



**Kamehameha Schools  
Hawai'i  
Athletic Department**

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**Athletic Coaches' Handbook  
2019-2020**

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## *Legacy of a Princess*

Princess 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, the princess envisioned a brighter future for Hawaiians. With the support of her husband Charles Reed Bishop, Princess 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, Princess Pauahi's vision became reality with the opening of the Kamehameha School for Boys. Seven years later, the Kamehameha Schools for Girls was established. In the years that followed, students acquired the skills and knowledge necessary to weather the changes brought about by western civilization, helping Hawaiians find their place in the new society.

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

Kamehameha Schools currently operates K-12 campuses on O'ahu, Maui and Hawai'i Island with a total enrollment of 5,400 keiki. It also operates 31 preschool sites enrolling 1,500 keiki. KS subsidizes a significant portion of the cost to educate each of its students. Although a modest annual tuition is charged, nearly 60 percent of preschool and K-12 families qualify for need-based financial aid.

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

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

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## A Message to Our Coaches . . .

Welcome to the Kamehameha Schools 'ohana. We sincerely hope that your association with Kamehameha will be a rewarding and gratifying one as together we carry out the wishes of our benefactress, Ke Ali'i Bernice Pauahi Bishop. As set forth in her will in 1884, Mrs. Bishop directed,

*"I desire my trustees to provide first and chiefly a good education in the common English branches, and also instruction in morals and in such useful knowledge as may tend to make good and industrious men and women."*

Through a continuous review of Mrs. Bishop's will, the trustees have determined our mission to be as follows: *"to fulfill Pauahi's desire to create educational opportunities in perpetuity to improve the capability and well-being of people of Hawaiian ancestry."*

**Therefore**, it is our desire that the athletic program complies with the spirit of Mrs. Bishop's will. In doing this, we recognize that our greatest asset in carrying out Mrs. Bishop's wishes and our stated mission is Kamehameha's people – such as you, our coaches. Each of us have roles and responsibilities to fulfill, and, as a coach, your assignments here at Kamehameha are carried out according to the season of your sport. Although your employment with Kamehameha may be for a short duration, it is still essential that we all do our part to ensure that Mrs. Bishop's legacy continues forever.

This handbook has been prepared to provide you with general and specific information about the overall administration, policies, and procedures of our athletic program here at Kamehameha. The information contained within this handbook has been entirely adopted by the standards set forth by the **NIAAA (National Interscholastic Athletic Administrators Association) Publishing Committee (1985)**; and modified to fit our athletic program needs, as well as to be in conformity with KS policies.

The information is intended to answer the most frequently asked questions about policies and procedures of our athletic program at Kamehameha. It is not intended to be a substitute for meaningful open and frequent communication between you and your supervisor. If there are questions that this Handbook does not answer, we encourage you to seek the assistance of the Athletic Director.

We hand this book over to you as an informational resource to help you as you embark on your new journey as a coach, and as a member of **Kamehameha**. We encourage you to take personal responsibility for reading the information provided within the Coaches Handbook. **Kamehameha's success in accomplishing its mission is dependent upon the contributions of its people.** Please keep this Coaches Handbook handy as you join us in helping to contribute our share of perpetuating Mrs. Bishop's legacy by keeping her hopes and dreams alive for those who follow after us. We appreciate your kōkua and dedicated efforts on behalf of **Ke Ali'i Pauahi's** beneficiaries.

Best wishes for a successful season.

***I mua Kamehameha!***

# STATEMENT ON THE ATHLETIC COACHES HANDBOOK

This Handbook provides coaches with information regarding Kamehameha's Athletic Department policies and services, and is intended to supplement the Employee Handbook. Any inconsistencies or ambiguities between the two Handbooks, including disciplinary actions, will be governed by the Employee Handbook. This Handbook supersedes any prior Handbooks. Kamehameha needs to be flexible in order to keep pace with changing laws and requirements affecting and applicable to the goals and operations of Kamehameha. Because of that, this Handbook may be modified, suspended, or revoked at any time without notice and without taking into consideration custom or prior practices. Coaches are encouraged to consult with the Athletic Director if they have any questions about this Handbook, need an update, or need further information about a specific policy or rule discussed in this Handbook. All coaches are expected to be familiar with all information contained in the Handbook.

Because this Handbook provides you with a general overview of our procedures, it is not designed to cover every situation you may face as a member of the KS coaching staff, nor is it designed to be an employment contract between you and Kamehameha Schools.

Please note that the policies and procedures referred to in this Handbook are internal to Kamehameha Schools and should not be shared with those individuals who are not Kamehameha Schools' faculty and/or staff members. Current versions of all KS policies and procedures can be found online at [https://kaipuolono.ksbe.edu/policies\\_and\\_procedures](https://kaipuolono.ksbe.edu/policies_and_procedures)

## *Coaches' Acknowledgement Form*

ACKNOWLEDGEMENT OF RECEIPT  
ATHLETIC COACHES' HANDBOOK

I acknowledge that I have received a copy of the 2019-2020 Athletic Coaches' Handbook, and I have read, fully understand and support the Handbook. I am responsible for reviewing the Handbook and asking my supervisor or my Athletic Director questions about or seeking clarification of anything I do not understand in the Handbook.

I understand that if I violate any KS policy, procedure or rule contained within the Handbook or which is otherwise brought to my attention, I am subject to forfeiture of privileges and benefits and/or disciplinary action up to and including termination.

I will observe and follow all policies, rules and procedures presently existing and as may be amended by KS in the future. I further understand that because business judgments and needs may change, KS may unilaterally change its rules and procedures at any time without prior notice to me and that it is therefore my responsibility to verify that I have current information.

I also acknowledge that I will fully comply with all rules, policies, and guidelines contained in the Employee Handbook.

This handbook supersedes and replaces all prior handbooks, policies or statements issued regarding Athletics or any matter addressed in this handbook.

Print Name \_\_\_\_\_ Signature \_\_\_\_\_  
Date \_\_\_\_\_ Employee Number \_\_\_\_\_

The Coaches' Acknowledgement form lets us know that you have read, fully understand, and support the information contained in the 2019-2020 Coaches' Handbook. The Coaches' Handbook and Acknowledgement can be found on the Ka'i Hana website at <https://ks.litmos.com>.

Once you have read the Handbook and are ready to sign the Coaches' Acknowledgement form, please electronically sign the Acknowledgement form. Once your signed Acknowledgement is received, and subject to meeting all internal KS employee requirements, you may begin as a Coach in our KS athletic program.



This Handbook is the property of Kamehameha Schools and must be returned to the Athletic Director upon termination of employment or upon request of the Athletic Director.

## LEAGUE AND ASSOCIATION AFFILIATIONS

### *Big Island Interscholastic Federation (BIIF)*

Kamehameha Schools Hawai'i is a member of the Big Island Interscholastic Federation (BIIF) which is comprised of a mixture of public and private schools on the island of Hawai'i.

As a member of the BIIF, Kamehameha Hawai'i adheres to the rules of the National Federation of State High School Associations (NFHS) and the Hawai'i High School Athletic Association (HHSAA).

### *The National Federation of State High School Associations (NFHS)*

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

### *The Hawaii High School State Athletic Association (HHSAA)*

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

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

## KAMEHAMEHA'S 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.

## KAMEHAMEHA'S 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, and contributing members of their multi-cultural and diverse communities, and
- Prepared to practice and perpetuate the Hawaiian values and traditions of Ke Ali'i Pauahi.

## KAMEHAMEHA'S 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 *hō'omau*, persevere, with *ha'aha'a*, humility, in all that we do.

# KAMEHAMEHA'S PHILOSOPHY OF EDUCATION

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

The foundation comes first and then the building.

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

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

Therefore Kamehameha Schools will:

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

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

Therefore, Kamehameha Schools will:

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

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

Therefore, Kamehameha Schools will:

- assist by providing early childhood educational services that support families as the primary educators of their children.

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

Therefore:

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

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

Therefore, Kamehameha Schools' program will:

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

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

Therefore, Kamehameha Schools will:

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

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

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

Therefore, Kamehameha Schools' programs will:

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

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

Therefore, Kamehameha Schools will:

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

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

### Learner Outcomes at Kamehameha For Kamehameha Schools' Educators

Kamehameha Schools is committed to providing a world-class, Hawaiian culture-based education that engages students and their 'ohana in a culturally-rich, personalized educational journey. It is the goal of Kamehameha Schools that students will become local and global servant leaders who are culturally engaged and play significant roles in creating strong 'ohana and communities throughout Hawai'i and beyond.

To help explain the long-term learner outcomes needed to achieve these goals, we use the metaphor of a Hawaiian native forest. In such a forest, our students are like the array of plants thriving in fertile 'āina- diverse individuals with unique talents nurtured by common experiences inherent in a Kamehameha Schools education.

**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 'āina Hawai'i, ka pae 'āina o Hawai'i, and ka honua.

Kamehameha Schools' tri-campus tactical plan will guide how Kamehameha Schools will transform over the next four years to become a world-class, Hawaiian culture-based education system. Kamehameha's educational leaders have identified the following four key tactics that are the unifying focus for the tri-campus system:

**Student-Centered Learning:** Refocus learning through student-centered, culturally rich experiences and opportunities inspired by student's' unique interests and talents. Each student will be

prepared to meet their highest potential through diverse academic, athletic, artistic, and co-curricular programs and by leveraging media, technology, community partners, and Kanaeokana, the network of Native Hawaiian schools. Student-centered learning will include personalized learning, a career and college mindset, and student health, safety, and well-being.

