency Messaging: KS will contact parents through an emergency messaging mass communication system that provides automated pre-recorded voice messages, texts, and emails to parents and staff. **Please be sure the school is informed of your current telephone and/or cell phone numbers and the information for the person(s) you authorized to pick-up your child is current.**
2. Radio: Announcements about school closure or evacuation will be broadcast over the following local radio stations:

Primary Radio Stations (Designated State of Hawai'i Emergency Alert System Radio Stations)					
<b>O'ahu</b> KSSK - 590 AM  KRTR - 96.3 FM	<b>East Hawai'i</b> KHLO- 850 AM KPUA - 670 AM KKBG -97.9 FM KWXX-94.7 FM	<b>West Hawai'i</b> KLEO -106.1 FM KAOY-106.1 FM	<b>Maui</b> KMVI - 550 AM	<b>Kaua'i</b> KONG - 93.5 FM	<b>Moloka'i</b> Maui radio listing

Secondary Radio Stations					
<b>O'ahu</b> KHHV-830 AM KAIM - 870 AM KHBZ - 990 AM KKEA -1420 AM  KHPR -88.1 FM KSSK -92.3 FM KQMQ - 93.1 FM KIKI -93.9 FM KUMU - 94.7 FM KAIM -95.5 FM KHNR-97.5 FM KDNN-98.5 FM KHUI -99.5 FM KCCN-100.3 FM	<b>East Hawai'i</b> KIPA - 620 AM    KHVI-92.7 FM KIPA -95.5 FM KNWB - 97.1 FM KKBG-106.1 FM	<b>West Hawai'i</b> KHNR-690 AM KKON-790 AM   KWYI -106.9FM KAPA - 99.1FM KWXX-101.5FM	<b>Maui</b> KAOI -1110 AM   KKUA-90.7 FM KAOI -95.1 FM KAOI -96.7 FM KMVI -98.3 FM	<b>Kaua'i</b> KONG - 570 AM	<b>Moloka'i</b> Or Maui radio listing   KMMK - 102.3 FM Or Maui radio listing

KUCD-101.9 FM KDDDB-102.7 FM KPHW-104.3 FM KINE -105.1 FM KPOI -105.9 FM KGMZ-107.9 FM					
<b>In the event of an emergency, some listed radio stations may not be in service. Please tune in to any broadcasting station for emergency information.</b>					

3. Telephone: Please do not call the school. Telephone lines may be needed for emergency communication. Please keep your phone free as someone from Kamehameha Schools may be trying to contact you.
4. Evacuation of Children: If children must be evacuated, school staff will take reasonable and appropriate action to ensure the children are moved to a safe location. The evacuation location is as noted in the “Preschool Site Information” addendum to this Handbook.
5. Release of Children: In an emergency, you will be notified by phone and/or radio to pick-up your child as soon as conditions allow. If we are unable to locate you, we will keep your child until we can reach the person you authorized as an emergency contact. If we have evacuated the site, we will take reasonable and appropriate action to inform you of our location if different from what is noted in this Handbook or provided to you.

## Student Health

### Health Services

The Kamehameha Schools Student Health Director advises the preschool on any health-related matters concerning a child. If your child has any special medical problems (e.g., epilepsy, diabetes, or other health concerns) which we should be aware of, please ensure that it is clearly indicated on the health form. You may also inform your Hope Po’o Kumu (Vice-Principal), teaching staff, and/or the Kamehameha Schools Student Health Director (phone: 1-808-842-8075).

### Medical Clearance requirements for enrollment in Kamehameha Schools Preschools are:

1. An annual physical exam by a licensed healthcare provider (Physician, APRN, PA).
2. TB clearance.
3. Hawai’i State Department of Health required immunizations.

### Physical Exam Requirement

1. A physical examination after August 1, 2023, or within 12 months prior to child’s first day of preschool if entering the preschool after the start of the school year.



2. For new preschool students, the KS Preschool Health Record form and KS Preschool Health Record Supplement form should be completed. For returning pre-school students, only the KS Preschool Health Record Supplement form should be completed. If the Health Record Supplement indicates that a Special Care Plan (SCP) is needed, a completed SCP form is also required.
3. If your child is under the care of a healthcare provider for a severe drug, food, or environmental allergy; or medical condition requiring any activity or other restriction, please have your child's healthcare provider complete and submit a Kamehameha Schools Preschool SCP, which can be obtained from the preschool office. If any changes in your child's condition should occur during the school year, please submit a new SCP to the preschool office.

**Tuberculosis (TB) Clearance Requirement**

1. TB Clearance must be documented on a Hawai'i Department of Health approved form that a physician, a physician assistant, or an advanced practice registered nurse licensed in Hawai'i has determined the individual to be free of communicable tuberculosis.
2. The date of the TB Clearance must be within 12 months prior to child's first day of preschool and is not required for returning students.