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

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

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

## ATHLETICS MISSION STATEMENT

Kamehameha Schools exists to carry out in perpetuity the wishes of Ke Ali'i Pauahi Bishop -- *to educate children and youth of Hawaiian ancestry to become, in her words, "good and industrious men and women."* This will be done through Kamehameha Schools as resources permit.

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

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

## ATHLETICS STATEMENT OF PHILOSOPHY

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

Kamehameha continuously strives to develop and maintain a comprehensive athletic program work ethic which encourages the athlete to develop his or her highest potential, respect individual dignity, and contribute to the development of learning skills and emotional patterns that enable student athletes to make the maximum use of their education. To accomplish this requires teamwork and an understanding and commitment to a basic philosophy and general code of conduct by student athletes, parents and staff.

### ATHLETICS' GOALS AND OBJECTIVES

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

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

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

1. ***To work with others*** – The team and its objectives must be placed higher than personal desires.
2. ***To be successful*** – We do not always win, but we succeed when we continually strive for excellence. You can learn to accept defeat only by striving to win with earnest dedication. Therefore, develop the desire to excel.
3. ***To develop sportsmanship*** – We need to develop desirable social traits, including emotional control, honesty, cooperation, and dependability.
4. ***To improve*** – As an athlete, you must establish a goal and you must constantly try to reach that goal. Try to better yourself in the skills involved and those characteristics set forth as being desirable.
5. ***To enjoy athletics*** – It is necessary for athletes to enjoy participation, to acknowledge all of the personal rewards to be derived from athletics and to give sufficiently of themselves in order to preserve and improve the program.
6. ***To develop desirable personal health habits*** – To be an active, contributing citizen it is



important to obtain a high degree of physical fitness through exercise and good health habits, and to develop the desire to maintain this level of physical fitness after formal competition has been completed.

## SUPPORTING KS ATHLETICS

### *Role of the Student Athlete*

Athletes are looked to as role models, whether they realize it or not. Even in school sports, student athletes serve as role models to the entire student body, as well as the community at large. In addition, athletic events are popular activities for providing learning experiences for participants and spectators. In this regard, the student athlete should practice good sportsmanship. Good sportsmanship requires as much work as any play or skill you will learn as a student athlete. How our school and community are perceived is highly influenced by the good sportsmanship displayed by the athlete. As a representative of Kamehameha, a student athlete's actions are viewed by family, friends, opposing fans, the local community, and the media. The display of good sportsmanship is the "Golden Rule" at KS: **Treat others the way that you wish to be treated, with fairness and respect.** To help this happen, the student athlete is held to the following expectations:

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

### *Role of the Parent*

A parent or legal guardian's love, encouragement, and belief in their child's ability can make a world of difference in their child's athletic success. Supporting their child will assure that he or

she gets the most out of his or her athletic experience. To help this happen, we hold parents to the following expectations:

- Enforce school rules - Help children understand and follow the policies and rules contained in the Athletic Handbook For Student Athletes & Parents, as well as the Student and Parent Handbook, and support the school when consequences are invoked for a violation of the policies and rules.
- Support regular attendance - Make sure that the student athlete is at team practices, meetings, and games on time unless attendance is prevented by an illness, injury, or emergency. If unable to attend, please make sure that the coach is notified in a timely manner.
- Appropriate Interaction with Staff - Open and respectful communication between parents, coaches, athletes, and/or athletic staff to address in a timely manner issues or concerns that arise can only help to strengthen and enhance a student athlete's performance. Coaches will do their best to help the athlete achieve his or her highest potential in any of the competitive sports offered at Kamehameha. Ultimately, however, understanding each party's role both on and off the field and/or court will contribute towards a successful sport season.
- Parent –Coach Relationship - During the season, parents may have questions and concerns that they feel need to be discussed with the coaching staff. Please keep in mind that coaches' are responsible for what is best for the entire team and take into account the needs of the entire team over those of individuals. The following guidelines should be used to determine whether such a topic should be discussed with your child's coach(es):
  - **Appropriate concerns to discuss with coaches:**
    - Treatment of their child which endangers a child's well being
    - Ways to help their child improve
    - Concerns regarding their child's behavior
    - Coaches' expectations and role for their child and the team
    - Ways in which they can help the team (i.e., fundraising, manpower at home games, etc.)
    - Their child's athletic or academic progress
  - **Inappropriate concerns that should not be discussed with coaches:**
    - Placement on teams (future)
    - Playing time
    - Coaching strategies used during practice or games
    - Other student athletes

- Problems with other coaches (unless an attempt to communicate directly with that coach was unsuccessful)

There may be times when a private conference between coach and parent is needed. In that instance, the parent should ask to speak or schedule an appointment with the coach in private.

**The parent should refrain from talking to a coach about concerns before or after a game.** If a coach cannot be reached, parents are urged to contact the respective Associate Athletic Director at 982-0648, or designee assigned to supervise the particular sport, who will assist in arranging the conference meeting. In the event the meeting does not provide satisfactory resolution, or, if after meeting the problem continues to exist, parents may contact the Athletic Director for further discussion of the situation or matter.

- Appropriate Behavior and Sportsmanship at Athletic Activities - Respectful and courteous behavior is expected at all KS sport events and competitions. This includes interactions with opposing players, coaches, spectators, and support groups as well as, game/league officials, judges, and referees. Individuals exhibiting unsportsmanlike conduct may be subject to KS or league disciplinary rules, such as removal from games/vicinity/campus, or in serious cases, being banned from any participation in or attendance at athletic events.
  - **Examples of Disrespectful and Inappropriate Behavior**
    - Taunting, trash talk, and other intimidating actions
    - Not admonishing those sitting around you who exhibit poor sportsmanship
    - Yelling and/or waving arms during opponent' free throw or service attempt
    - Disrespectful and/or derogatory yells, chants, songs, or gestures
    - Booing and/or heckling an official's decision
    - **Criticizing** officials in any way and/or displays of temper with an official's call
    - Yells that antagonize opponents
    - Refusing to shake hands or give recognition of good performance(s)
    - Blaming loss of game on officials, coaches, or participants and/or displays of temper with coaches
    - Laughing or name calling to distract opponent
    - Use of profanity and/or displays of anger language toward student athletes, coaches, officials, and other fans that draw attention away from the game
    - Doing own yells instead of following lead of cheerleaders
    - Threats of physical harm toward student athletes, coaches, officials, and other fans
    - Involvement in a physical altercation

### *Role of the Coach*

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

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

### ***Role of the KS Athletic Community***

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

**E lawe lilo ka ha’aheo, No Kamehameha ē!**

***(Take the victory with pride, for Kamehameha!)***

## Athletic Coach Code of Conduct

In addition to the expectations set forth in this Handbook, the Employee Handbook, and KS' Code of Conduct, all coaches are expected to observe the following Guidelines:

### *Attendance*

Coaches must attend any orientation meetings or pre-season workshops in order to become familiar with Kamehameha's traditions, policies, programs, and general operations, as well as their own responsibilities as a coach representing KS, unless excused by the Athletic Director. In addition, coaches should attend all League meetings and functions relating to the sport for which they are coaching (e.g., Pre-Season/Post-Season Meetings, etc.)

### *Dress Code and Appearance for Coaches*

Coaches must follow the athletic dress code requirements for coaches.

### *Alcohol and Illegal Drugs*

KS Athletic staff and volunteers are prohibited from possessing, using, consuming or being under the influence of alcohol, any illegal drug, or any prescription or over-the-counter drug which may impair his/her ability to effectively supervise students athletes at any time, including on school property (including parking lots, bus terminals, and KS vehicles and/or rental vehicles), at school-sponsored events (including student functions, practices, games, tournaments, or while traveling with student athletes) and field trip locations. Any incidents involving staff, volunteers, visitors and/or student athletes should be reported immediately to the Athletic Director or his/her designee, a Human Resources Representative, Compliance, or through KS' EthicsPoint Helpline.

### *Smoking, Tobacco-Related Products, and Electronic Cigarettes*

Kamehameha facilities are smoke free environments. Smoking is prohibited (except in designated areas) on school property (including parking lots, bus terminals, and KS vehicles and/or rental buses), at school-sponsored events, (including student functions, practices, games, tournaments, or while traveling with student athletes), and field trip locations. Additionally, students are prohibited from using or possessing any nicotine or tobacco products, or electronic cigarettes. Athletic staff, including volunteers, must ensure that student athletes do not use or possess any nicotine, tobacco products, or electronic cigarettes. Any incidents involving staff and/or student athletes should be reported immediately to the Athletic Director or his/her designee, a Human Resources Representative, Compliance, or through KS' EthicsPoint Helpline.

### *Appropriate Interaction with Students*

Athletic staff (coaches, athletic trainers, etc.) and volunteers who interact with students must ensure that they conduct themselves in a professional and respectful manner that is age and culturally appropriate and that an appropriate teacher/student and adult/child relationship is maintained at all times. Athletic staff should avoid being alone with a student, except when necessary, and are prohibited from engaging in a romantic, intimate or sexual relationship with a student, including physical displays of affection, sexually suggestive comments or singling out a

student for personal attention beyond what is required to do one's job. Additionally, Athletic staff should avoid contacting a student beyond the school day or outside of practice, games, or school related activities, including through social media, without a legitimate business or educational reason. All Athletic staff must immediately report any inappropriate interaction to the Athletic Director, Human Resources Representative, and Compliance or through KS' EthicsPoint Helpline.

The following examples are considered **inappropriate** behavior between staff and students:

- Using sexually explicit language or telling sexually explicit or off-color jokes in the presence of students.
- Displaying and showing sexually explicit pictures or materials to students under any circumstances.
- Engaging in excessively personal conversations, both in person and on the phone, with students.
- Sending excessively personal letters, cards, gifts, or e-mail messages to students.
- Commenting on students' physical appearance, including manner of dress and physical attributes.
- Physical contact with or touching of students.
- Giving students rides home, alone or even in groups, where eventually only one student will remain alone in the car with the adult.
- Meetings with students off-school-property, one-on-one meetings alone with students, especially in the home of the student or of the adult.
- Taking unchaperoned school or athletics trips, or even on properly chaperoned trips, not exercising a greater degree of caution and propriety regarding interaction with students on the trip.
- Dating students under any circumstances.
- Allowing male and female student athletes to sleep in the same areas, allowing student athletes of the opposite gender to co-mingle in sleeping areas, coaches sleeping in the same areas as student athletes of the opposite gender, or only one coach sleeping in a room with an unrelated student athlete.
- Failing to educate students /players about sexual harassment, providing quality examples.
- After educating athletes about sexual harassment, failing to encourage them to talk to you if anyone makes them uncomfortable.
- Failing to use discretion when alone with an athlete, and when coaching students, not having another coach or supervisor present.

- Not documenting any behavior by students directed toward you which is sexual in nature. When you do document the behavior, be sure to include witnesses, how you dealt with the situation, and who you talked to about the situation.
- Not telling your Athletic Director or school Principal about any complaints.

### ***Student Overnight Field Trips or Activities***

Male and female student athletes shall sleep in separate areas and are not allowed to co-mingle in sleeping areas. Athletic staff and volunteers who are assigned to monitor student athlete behavior during sleep hours must be of the same gender as the student athletes they are supervising. Adequate supervision, which includes random bed checks and hall monitoring (e.g. hotel rooms) or monitoring of exits (e.g. gymnasium), shall be provided at all times during sleep hours. It is prohibited for an adult share a bed with an unrelated student or for one or more adults to sleep in a room with a student alone. In the unique situation where an adult is required to sleep in the same enclosed room with an unrelated student, a minimum of two (2) adults and (2) students of the same gender must be present in the room. Adult supervision ratio should be one (1) adult to 20 student athletes.

Prior to an overnight student activity, all affected parents/legal guardians must be notified of the following:

- a. Purpose of the overnight stay
- b. Date, time, location
- c. Employee in charge of the Student Activity
- d. Expected chaperones
- e. Emergency contact numbers

Following the overnight stay, all students must be transported home by a parent/legal guardian or authorized designee. No exceptions. Parents/legal guardians who seek alternative arrangements from scheduled pickup/drop off time/dates, as designated by KS staff/advisors, must complete a [Permission to Leave the Group form](#) and/or a [Permission for Alternative Transportation form](#) prior to the KS scheduled pickup/drop off time/dates. KS Athletic staff shall be responsible to ensure students are picked-up by a parent/legal guardian or authorized designee and shall wait with the students until all students have been picked up by the parent/legal guardian or authorized designee.

### ***Behavior During the Athletic Season***

Coaches are required to display good sportsmanship at all times both on and off the field, including but not limited to the following:

- Interaction with coaches and student athletes of the same/opposite team –
  - *Sportsmanship* - uses appropriate language and gestures, is courteous and respectful to other teams and officials, and demonstrates and insists upon consideration and grace in both victory and/or defeat. Negative motivational techniques meant to inspire a team are considered detrimental to overall

sportsmanship and to the preparation for a particular game. While such motivational techniques are questionable, at best, in professional athletics and college level sports, they certainly are considered inappropriate at the high school level.

- *Fairness* - maintains a positive relationship with ALL players and displays no prejudiced behavior against any individual player.
- *Respectfulness* - *exercises* self-control, does not apply corporal punishment, is well prepared, organized, present and punctual for all practices and games.
- *Communicates* - keeps the communication lines open between Athletic Staff, student athletes, parents, and colleagues.
- *Protects against Abuse* - protects children from all forms of abuse, including the following:
  - Neglect (withholding water breaks).
  - Emotional abuse (being threatened, taunted or verbally abused).
  - Sexual abuse (being shown pornographic material, uncomfortable touching)
  - Physical abuse (hitting).

Coaches should be able to recognize the indicators which may signify abuse and take appropriate action if concerned.

- Physical confrontation
  - Athletes should be taught to avoid physical confrontations with members of the other team.
  - Athletes should be taught that, should one of their teammates become involved in a physical confrontation, all others are to avoid becoming involved in that physical confrontation, even under the guise/excuse of trying to separate them.
  - Players should be taught that if a confrontation does occur on the field or court, the coaches and the officials will separate the involved individuals.
  - The Head Coach should direct the assistant coach to assume immediate responsibility for those athletes on the bench who are not involved in the physical confrontation. *(For example, the assistant coach to the varsity basketball team would immediately turn to the players on the bench and verbally instruct them to remain in their seats.)*
  - Coaches should forewarn all athletes on their teams that involvement in a physical confrontation will result in not only removing the athletes from the sporting event for the rest of the day, but also the possible suspension from subsequent games.
- Interaction with officials –
  - Judgment calls on the part of the officials are not subject to question or discussion. If the coach desires to discuss a rule, he/she should instruct the captain to request time-out and inform the referee that the coach wants a conference at the sideline.
  - Coaches must control their emotions by eliminating any show of outrage or discontent over an official's call. The coach should never go storming on the field to complain about a call or complain from the sideline to attract attention for support. Similarly, coaches should *never* seek out an official during halftime or at the conclusion of a contest.
  - The coach will immediately discipline any player who intimidates an official or displays unsportsmanlike behavior.



- Interaction with the general public - Coaches should refrain from discussing particular calls or officiating in general with League officials, media, and even fans. It is best to withhold statements that may be made at the emotion-packed ending of a game.

**SHOULD A COACH VIOLATE ANY OF THESE CODES, HE OR SHE WILL BE SUBJECT TO DISCIPLINARY ACTION AS SET FORTH IN THIS HANDBOOK AND THE EMPLOYEE HANDBOOK.**

### *Informing Student Athletes of Applicable School and Athletic Policies*

Coaches should make sure that student athletes are reminded about important KS School and Athletic procedures such as:

- Code of Conduct on and off the field, by which they are to abide;
- What they must do to earn a letter;
- Eligibility and Ineligibility statuses and participation;
- Issuance and Returning of Uniforms and/or Equipment;
- Locker room rules and procedures;
- Drug use and abuse.
- General and appropriate nutritional advice.
- Releasing an athlete from the team.

### *Communication*

Should a Coach wish to report a concern or resolve differences with a co-worker, student athlete, parent, or other person, the Coach can follow the guidelines for bringing forth their concerns in the “Communications” section of the Employee Handbook. Stated briefly, a coach should first bring the matter for resolution with the person to be address, whether it is a fellow coach, student athlete, parent, etc. If it cannot be resolved, or the coach does not feel comfortable bringing forth those concerns, the coach may report these concerns to the Head Coach or Athletic Director. If it cannot be resolved, the coach may consult HR or higher management to resolve the problem. KS prohibits retaliation for reports that are made in good faith.

## STUDENT ATHLETE CODE OF CONDUCT

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

Inappropriate behavior by a student athlete is subject to discipline as set forth in the Student and Parent Handbook, as set forth below: . **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, haumana 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.

### ***School-Wide Behavioral Expectations***

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

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

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

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

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

### *A Commitment to Appropriate Conduct*

**Mōhala i ka wai ka maka o nā pua.**

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

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

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

As Athletic staff, it is essential that you are familiar with KS' discipline system and who to contact in the event a student athlete misbehaves, whether at practice, games or tournaments, at school-sponsored events or activities, on the school bus, off campus, or outside of school hours.

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

We believe in...

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

## **Ka Loina Lawena Pono A Commitment to Appropriate Conduct**

Ke mahalo nei au i Ke Ali'i Pauahi no kona lokomaika'i.  
I lālā kūpono o ka 'ohana o Kamehameha, e hō'ihi ana au i ke Akua, ko'u po'e kūpuna,  
ko'u 'ohana a me ke kaiaulu i ka hana pono.

I am grateful to Princess Pauahi for her generosity.  
As a steadfast member of the Kamehameha family, I will honor God, my ancestors, my family and  
the community with righteous  
actions.

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

### ***Citizenship Behaviors***

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

The KS Commitment to Appropriate Conduct process is designed to model and teach students to  
take personal responsibility for their actions and to respect the rights of others. The process  
applies to behavior in classrooms, on campus, at school-sponsored events, or at non-school  
sponsored events. Inappropriate conduct occurs for a variety of reasons and in varying degrees  
of frequency and severity, so there are FIVE levels to address this type of behavior.

Level 2, 3, 4 and 5 behaviors require investigation. The nature and scope of the investigation  
depends on the frequency and/or severity of each incident. Students may be placed on  
administrative leave during the investigation and will be given an opportunity to explain their  
views before disciplinary action is taken. Efforts will be made to contact parents/guardians  
concerning serious issues and to protect the confidentiality of all parties. If the disciplinary  
consequence results in suspension or removal from the team, that information will be  
communicated to parents first verbally and then with a written, follow-up letter.

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

### LEVEL 1

Level 1 discipline addresses behavior that disrupts the school community.