**Immunization Requirement**

1. Documentation that the following immunizations have been received is required. All immunizations must meet the minimum age and interval requirements between vaccine doses.

IMMUNIZATION	NO. OF DOSES
DTaP / DTP (Diphtheria, Tetanus, Pertussis)	4
Polio (IPV / OPV)	3
Hib (Haemophilus influenzae type b)	4 (with at least 1 given on or after age 12 months)
MMR (Measles, Mumps, Rubella)	1
Hepatitis A	2
Hepatitis B	3
*Varicella (chickenpox)	1
Pneumococcal Conjugate Vaccine (PCV)	4

\* Three doses may be acceptable if all were PedvaxHIB. One dose may be acceptable if administered after age 24 months.

\*\* A documented history of varicella, signed by your physician may be substituted for the varicella vaccine requirement.

2. Lost or incomplete records may result in your child being re-immunized. Please contact your preschool office if you have any questions.
3. To request a medical or religious exemption from immunization, please complete a KS Request for Exemption from Immunization form which can be obtained by contacting your preschool office. A request for a medical exemption must be accompanied by a letter from your physician on the physician's letterhead certifying that administration of the particular immunization would endanger your child's health.

## First Aid

Preschool staff members are certified in first aid and pediatric CPR procedures.

## Emergency Care

If a child requires medical attention, parents will be called. In the event of a serious medical emergency, emergency medical service (e.g. 9-1-1) will be called to respond and transport the child to the nearest medical/emergency care facility as noted in the “Preschool Site Information” addendum to this Handbook

## Medication

If a child needs prescribed and/or over the counter medication during the school day, a parent or authorized adult must administer the medication. Staff will not administer medication to your child and children will not be allowed to medicate themselves.

**The preschool staff will not administer any medication to children** with the exception of an epinephrine auto-injector, e.g. EpiPen; students with a known severe allergy should provide an epinephrine auto-injector to be kept at school.

IF AT ANY TIME DURING THE SCHOOL YEAR YOUR CHILD IS ON MEDICATION WHICH MAY AFFECT HIS/HER BEHAVIOR, PLEASE IMMEDIATELY NOTIFY YOUR HOPE PO’O KUMU (VICE-PRINCIPAL) AND/OR TEACHING STAFF.

## Communicable Diseases

Young children are often exposed to many different illnesses. We ask that you keep your child home if they have any of the following communicable diseases or health conditions:

Communicable Diseases	Health Conditions
Chicken pox	Allergies (untreated or active that may inhibit full participation in the school day)
Conjunctivitis (pink eye)	Cough
COVID-19	Diarrhea
Hand, foot and mouth	Earaches
Hepatitis A, B	Fever
Impetigo	Open sores
Influenza	Rash, hives
Measles	Red runny eyes
Mumps	Runny nose
Pertussis (whooping cough)	‘Uku (head lice)
Rubella (German measles)	Upset stomach
Scabies, ringworm	Vomiting
Scarlet fever	Any unusual discharges
Strep infection	
Active tuberculosis	
C	

## **Procedure for Sick and Injured Children**

Children not feeling well enough to participate fully in the school day should be kept home. Children with fever should not return to school until their temperature is normal (less than 100.4°F) for 24 hours without medication (e.g. Tylenol, Motrin, etc.).

Staff will check body temperature when a child appears ill. If the child has a fever, the staff will call the parents or contact an authorized emergency contact to pick up the child for further treatment. To keep a fever under control until the parents arrive, cool oral fluids (i.e., iced drinks) and a cool damp cloth to the head will be administered.

Children will be sent home from school if they have any of the following:

- A temperature of 100.4°F or above.
- Vomiting or diarrhea.
- Indications of an infectious disease (e.g., chicken pox, pink eye, influenza, head lice, etc.).

When a child appears to be slightly injured (such as bumps or bruises), staff may apply first aid by cleaning the wound with water and apply a Band-Aid® or dressing. They may use an ice pack if swelling occurs.

In the event of a serious medical emergency, emergency medical services personnel shall transport the child to the nearest medical/emergency care facility.

A preschool staff member will accompany the child if a parent or authorized adult is not available. In that situation, a parent or authorized adult must report to the medical/emergency care facility to assume care of the student.

## **Return After Illness or Injury**

If your child is absent due to illness or injury for 4 or more consecutive school days, your child will need a doctor's clearance before returning to school. Communicable diseases such as chicken pox, pink eye, strep throat, etc. shall require clearance from a medical provider before returning to school, even if absent for less than 4 days.

If your keiki is injured during non-school hours (i.e., at home, over the weekend) and needs emergency care (i.e., stitches, cast, etc.) that requires restriction or modification at school, clearance from a medical provider must be provided before returning to school.