Infractions – Examples include, but are not limited to:

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

Being in an off-limits area

- Misuse of cell phones and portable media devices (iPods, MP3 players, hand-held videogames, etc.)
- Unauthorized card playing
- Refusal to show student I.D. card

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

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

## LEVEL 2

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

Infractions – Examples include, but are not limited to:

- Unmodified Level 1 behavior
- Consistent failure to obey school rules
- Disrespect towards adults or students – defiance, insubordination, and other forms of disruptive conduct
- Cheating and/or plagiarism, or other forms of academic dishonesty
- Forgery
- Public display of affection
- Inappropriate conduct off campus when part of a school-related activity
- Unauthorized use of or possession of school property, equipment, and materials
- Damage to property due to negligence
- Destruction or damage of other students' work or materials

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

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

## LEVEL 3

Level 3 discipline addresses behaviors which have not responded to either Level 1 or 2 intervention, that pose a direct threat to self and others, destruction of property, discredits or defames a student, staff, or the school, or otherwise poses a direct threat to other students or adults at the school.

Infractions – Examples include, but are not limited to:

- Serious acts of defiance, insubordination, physical assault, or threatening a staff member or student
- Being present where drugs or alcohol are being used, or evidence of use exists
- Misuse of school electronic devices, including computers.

- Inappropriate public display of affection
- Sexual misconduct
- Use or possession of any nicotine or tobacco product and use or possession of electronic cigarette
- Minor Theft
- Vandalism, graffiti, computer hacking, and/or other forms of destruction of property
- Gambling & betting

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

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

#### Level 4

Level 4 discipline addresses behaviors which have not responded to either Level 1, 2 or 3 interventions, results in violence to self or others, or seriously impacts the school environment. If circumstances warrant, the incident may be reported to local law enforcement officials.

Infractions – Examples include, but are not limited to:

- Fighting
- Possession and/or use of alcohol and/or illicit drugs on campus or at school activities
- Intermediate Theft
- Possession of drug paraphernalia
- Chronic Absences
- Serious misuse of school electronic devices, including computers.
- Refusal to cooperate with drug and/or alcohol testing
- Harassment, discrimination, intimidation, bullying, and/or hazing
- Tampering with or Misuse of Fire Alarm and/or other safety/emergency equipment
- Extortion
- Serious sexual misconduct

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

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

#### Level 5

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

Infractions – Examples include, but are not limited to:

- Arson
- Serious Assault
- Bomb threat
- Burglary
- Possession, Threat or Use of a Dangerous Instrument or Weapon
- Sale or Distribution of Alcohol and/or Illicit Drugs
- Serious Sexual Offenses
- Terroristic Threatening
- Major Theft

Possible Consequences: - (Depending on the severity and/or frequency of infraction):

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

Level 5 infractions will be reported to appropriate government authorities including but not



limited to Child Welfare Services and the police. KS reserves the right, at its sole discretion and in appropriate circumstances, to report other infractions to appropriate government authorities.

In addition to the disciplinary policies set forth in the Student and Parent Handbook, student athletes may be disciplined for a variety of infractions specific to athletic related activities. Such examples include, but are not limited to:

- Failure to follow established rules
- Inattention to directions
- Horseplay
- Unsportsmanlike conduct
- Inappropriate language and gestures (profanity, swearing, verbal abuse)
- Theft
- Academic or conduct probation
- Unexcused absences or tardiness to practice
- Destruction or damage to KS property or equipment
- Harassment, intimidation, bullying, or hazing

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

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

### ***Pū uhonua***

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

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

Certain activities, even outside of school hours or off school property, may result in loss of school privileges and other disciplinary action up to and including release from Kamehameha. Students may be subject to discipline for behavior which is, or may be, disruptive of the educational process, interferes with the work of the school, is contrary to the mission of the school, impinges on the rights of other students, employees, or members of the school community, or has a direct or immediate effect on the discipline or general welfare of the school, even if such conduct takes place off campus, during non-school hours or on breaks from school. Such conduct will be evaluated at the sole discretion of KS, and KS reserves the right to modify the regular disciplinary process as may be deemed necessary under the circumstances. Some examples of such outside conduct which may have disciplinary ramifications at school

include any violation of law; underage purchase, use or possession of alcohol or a controlled substance; cyberbullying or other use or misuse of computers, or computer websites (personal, at home or at school), which do, or could, impact the welfare of any member of the school community or the reputation or functioning of the school.

## **Appealing a disciplinary decision**

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

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

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

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

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

## OUR ATHLETIC PROGRAM

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

### Eligibility to Participate In Athletics

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

**Eligibility Forms** - Each athlete wishing to participate in team activities, including summer workouts, pre-season strength and conditioning practices, or competition at Kamehameha Schools, must be medically cleared to start school and must have the following forms completed and current for the academic school year:

1. **Athletic Participation Agreement and Release:** This form provides parents' consent to allow their child to engage in KS approved athletic activities and releases KS from any injuries, liabilities, losses or damages connected with or arising out of their child's participation in such athletic activities, is completed online each school year, and requires parents' and student athlete's electronic signatures.
2. **Physical Evaluation:** This form provides the student athlete's medical history and physical examination and communicates medical clearance from a licensed Physician Assistant, Advanced Practice Registered Nurse, or Physician for the student to participate in sports. This form must be completed at least every 13 months. The completed form must be submitted to the student's health room.
3. **Student Athlete and Parent Acknowledgement:** This is the student athlete and parents' acknowledgment and agreement to conform their conduct to the expectations set forth in the Handbook, is completed online each school year, and requires parents' and student athlete's electronic signatures.
4. **Positive Coaching Alliance (PCA):** Each student and at least one parent/guardian is required to participate in this educational course at least once during the student's high school career. The Kamehameha Hawai'i Athletic Department offers these workshops annually to both students and parents/guardians. Look for announcements for workshops in early summer. If a student or parent/guardian needs to fulfill this obligation at another time, please contact the Athletic Office at 982-0653 to make arrangements.

All student athletes must have medical insurance coverage, typically by being on a parent's medical insurance policy or by having QUEST. QUEST is a free health insurance program for low-income individuals, and you can apply online at [mybenefits.hawaii.gov](http://mybenefits.hawaii.gov). Students who are not insured are not eligible to participate in any KS athletic program, NO EXCEPTIONS. THE PARENT/GUARDIAN MUST ENSURE THAT THE HAS MEDICAL INSURANCE. If an athlete is seriously injured, he/she must have a doctor's release before he/she can return to practice or compete in athletic contests. PARTICIPATION IN AFTER SCHOOL PRACTICE OR ATHLETIC

CONTESTS WILL NOT BE PERMITTED IF THE ATHLETE IS OUT OF SCHOOL ALL OR PART OF THE DAY AS DEFINED BY THE ATHLETIC OFFICE OF THE PRACTICE OR CONTEST FOR REASONS OF ILLNESS OR INJURY. The only exception to this rule is a doctor's release, which must be presented to the Athletic Trainers and coach prior to the practice or the contest. It is the parents/guardians' responsibility to contact the department to update information.

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

1. Prior to trying out, the coach shall provide the following information to **all** candidates for the team:
  - a. Extent of tryout period.
  - b. Criteria used to select the team.
  - c. Number to be selected.
  - d. Practice commitment if they make the team.
  - e. Game commitments.
2. All student athletes who tryout are considered potential candidates. Therefore, everyone is to be given an equal chance in order for the selection process to be fair and balanced. NO COACH is allowed to have their teams “pre-picked” or selected prior to their actual scheduled tryouts.
3. When a team cut becomes a necessity, the process will include six important elements. Each candidate shall:
  - a. Have competed in a set amount of practice sessions;
  - b. Have performed in at least one intra-squad game;
  - c. Be personally informed of the cut by the coach and the reason for the action.
  - d. "cut" lists are not to be posted.
  - e. Coaches will discuss alternative possibilities for participation in the sport or other areas in the activities program.
  - f. If a coach foresees difficulties arising as a result of team cuts, he/she should discuss the situation with the Athletic Director.
4. The final selection for any team sport shall be made by the coach, subject only to review for good cause by the Athletic Director
  - a. In the event an athlete appeals the cut as being unfair, he/she may be granted an additional day to tryout.
  - b. Once the selections for your team are finalized, a completed team roster must be submitted to the athletic office at least ten working days before the first scheduled league event. (See League calendar for dates). Athletic Office staff will compile roster and eligibility list, have Coach, Athletic Director and Principal sign, then forward lists to League office.
  - c. ROSTER AND ELIGIBILITY LIST MUST BE ACCURATE.
  - d. Remember to always inform the Athletic Office of any deletions or additions to the roster so that we may be up-to-date. This is *very* important. Athletes may be ineligible from League competition if a

coach has overlooked them; it will hinder them from getting their uniforms and locker or if we need to retrieve uniforms and clear out lockers.

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

1. Athletes may also participate in more than one sport within a sports season. To be allowed, a student must be in good academic standing and coaches of both sports must work together. The athlete is to choose one sport as the primary sport. Some practice in both sports is required. Ideally a practice and competition schedule will be created prior to the start of both sports' seasons. All parties involved must communicate openly, effectively and constantly.
2. Although athletes may choose the sport(s) they wish to enjoy, once the season has started no one shall change sports without the consent of each coach involved. Athletes cut from one sport, however, may try out for another sport providing they did not "quit" or were not cut from the first sport for disciplinary reasons.
3. Unless approval is given by the current coach, no athlete may start another sport until the previous one has been completed.

### ***Ineligibility to Participate In Athletics***

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

1. **NOT MEDICALLY CLEARED FOR SPORTS**  
Upon notification from the Athletic Office, any student on a roster or list who IS NOT MEDICALLY CLEARED FOR SPORTS BY KS, **MAY NOT PRACTICE OR COMPETE UNTIL** they have completed all sports medical clearance requirements. This policy is strictly enforced.
2. **ABSENCE FROM SCHOOL** – A student athlete whose absence from school has been determined by the campus unit office as unexcused are **NOT ELIGIBLE TO PARTICIPATE** in any practice or scheduled league event. Exceptions to this policy require the approval of the Principal or Vice Principal.
3. **STUDENTS ON ACADEMIC OR CONDUCT PROBATION** - Students who represent Kamehameha must be in both good academic standing and behave appropriately.
  - A. **ACADEMIC PROBATION** - Students with at least **one (1) "F"** or **two (2) or more "D" grades** for the quarter will be **INELIGIBLE** to represent the school for a minimum of a **(2) two-week period.**
    - i. Students **may continue to practice** with their teams or groups during the ineligibility period. Study Hall on/during assigned times/dates will be required.

- ii. After two (2) weeks, beginning with the third week, eligibility will be determined through a grade check conducted by the Athletic Department. Please remember that Administrative clearance to resume participation DOES NOT remove the student from academic probation; therefore the student must continue attending study hall for the remainder of the quarter.
- iii. Student athletes with *two or more "F" grades*:
  - a. *May still participate in PRACTICE but not in any league scheduled COMPETITION* for a minimum of *four (4) weeks*). Study Hall on/during assigned Study Hall times/dates will be required.
  - b. After four (4) weeks, beginning with the fifth week, eligibility will be determined through a grade check conducted by the Athletic Department. *Again, please remember that administrative clearance to resume participation DOES NOT remove the student from academic probation; therefore student must continue attending study hall for the remainder of the quarter.*
- iv. Students on academic probation are allowed to sit on the bench with the team. However, they are NOT ALLOWED to suit up and wear their uniform.
- v. Athletes with a quarter GPA below 2.0 will be ineligible to participate in state tournaments.

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

#### 4. QUITTING A SPORT.

Being a team member means making a commitment to Kamehameha, the team, teammates, and to the coaches. This commitment begins at the point when team rosters are drawn and then becomes a contract when the teams' eligibility list is submitted officially. The normal rule for athletes quitting a team is that they make themselves ineligible for any sport during that season which has already begun. If a student should break this contract and decide to quit without school sanction (i.e., academic difficulties, misbehavior, etc.), then the following conditions will apply:

- a. Normally, an athlete who is dropped from one squad for disciplinary reasons, or who "quits" after competition has begun, shall be

ineligible to compete in another sport for two additional consecutive sport seasons.

- b. He or she will also forfeit any individual or team awards, which may have been earned for that particular sport within that particular year.
- c. Exceptions for just cause may be made only with the approval of the Athletic Director or the Principal.

### ***Awards and Recognition***

#### ***Male and Female Athletes of the Year***

This award recognizes a Kamehameha male and female senior who has excelled in one or more sports and is considered the outstanding senior male or female of the year. The Athletic Director selects the recipient with input from coaches and in consultation with the High School counselors. A permanent plaque, remaining with the school, is engraved with the recipient's name and year. A plaque (replica) is also given to the recipient.

#### ***Senior Scholar Athletes of the Year Award***

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

#### ***General Criteria for Letters***

Coaches will consider the following criteria in the awarding of letters:

- Participant in good standing at the end of the season.
- Specific requirements or criteria for earning a letter will be established by all individual Head Coaches. Athletes should be informed of these requirements prior to the season.
- Responsibilities outlined must be met. Regular attendance and participation. Injury or other valid excuse that keeps participant from completing criteria will be considered.
- Coaches have the prerogative with the approval of the Athletic Director of awarding a letter to a participant(s) other than the specific requirements listed if recipient provides more to the program than regular attendance and participation.

A copy of the requirements for earning a varsity letter must be submitted to the Athletic Director prior to the first league competition. Any revisions must be submitted for approval to the Athletic Director.

*Note:* Managers, statisticians, student assistant trainers, and other support positions -- All Kamehameha High School students are eligible for a varsity letter if he/she meets the first three items under general criteria.

***Letterperson's jacket*** - Available to all high school letter winners. (Orders handled through Sports Line, a commercial vendor. For more information, please contact the Athletic Office at 982-0653)

***Chenille Letters and Certificates:*** - Available to all Varsity, JV, and Middle School award winners who meet all items under general criteria.

- Varsity Letter - receive a 6" chenille letter "K" (one time), corresponding inserts (pins) and a varsity certificate.
- JV Letter - receive a 4" chenille letter "K" (one time), corresponding inserts (pins) and a JV certificate.
- Certificate of Participation - receive a certificate of participation for participating in a sport; for athletes not qualified to receive a JV/ Varsity certificate.
- Scholar Athlete Certificate - athletes maintaining a 3.0 GPA or higher at end of semester one.
- Multiple Sport Certificate- athletes participating on 3 or more teams during school year.
- Middle School Letter- receives a 3" chenille letter "K" (one time per school year).



# DAY TO DAY STUDENT ATHLETE LIFE

## *Practice Sessions and Schedules*

### *Practice Sessions*

Student athletes are responsible for attending and participating in all regularly scheduled team practices, which are held after the regular school day, Monday through Friday, 3:30 PM to 5:45 PM. Practices may be scheduled on Saturdays, and non-instructional days, at the discretion of the Coach, and in collaboration with our Athletic Trainers, but no practices will be held on Sunday. Evening practices may also be scheduled, but only upon the approval of the Athletic Director. Upon completion of all afternoon classes, athletes should report directly to the locker rooms to prepare and be prompt for practices.

The following guidelines are set forth to assist coaches with practice sessions and schedules. For any questions or clarifications, please consult the Athletic Office.

- Before the start of the season, coaches should notify the Athletic Office when there will be the initial sign-up meeting and/or tryouts, so that formal announcements can be made to the students.
- Following the first official practice, each coach shall submit an unofficial "team roster" of all candidates trying out to the Athletic Office.
- Normally practice sessions should be well planned, well structured, and SHOULD NOT EXCEED TWO (2) HOURS, (immediately following the end of the school day) excluding time required for dressing and showering.
- Coaches and managers should be the first to arrive and the last to leave the practice sessions. AT NO TIME ARE ATHLETES TO PRACTICE BY THEMSELVES.
- All equipment used in practice sessions shall be returned to its proper storage location at the end of each practice. The practice area must be policed and secured.
- A student who is absent from school may not practice on that day unless:
  - he/she returns to school and has attended at least two (2) or more periods within a school day
  - he/she submits an acceptable parent or doctor's excuse to the Athletic Director
  - The student was away on an excused school activity
  - Permission is granted by the Principal or Vice Principal
- A student whose absence from school has been determined by the campus unit office as unexcused are NOT ELIGIBLE TO PARTICIPATE in any practice or scheduled league event. Exceptions to this policy require the approval of the Principal or Vice Principal.
- Upon completion of all afternoon classes, athletes should report directly to the locker rooms to prepare and be prompt for practices.

All student athletes should be showered, dressed, and out of the locker rooms by 6:15 p.m. *Any practices extending after 6:00 p.m. requires prior written approvals from the Athletic Director and Principal.*

## *Practice Schedules*

- All Head Coaches are responsible for submitting their own general practice schedules to the Athletic Office within (1) one week after receiving the season league schedule. Failing to submit your practice schedules may result in NO FACILITY USE, NO LOCKER ROOM SERVICES OR NO ATHLETIC TRAINING ROOM COVERAGE.
- Normal high school weekday practice times - Requests for any practices that will be held outside of the regularly scheduled times of 3:30 p.m. – 5:45 p.m. on weekdays *needs to be submitted in writing to the Athletic Office 2 weeks in advance for approvals of the Athletic Director and the Principal.* Plan ahead, look at school calendar.

## *Weekend Practices*

- **Saturday** practices are at the discretion of the coaches and discouraged for High School teams because of the distances some students live from school.
- **Sunday** practices - THERE ARE ABSOLUTELY NO PRACTICES OR LEAGUE EVENTS ON SUNDAYS.
- *Holiday and Vacation Practices*
  - Holiday practices will be permitted only if practice times are submitted to the Athletic Office in at least two (2) weeks in advance.
  - Practices held on special holidays (i.e., Day-after-Thanksgiving), shall be scheduled earlier in the day, and concluded by the 4:00 p.m. closing of the building. (This is to take into consideration the family commitments of team members, coaches, and staff members.)

The Athletic Department will be "CLOSED" on the following holidays:

- Thanksgiving Day
- Founder's Day- none until end of ceremony
- (1/2-day) Christmas Eve - (Athletic Facilities close at 12 o'clock noon)
- Christmas Day
- (1/2-day) New Year's Eve- (Athletic Facilities close at 12 o'clock noon)
- New Year's Day

## *Pre-Season Scrimmages & Schedules*

### *Pre-Season Scheduling*

- Interscholastic scrimmages shall be scheduled by the Head Coach of each sport *with the approval of the Athletic Director.*
- Verify with the School Calendar, Athletic Office, other level coaches, etc., for any schedule conflicts.
- ALL pre-season schedules need to be submitted to the Athletic Director at least two weeks in advance for their approval so that follow-up procedures (notifying security, etc.) can be arranged by the Athletic Office and Support Staff.

### *Pre-Season Scrimmages*

- An "interscholastic scrimmage" is defined as: *"A contest in sports in which the rules of the sport are not followed in all respects. The length of the scrimmage cannot equal or approximate actual game conditions."*
- A scrimmage may involve any number of teams from various schools.
- Coaches should submit tournament schedules for the Athletic Director's approval. Upon approval, the Athletic Department will process payment for tournament entry fees.

### *Scheduling of Games*

The League Sport Coordinators are responsible for the scheduling of their assigned interscholastic athletic sport for each team within the athletic program. The League Sports Schedules should be obtained from the Athletic Office, *prior* to the start of your official practice session. The operational procedures for your sport are distributed at the respective league sport pre-season coaches meeting. It is also available, upon request, from the Athletic Office.