Medical clearance should include:

- The nature of the illness or injury (e.g. diagnosis).
- The prescribed treatment.
- Directions for follow-up including any restrictions or limitations from independently participating in school activities.

## **Doctor/Dentist Appointments**

Please schedule dental or doctor appointments after school or on Saturdays to avoid having

your child miss school.

## Health Check and 'Uku Policy

Throughout the year, there are periodic cases of 'uku (head lice). To prevent a widespread problem, preventative action is taken. Each first school day of the week staff checks all children for 'uku. On that morning, **we ask that you remain until your child has been cleared.**

If 'uku or nits (eggs) are found, you will be asked to take your child home for treatment. After completing treatment, your child may return to school if the hair and scalp are free from 'uku and eggs. A check will be made before your child will be allowed to return to class. Your child must receive a second 'uku treatment one (1) week after the initial treatment and a second head check.

School staff can provide you with information about treatment for 'uku. You can also check with your child's doctor or a public health nurse. A regular, careful check of your child's hair and scalp will minimize the times you need to deal with this troublesome pest. We recommend that you keep your child's hair clean and neatly groomed.

You may be asked to trim your child's nails and scrub them with a hand brush. These precautions minimize the potential for impetigo and other contagious skin disorders.

## Behavioral Health Services

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

We have licensed Behavioral Health Staff assigned to support our KS Preschools. 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.

Parents can access BH services by contacting any BH staff member. They can also be referred by Teachers, School Counselors, Administrators, and 'ohana. If you think that your child and/or 'ohana could benefit from behavioral health support please connect with one of our staff members.

## 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, immunization information. Parents are responsible for immediately informing the preschool program of changes to their child's health record or other medical information.

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 carries general liability insurance and provides limited accident insurance for students for any accidental injuries which may happen 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 uninsured.

# **Business Matters**

## **Tuition**

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 for children enrolled in Kamehameha Schools educational programs continues to constitute a small percentage of the overall per-student cost to provide the educational program.

All families, even those who qualify for full financial aid, are required to pay a \$100.00 non-refundable minimum family contribution as part of the cost of tuition.

For families who feel they cannot cover their portion of the cost to attend our preschool, Kamehameha Schools provides financial aid to those who demonstrate financial need. See below for further information regarding Kamehameha Schools financial aid.

## **Payment of Bills**

All payments due to Kamehameha Schools must be kept current. If you do not make payment(s) as required by Kamehameha Schools' Tuition Contract, Kamehameha Schools will follow its policy governing unpaid student accounts, which provides for the following non-exclusive remedies: **a) late charges; b) suspension of enrollment; c) disenrollment; d) denial of registration of your child(ren)/ward(s) who has/have applied for admission to any KS program(s); e) disqualification from receiving any financial assistance from other KS programs; and f) referral to a Third Party Collection Agency.**

Parents should note that no reduction in tuition will be made for the child's absence from preschool.

## Prorated Payment If Student Is Released

If a child leaves the preschool during the school year, the parents will pay for half a month if the child is withdrawn or dismissed in the first fifteen days of the month. The parents will pay for the whole month if the child is withdrawn or dismissed from the sixteenth day through the end of the month. If the adjustment results in a credit to the child's account, Kamehameha Schools will issue a refund within 90 days of the withdrawal or dismissal.

## Financial Aid

Through the legacy of Ke Ali'i Pauahi, Kamehameha Schools is able to provide financial aid to families who lack adequate resources to support their children's education. Financial aid awards may cover all or part of the charge for tuition.

Expenses **NOT** covered by Kamehameha Schools Financial Aid program include, but are not limited to, the following:

- \$100 minimum family contribution
- Medical expenses

### How to apply for financial aid:

Kamehameha Schools financial aid applications and instructions can be accessed online at [https://www.ksbe.edu/apply/financial\\_aid/](https://www.ksbe.edu/apply/financial_aid/). If you have any questions about applying for financial aid, call the Kamehameha Schools O'ahu Resource Center at 808-534-8080. Neighbor island applicants may call toll-free at 800-842-4682, and press 2.

If your child is invited to enroll after July 1st, you will have up to 30 days after the date on the Kamehameha Schools Admissions invitation letter to apply for financial aid. Late invitees must attach their invitation letter for full award consideration.

## Student Records and Information

Parents are allowed to inspect and review their student's education record and to request that others review the student's education record (except where Kamehameha Schools is required or authorized to allow others to review the record without parent permission). Requests should be made in writing. If you would like information regarding your child's student records please contact the Hope Po'o Kumu (Vice-Principal).

## Directory Information

Generally, information such as phone numbers and addresses will not be released to outside parties who call the school. Instead, the name of the caller and any message will be taken and the school will contact the parents, who may then decide if they wish to contact the caller.