### *Cancelling or Postponing League Games*

If a game must be postponed due to weather or any other factor not conducive to good game conditions, the following practices should be followed:

- Coaches confer with the Athletic Director. (If unavailable, confer with the Principal.)
- Factors considered in the decision are:
  - Health and Safety of student athletes, coaches, spectators, and even management workers/volunteers
  - Playing conditions of the field
  - Safe travel for the team
  - Safe travel for the opponents
  - Safe travel for the officials
  - Safe travel for the students and fans
  - Safe travel for the game workers
  - Damage to equipment
  - Safety to the spectators in or on the school grounds, gym or field
- After considering all of the aforementioned factors, it will then be up to the Athletic Director or Principal to decide whether to proceed with the game or postpone the game. The Athletic Director will inform the League Coordinator who will re-schedule the event.
- Any decision to postpone an afternoon game or meet must be made in time to give notification to the visiting school(s).

### *Student Athlete Dress Code and Appearance*

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

Student athletes who are members of an athletic team, but are not actively participating with their team on any given day, must wear their KS school uniform, or when approved, their team t-shirt or polo shirt with school shorts, long khaki pants, or jeans. Shirts shall fall below the waistline of the student.

A student athlete's dress and appearance must follow the Dress and Appearance Guidelines as set forth in the Student and Parent Handbook. This same dress code applies to student-managers. Failure to abide by the Dress and Appearance Guidelines may result in the student athlete being held out of practice or from representing KS at athletic events.

### *Early Dismissals*

League Sports Coordinators make every effort to schedule games after the regular school day and on weekends during the regular season. There may be times, however, when games may be scheduled that require the student athlete to be released earlier than the end of the school day. Coaches are urged to keep these scheduled games to a minimum and only when absolutely necessary. When a student athlete is released earlier than the end of the regular school day, it is the responsibility of the student athlete to:

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

Early dismissal lists are compiled by the Athletic Administrative Coordinator and sent to the High School Vice Principal. The Vice Principal then forwards the list to the High School faculty and staff.

### *Admission to Games*

- **KS STUDENTS** are admitted for FREE to regular season home games with his/her student I.D. BIIF student activity cards (high school students) can be purchased to attend regular season **away and post season games at reduced prices**. BIIF student activity cards (only at participating schools) allow the bearer entry into regular season away contests for free . **BIIF student activity cards** are available for purchase for \$20.00 through the athletic office (high school campus) on school days from 10:00am-3:30pm, and are active for the entire school year. BIIF student activity cards are honored at BIIF post season tournament games, however, admission is charged at a discounted rate. BIIF student activity cards are not honored at HHSAA State Tournament games.

- **KS PARENTS/OHANA** can purchase KS Parent/Ohana passes for \$25 each (cash only) from the athletic office (high school campus). KS Parent/Ohana passes are active for the entire school year. These passes allow the bearer **FREE** entry **ONLY** at KS regular season HOME games. KS Parent/Ohana passes are **NOT** honored at away contests, pre-season tournaments (fundraisers), BIIF playoff games, or HHSAA State Tournament games.
- **KS FACULTY/STAFF** are admitted for **FREE** to regular season home games.

**BIIF: Admission prices** available at: <https://kshathletics.org/main/filesLinks/>

**HHSAA:** There is an admission fee to attend all state tournament games sponsored by the Hawai'i High School Athletic Association (HHSAA). Information concerning HHSAA-sponsored events is usually made available and/or published closer to the scheduled event. Please check with the HHSAA website at <http://hhsaa.org> for more information.

At all events, students are expected to: dress appropriately, show good sportsmanship, be considerate, and keep the facility free of litter.

### ***Taking Photos or Videos at Games***

In general, the taking of photos and videos at all KS athletic events and competitions is allowed, provided that they do not unreasonably interfere in any way with the operations of any athletic event in anyway. You will be expected to comply with the request of any coach, staff member, and/or game/school official to remove or relocate yourself and/or equipment within the competition area. Failure to do so may result in the loss of the privilege to record or attend future athletic activities.

### ***Potlucks and Snacks***

Because many of our scheduled games are held in areas far from our campus, team potlucks or refreshments after games are allowed (this refers to all home and off campus games) with **PRIOR** approval of the host school. Please ensure that all refreshments are coordinated and arranged through the respective coaches.

### ***Team Fundraising***

All fundraising activities in connection with any KS athletic activity or event must be approved, coordinated by designated staff, and adhere to KS' policy on student fundraising. The fundraising policies are adopted for the health, safety, and well-being of students and include guidelines for the selection of fundraising activities, reporting requirements for proceeds, and sale of perishable food items. For details on the KS fundraising policies, please contact the Athletic Department office, or view the guidelines online at <https://drive.google.com/file/d/0B4f9uKRSKdDJSU5Zjc5bGp0WE0/view>. All athletic T-shirt designs should promote the team and the KS spirit of *ha`aha`a*. Fundraising should **NOT** begin (e.g. commit resources and/or collect money) until coaches seek and obtain approval from the athletic department and Vice Principal.

Some of the highlighted procedures include the following:

- The High School Vice Principal and Associate Athletic Director, or their designee are responsible for coordinating and approving all athletic team fundraising activities.

- Coaches are responsible for initiating and following prescribed procedures, including associated financial duties, e.g., filing required student account annual reports. Activities and projects which involve collecting money must be approved before any activity can begin. A collections report must be filled at the end. Athletic teams are responsible for payment of the 4% Hawaii excise tax, but pay the tax indirectly via an Athletic team *"Check Request"* form made payable to, "Kamehameha Schools", and are sent to the Athletic Director. KS consolidates excise tax obligations of KS teams and issues a KS check to the State Tax office.
- *Students cannot enter into legal contracts.* All contracts with vendors must be signed by:
  - 1) the Kamehameha coach,
  - 2) the facilitator for the unit (Associate Athletic Director),
  - 3) the Athletic Director, Vice Principal, and/ or the Principal. If a parent is coordinating the fundraising activity, the coach must ensure that the parent is aware of this requirement.

Failure to comply with this policy will result in the coach or parent being held solely responsible for any losses which are incurred from the fundraising activity.

- Coaches or their parent coordinator must complete the *"Request for Approval of Fundraising Effort"* form and complete the approval process - approval by the Athletic Director, Vice Principal and/or Principal - *BEFORE* the start of the proposed fundraising activity.
- If the activity is approved, it will be listed on the Fundraising Master Calendar. Each on-campus fundraising activity is given exclusive selling period of not more than five (5) school days. *Coaches must ensure that team members do not sell on campus at any other time but during the stipulated five (5) day period.*
- Following the fundraising activity, the coach must complete and return the *"Fundraising Collection Report"* along with a *"Check Request"* form payable to the "Kamehameha Schools" for 4.0% of the gross receipts to cover the excise tax payable.
- Fundraising may be permitted off-campus for activities which are sanctioned by the schools *only if written permission is obtained from the Associate Athletic Director and/or Athletic Director, Vice Principal, and/ or Principal.*
- Coaches or their parent coordinator must complete a *"Request for Approval of Fundraising Effort"* form. If fundraising activities occur off-campus, no fundraising is allowed on-campus. It is the responsibility of the coach or adult chairperson to inform all members of this policy.
- The penalty for violating this policy may be cancellation of the activity for which the fundraising is being held. For example, if a group with permission to fundraise off-campus is raising money for a trip and a member sells on campus, the trip may be cancelled.
- ***Sale of Perishable Food Items***
  - All perishable food items which are sold as part of a fundraising activity must be prepared at Kamehameha Schools Food Service's kitchen or prepared by Kamehameha Schools Food Service Department. *No homemade perishable food may be sold for fundraising purposes.*
  - For items picked up directly by buyer from vendor (e.g., Chili, candy):
    - Prior to the sale of any tickets the coach must secure a signed statement from vendor indemnifying KS against any liability for complaints regarding tainted

food. The indemnity form can be obtained, and once filled out, returned to the Athletic Office.

- For food products to be distributed directly to the buyers by team members:
  - The coach must secure written instructions from the vendor on the proper care/storage of the food to prevent spoilage or food poisoning, and
  - Ensure that these procedures are strictly followed to protect KS against potential liability.
- ***Security Requirement for All Money***
  - ***Securing cash or checks - MONEY/CHECKS ARE NOT TO BE HELD OVERNIGHT IN OFFICES, CLASSROOMS, CARS, OR HOMES.*** A log of all checks received should be maintained and kept separately from the checks themselves. This allows for proper reporting and stop payment requests in the event checks are lost or stolen. All checks/cash must be either deposited or placed in the vault drop box at the Middle School Administration Building or High School Administration Building (located on both first and second floors). For after hour drops, Security will assist in making drops at the High School Administration night deposit drop box.
- ***Financial Reporting Requirements***
  - Kamehameha Schools maintains a consolidated bank account for all student club/class accounts. The bank account is reconciled by fiscal staff and bank statements are not distributed to clubs individually. On a monthly basis, the campus fiscal office can provide your club with a Balance Sheet and Profit & Loss Statement. On a quarterly basis, a Transaction Register listing all account activity may be provided for each club. If no activity is made within the quarter, no Transaction Register will be generated. It is the responsibility of the club to maintain its own records if it wishes and alert KSH fiscal office if a discrepancy appears.
  - ***Any staff member who disregards this policy will be held responsible for any funds which are stolen/ missing. Staff members are not to deposit student funds into their own personal accounts or open accounts for student funds in any but the designated financial institution.***

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

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



KAMEHAMEHA SCHOOLS®



For this reason, the use of these marks in connection with the sale of any products or any commercial activity, or any use of these marks that implies sponsorship or endorsement by KS of any activity (even a non-commercial activity) requires the written approval of KS. To learn more about these requirements, please contact the campus athletic office at 982-0653.

## SAFETY AND SECURITY

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

KS is committed to providing a learning environment free from all types of discrimination, harassment, intimidation, bullying, hazing or violence that would interfere with a student's ability to learn and enjoy his or her educational experience. All school infractions, including any incident of discrimination, harassment, intimidation, bullying, hazing or violence, should be reported immediately to any coach, the Director of Athletics, the Principal, or designated school administrator, to permit KS to take appropriate action. KS will investigate and handle such reports in accordance with its policies and procedures. Student suspect(s) will be given the opportunity to explain their views. KS may take disciplinary action, up to and including suspension or release, as determined by KS in its sole discretion. If the infraction is serious and circumstances so warrant, KS may report the incident to local law enforcement officials. A detailed list of infractions and disciplinary actions can be found in the "Student Discipline" section of the Handbook. For more information about how to report a school infraction, including any incident of discrimination, harassment, intimidation, bullying, hazing, or violence, please contact the Principal or designated school administrator's office.

If you witness non-students engaging in unlawful or suspicious activities such as theft, arson or drug-use, please report it immediately to KS faculty, staff members or campus security. In cases of emergency, contact local law enforcement, fire, and/or emergency services officials.

### *Hi'ikua Helpline*

The Hi'ikua Helpline is a confidential helpline that provides students with an alternative way to report any concerns or ask questions that affect the health, safety and/or well-being of any student (e.g., harassment, intimidation, bullying, sexual harassment, violence or threats of



violence, suicidal thoughts or actions, drug or alcohol use). While reporters are encouraged to identify themselves in order for KS to ensure efficient attention to any concern or issue, anonymous reports are accepted and investigated to the fullest extent possible. The Helpline is not intended to replace traditional reporting methods should students or families feel comfortable doing so.

The Helpline is administered by an independent third party to maintain confidentiality and is available 24 hours a day, 365 days per year. To access the Hi'ikua Helpline:

- Online: [www.hiikuahelpline.ethicspoint.com](http://www.hiikuahelpline.ethicspoint.com)
- Toll free: 1-844-284-2640

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

## Reporting Suspected Child Abuse &/or Neglect

In compliance with the Child Abuse Law, **KS administrators, faculty and staff are required to immediately report any suspected child abuse or neglect** they believe has occurred, or is at substantial risk of occurring, to the Child Welfare Services of the Department of Human Services ("CWS") or the police, whether the alleged abuser is a family member, community member, student, KS employee or Trustee, KS volunteer or contractor, or any other person. Knowing failure to make a report of suspected child abuse or neglect by any staff is punishable as a criminal offense.

Each educational site shall have designated liaisons to facilitate the submission of written reports of suspected child abuse or neglect to CWS or the police.

Faculty and staff who suspect child abuse or neglect should immediately either make a report directly to CWS to the police, and then notify a designated liaison of the report, or contact a KS designated liaison to assist with reporting to CWS or the police. Refer to Procedure 201.1.02 – Reporting Suspected Child Abuse or Neglect –online at [https://kaipuolono.ksbe.edu/policies\\_and\\_procedures/procedures/procedure-201-1-02-reporting-suspected-child-abuse-or-neglect](https://kaipuolono.ksbe.edu/policies_and_procedures/procedures/procedure-201-1-02-reporting-suspected-child-abuse-or-neglect) for required reporting procedures and for the required Child Protection Forms. Treat all matters with confidentiality, only revealing information to those who have a business need- to-know about the specific matter.

Under the law, if a child is being investigated for possible abuse or neglect, CWS 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, CWS or the police want to interview a child during an investigation concerning another child, parental consent IS REQUIRED before any interview can take place.

## Reporting Student Danger to Self and Others

If a student presents with any of the following behaviors (including the below but not limited to) and/or if a person reports concern to a staff member about another student in-person, via email, written assignment or through the Hi'ikua Help Line, PLEASE IMMEDIATELY CALL FOR BEHAVIORAL HEALTH SPECIALIST (BHS) SUPPORT:

- 1) **Danger to Self – Suicidal ideation, self-harm, increasing depressive symptoms**  
Definition: A student who may verbalize, write, or post on social media about wanting to take their own life, wishing they were dead or that they would die, including any plans to commit suicide. A student who recently threatened or attempted suicide or some serious bodily injury. A student who may demonstrate dangerous or reckless behaviors through some recent act, attempt or threat of self-mutilation (i.e. cutting, scratching, burning, etc.).
  - Current suicidal thoughts, prior suicide attempts
  - Recent demonstration of self-harming behaviors
  - Presence of mental health concerns
  
- 2) **Danger to Others – threats of violence or harm to others**  
Definition: A student who may verbalize, write, or post on social media about wanting to physically hurt or harm another person, group of people, or pet. A student who states a specific or general threat of violence, including homicidal or thoughts of revenge which can appear vague or in the form of a detailed plan.
  - Previous violent behavior (hurting animals, hurting others)
  - Fascination with and playing with fire or dangerous objects
  - Anti-social behaviors (very few friends), victim of abuse at home or school
  
- 3) **A condition of being Gravely Disabled – psychotic symptoms, bizarre behaviors, sudden change in personality/social behavior, or intoxication.**  
Definition: A student who may display a sudden inability to care for their basic “Activities of Daily Living” (i.e. hygiene, dressing, eating, continence, or mobility). A student who may describe hallucinations (auditory, visual) or agitation or present as catatonic (immobile or unresponsive) or intoxicated.
  - Intoxication or ongoing substance use
  - Debilitating physical illness
  - Current or history of high anxiety episodes, paranoia

**If the situation is not safe or the student appears to require emergent medical care: call 911, notify Health Services Manager, Campus Security, BHS Supervisor and Dr. Fink as follows:**

KS Kea’au BHS Supervisor	Tracey Wise	(o) 982-0781	(c) 895-2593
KS Health Services Manager	Kerith Pocock	(o) 842-8289	(c) 281-4164
Director of Mālama Ola	Dr. Kenny Fink:	(o) 842-8959	(c) 366-8467

## *Right to Search*

Kamehameha Schools is a private educational institution responsible for the safety of its student athletes and faculty members. As such, KS reserves the right to search student athlete lockers, cars, persons, and personal possessions if there is a reasonable suspicion that a student athlete 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 student athletes 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.

## *Visitors & Volunteers*

KS encourages a students' family member(s), and others with a connection to KS and its mission, to serve as a volunteer to enrich the overall educational experience for students. In order to provide the safest environment for student athletes and volunteers, KS requires every volunteer who will be in direct contact with student athletes for an extended period, and/or on a regular basis, to complete an Application to Volunteer, have a TB test on file, authorize a criminal history record check annually, and complete the mandatory Volunteer training module before working directly with student athletes. Kamehameha facilities are smoke- and drug-free environments. Smoking (except in designated smoking areas), drinking, or use of any illegal substance is prohibited on school property (including parking lots, bus terminals, and KS vehicles and/or rental buses), at school-sponsored events (including student functions, practices, games, tournaments, or while traveling with student athletes), 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. Additionally, students are prohibited from using or possessing any nicotine or tobacco products or electronic cigarettes. Athletic staff must ensure that student athletes do not use or possess any nicotine, or tobacco products, or electronic cigarettes. All visitors and volunteers are expected to adhere to this policy.

In all cases, Kamehameha reserves the right to refuse to allow visitors or volunteers, including parents, relatives, or caregivers, to participate in its programs and services if, in the opinion of the administrator, there exists a reasonable belief that the volunteer or visitor may pose a risk to the health, safety, or welfare of the student athletes.

Every Athletic volunteer must be supervised by an Athletic employee who is responsible for the following:

- Making every effort to have “two deep” supervision (a minimum of two adults, at least one of which shall be a KS staff member);
- Making sure a volunteer does not have any unobservable contact with a student without a second adult being present/observing (except in the case of an emergency);
- Ensuring each volunteer has met the requirements to be an approved volunteer;
- Giving each volunteer an orientation that includes roles and responsibilities of the volunteer, the requirement for appropriate conduct, and who to contact with questions;
- Informing each volunteer that they are expected to report, as soon as possible, any suspected inappropriate interaction, any suspected child abuse or neglect, and any suspected student harassment, intimidation or bullying to an Athletic employee or through the Hi'ikua Student/Parent Helpline.

# ATHLETIC HEALTH SERVICES

## *Athletic Training Services*

Kamehameha Schools strives to provide a safe and healthy athletic experience for the entire Kamehameha Schools athletic community, consistent with its medical care standards. Both campus Health Services staff and Certified Athletic Trainers provide athletic healthcare services to student athletes.

KS' Certified Athletic Trainers are, multi-skilled health care professionals who collaborate with physicians to provide preventative services, emergency care, clinical diagnosis, therapeutic intervention and rehabilitation of injuries and medical conditions. Athletic trainers work under the direction of the KS Medical Director, team physician(s), the student's private physician as prescribed by state regulatory statutes, and in collaboration with KS Health Services staff. Any injury or illness requiring treatment beyond the scope of athletic training will be referred to the student's physician or the nearest emergency care facility.

Athletes are not to be in the athletic training room unless they are being examined or treated by an athletic trainer. Only authorized and qualified personnel under the direct supervision of an athletic trainer shall be allowed to use the medical or rehabilitation equipment in the athletic training room.

## *Priority of Service in the Athletic Training Room*

In-season athletes preparing for practice or an event will receive priority to avoid tardiness to the practice or event. All other athletes will be serviced as staffing permits.