"Directory Information" may include:

- Child's name
- Address
- Telephone number
- Date and place of birth

- Activities
- Dates of school attendance
- Degrees and awards received
- Most recent and previous education institution attended
- Other similar information

## INFORMATION TECHNOLOGY

### Electronic communication with parents and guardians

KS will communicate with 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”):

- **Email:** Teacher’s may use email to communicate with parents/legal guardians.
- **Seesaw:** Teachers use this platform to share lessons, student work, and other classroom information with parents and guardians. Parents can access the Seesaw website at the following link: <https://app.seesaw.me>

We ask that parents/legal guardians provide the preschool with the most updated email and phone number. We also ask that those parents/legal guardians who do not have access to the electronic tools listed above contact their child(ren)’s school so that the same information may be provided in a different way.

### Use of KS mobile devices and the KS System

KS assigns students at selected grade levels appropriate mobile devices (a laptop computer or an iPad) and allows students the use of its internet to support education-related communication and research. Prior to independent use of a device, at least one parent must complete a mandatory Digital Citizenship training and submit their signed iPad sign out sheet. Failure to complete these actions will result in a delay of student access to the device. Students may access the systems through the KS Network. The use of these KS owned mobile devices, the KS System and its support facilities is a privilege and not a right, and students must abide by the guidelines discussed below when using their issued devices on the KS System. Mobile devices are returned at the end of the school year, unless KS has approved summer time use of the device. Upon return, KS re-images its mobile devices for the new school year. KS will remove all non-approved apps, software and content (including music, photos, videos, etc.) from each device. Inappropriate care and use will result in disciplinary action, as set forth in the disciplinary section of this Handbook.

### Guidelines for the proper use of KS mobile devices

KS expects students to practice good digital citizenship that includes assuming personal responsibility for their assigned device. Each student has the kuleana or responsibility for caring for their device as if it were their own. Students are responsible for knowing the whereabouts of their device at all times. When using KS mobile devices, please remember to observe the following practices:

- The mobile devices are the legal property of Kamehameha Schools.
- Use of KS devices and systems for non-educational purposes are prohibited.
- Report any mechanical problems with your assigned device or software to your child’s teacher or the ‘Ohana Help Desk ([ohanatechhelp@ksbe.edu](mailto:ohanatechhelp@ksbe.edu) or 808-842-8822 from 7:30am - 4:30pm, Monday - Friday, except on school holidays) and they will work to resolve the problem.
- Only assigned school software may be used on KS devices.
- Use of KS devices for entertainment purposes such as playing interactive games or watching YouTube, TV shows or movies is not permitted.
- Conducting unauthorized commercial activity of any kind is prohibited.
- Only authorized equipment can be connected to any KS system and KS equipment should not be altered to perform unauthorized activities.
- Removing software that has been installed by KS is prohibited.
- Keep equipment surfaces clean by keeping them free of markings, ink or decorative stickers.
- Keep food and liquids away from your device.
- Protect your devices and peripheral equipment from theft or loss.
- Maintain all identifier markings or stickers placed on the devices by KS.
- Your school-assigned device should not be used by others.
- Ensure your device is fully charged every day.
- KS staff will let you know when and where you need to return the devices. If devices are lost, stolen, or damaged upon return, KS will require a nominal fee via cashier’s check if any item needs to be replaced.

## Guiding Principles for Use of Technology with Early Learners

Kamehameha Preschools technology integration efforts align with the US Dept of Education’s Guiding Principles.

- Guiding Principle #1: Technology—when used appropriately—can be a tool for learning.
- Guiding Principle #2: Technology should be used to increase access to learning opportunities for all children.
- Guiding Principle #3: Technology may be used to strengthen relationships among parents, families, early educators, and young children.
- Guiding Principle #4: Technology is more effective for learning when adults and peers interact or co-view with young children.

## Guidelines for the proper use of the KS System

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

- Limit the use of the KS system for educational purposes only.
- Do not use KS devices to register and/or access social networks (Facebook, Twitter, Instagram, etc.) and abide by federal laws of sites that restrict use to individuals ages 13 years and older.
- Wallpaper should be appropriate media.



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

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

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

## **Obey copyright and trademark laws**

- Students are expected to follow all KS copyright policies and procedures. For a complete copy of these policies and procedures, please contact any KS staff.
- Do not transmit, transfer, upload or post content that is protected by U.S. copyright or trademark law onto a KS device or the KS system without written permission of the copyright/trademark owner and KS.
- Remember to properly cite and credit all research and information obtained from the internet.

- Do not make unauthorized and/or inappropriate copies of text, photos, audio files or videos found on KS devices or the KS system.
- Do not copy or download licensed software programs to your device, or give or sell copies of software to others without written permission of the copyright owner unless the original software is clearly identified as shareware or in the public domain.

## **Disclaimer of content transmitted over the KS Network**

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

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

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