## *Coverage of Practices and Events*

Off-season practices and events may not be covered by staff Athletic Trainers. A Certified Athletic Trainer will normally remain on duty during regularly scheduled campus practices and games. Coverage of practices and events is determined by the KS Athletic Trainer Staffing policy, level of risk, location of event, availability of KS staff and if off-site availability of host medical personnel.

## *Illness or Injury Occurring at Practice or Event*

All injuries should be reported as soon as possible to the athletic training staff. The athletic training staff will assess the condition, treat the condition, or refer the athlete to another medical professional. The Athletic Trainers will communicate with the student and coaches as to their participation status until release for return to full participation.

When a Certified Athletic Trainer is not available, life or limb-threatening emergencies must be reported immediately to Emergency Medical Services (9-1-1) for the most appropriate response. Begin rescue breathing, CPR, or first aid as necessary, and then notify the athletic training staff for help.

When a Kamehameha Schools' Certified Athletic Trainer is unavailable for an off campus athletic event, the host Athletic Trainer is usually responsible for emergency/first aid care of all participants. If there is no host Athletic Trainer or the Athletic Trainer is otherwise unavailable, the Head Coach is responsible for the athlete's care. When a Certified Athletic Trainer is not present, the coach must make very conservative decisions when deciding to return an injured/ill

athlete to play. Athletes and parents are not authorized to make athletic health care decisions for Kamehameha Schools.

### ***Clearance to Return to Full Participation***

The athletic training staff must clear every injured or ill athlete before returning the athlete to full participation, whether assessed/treated by the athletic training staff or not. A physician's clearance is a release to the care of the Certified Athletic Trainer—not a clearance to full participation in athletics.

Clearance is based on the athlete's ability to participate in practice safely. The Head Coach is responsible for determining when the athlete will return to competition after obtaining clearance from the athletic training staff.

### **Injury/Illness Education**

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

#### **❖ Concussion Management**

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

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

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

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

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

All students who sustained a concussion must readmit through the student's health room and

provide clearance to return to school from a licensed healthcare provider who is qualified to do so. When school is not in session, an athletic trainer will begin the RTP protocol when student has clearance to return to play from a licensed healthcare provider and is symptom free at rest or with minimal exertion.

To allow for optimum health and safety of the student during recovery the athletic trainer will notify and communicate with the KS Student Success Team (SST) when a student has been diagnosed with a concussion. The SST will provide coordinated care for the duration of the student's recovery, under the direction of the student's healthcare provider as applicable and may involve the following or their designee as well as others as applicable: the School Counselor, Vice Principal, Learning Supports Specialist, Behavioral Health Specialist, Nurse, and as applicable.

## **RETURN TO PLAY GUIDELINES**

KS will use the following guidelines, consistent with the Hawaii Concussion Management Program, as a guide to return the student athlete to active status:

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

Step 2: Return to school full time.

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

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

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

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

Step 6: Full contact practice or training.

Step 7: Play in game.

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

## **❖ Sudden Cardiac Arrest**

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

How often does it happen?

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

For reasons unknown, sudden cardiac death appears to be more common in boys, African-

Americans, and football and basketball players. This may be because more athletes participate in these sports. Most deaths occur between 3 PM and 9 PM - during or immediately after training or competition.

What causes this?

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

Screening Evaluations

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

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

Parents Should Complete the Medical History Forms with their Child

Young athletes may be at greater risk and need further evaluation and tests if there is:

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

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

Recommendations

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

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

## ❖ Heat Illness

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

of practices as needed, proper hydration, recognition of signs and symptoms and an emergency action plan for heat related illness.

### **Prevention of Heat Illness**

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

Resources:

[https://www.sportshigh.com/assets/content/resources/governing\\_documents/Heat-Acclimatization-Revised-8-22-16.pdf?1478652398](https://www.sportshigh.com/assets/content/resources/governing_documents/Heat-Acclimatization-Revised-8-22-16.pdf?1478652398)<https://ksi.uconn.edu/>

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

### **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 staff are available to provide crisis assessments, depression risk screenings, brief mental health counseling, as well as assist students and their caregivers in the coordination of outpatient mental health services for students.

Each Kamehameha Schools K-12 campus has BH Specialists who operate under the licensure of a BH Supervisor. The Mālama Ola Medical Director, who is a board-certified physician oversees the care provided by the Behavioral Health (BH) Department. The BH Department does not replace your child/family's mental health provider, but it becomes part of your child's healthcare team. Students who are assessed to require a higher level of care than can be provided on campus are referred to receive mental health services in the community.

Students can access BH services by contacting a BH staff. They can also be referred by kumu, School Counselors, Administrators, friends, and 'ohana. Depression screening occurs in the middle school and high school health rooms, and nurses may also refer students.

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

### **Behavioral Health Re-admit**

A student in crisis must be cleared to return to school, and boarding if applicable, by a licensed mental health provider. If a student is assessed to need a higher level of care by a community provider, a Behavioral Health Re-admit checklist and Re-admit form will be provided to parents by the BH staff. The Re-admit form must be completed by a licensed mental health provider. Upon receipt of a completed Re-admit form clearing a student to return to school, the BH staff will schedule a Re-admit meeting which is required prior to the student's returning to school.

### **Hours of Service**

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



- K-12
  - Leina'ala Launiu 982-0203
- Behavioral Health Supervisor
  - Tracey Wise 982-0781

### ***Student Accident Insurance***

Kamehameha Schools provides limited accident insurance for students for accidental injuries incurred during participation in school functions, activities, or trips. This insurance provides accident coverage in conjunction with parents' personal medical insurance. For more information, please contact the campus athletic office at 982-0653.

### ***Medical Emergency Contact Information***

Every Head Coach will receive a copy of each athlete's Student Health Summary which must be kept at all team activities and events. The athletic training staff does not travel with these forms. Each form contains information that should be used in the event of a medical emergency. Please remember that personal and medical information should only be shared with appropriate personnel.

### ***The Use of Nutritional Supplements***

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

### ***Hydration***

Maintaining proper hydration is necessary for the health of each student athlete. Sanitary delivery of that water to prevent disease transmission is a goal of the athletic training program. Coolers are drinking vessels and are available for team use. Water bottles and carriers are also available for off campus activities/events. When using equipment please be mindful to help maintain their cleanliness and condition. Coaches my sign-out for any equipment they would like to use throughout the season.

### ***Mouthguards***

Athletes participating in contact sports are encouraged to use a mouthguard to prevent damage to teeth and soft tissues of the mouth. The athletic training program will provide one mouthguard to each athlete who pledges to use the mouthguard every practice and game. Football players are required to wear a mouthguard for every contact activity. Lost, damaged, or altered mouthguards must be replaced immediately.

### ***Protection Against Bloodborne Pathogens***

Due to the prevalence of bloodborne pathogens in the athletic training setting, universal precautions will be adhered to whenever the possibility of exposure to body fluids exists. Every student found bleeding must be removed from the playing surface until bleeding is controlled and covered. Blood-spotted uniforms must be treated before a student is returned to the play. Any staff member coming into contact with body fluids must wear an adequate barrier, such as latex exam gloves, which are included in the team first aid kit.

### ***First Aid Kit***

Basic first aid kits are available upon request. The kit will contain the items to treat minor injuries. Some kits will contain additional sport-related items. When a student needs taping and a KS Athletic Trainer is not present, additional taping supplies must be obtained from the athletic training staff so that the host Athletic Trainer can provide this service.

Coaches must not apply prophylactic taping to any athlete's body and athletes are not allowed to tape themselves. When a kit needs to be replaced, a coach must bring the kit to the Athletic Training Room and the kit will be re-supplied as soon as possible.

Athletic tape is not designed or rated to use for equipment/uniform repair or court marking. The tape's mass (sticky part) is quickly affected by heat and is not easily removed after it dries. Athletic tape left on a uniform during the washing and drying process will ruin the fabric. Coaches can obtain special tapes designed for equipment repair and court marking from sports stores.

### ***Transporting an Injured Student***

A coach's main responsibility while an injured/ill athlete is on the playing surface consists of moving the remaining athletes away from the area and keeping parents/guardians near the players' bench.

An athlete with a suspected head, neck or spinal injury should not be moved by anyone except medical/athletic training personnel, unless there is a threat of eminent danger such as, but not limited to, fire, flood, hurricane, or lightning. Athletes with non-serious illness or injuries that do not require immediate advanced medical care should be escorted to the athletic training room. If the athlete cannot walk, contact the athletic training staff for assistance. If the athletic training staff cannot be contacted, contact the athlete's parent/legal guardian to transport the athlete home or to a medical facility.

In the event of a serious medical emergency, KS will be responsible for arranging transportation for emergency care. KS staff will first call 911 then, as soon as possible, will call the parent/guardian(s). If the parent/guardian(s) are unavailable, KS staff will then call the emergency contact.

### ***Catastrophic Injury/Illness or Death of Athlete***

Fortunately, occurrences of injury or illness causing life-long disability are rare. Death on the playing field occurs even less often. When something of this nature happens, the event and aftermath affect the entire school community.

Due to liability issues and sensitivity toward the victim's family, staff members must not release any information to outside entities. The school administration will handle all information releases and determine the staff's role.

If such an event occurs, contact the Athletic Director or Principal as soon as is practical to get information regarding counseling services for staff and athletes. The roles of coaches will be directed by the Athletic Director or Principal.

### ***Other Equipment and Supplies***

From time to time, a team will request additional rehabilitation equipment, towels, or other supplies. The Head Coach must sign out the items and set a return date. Damage or loss is the responsibility of the Head Coach.

### ***Confidentiality of Medical Information***

KS protects health information on student athletes from disclosure to others unless there is a demonstrated business need to know. The athletic training staff keeps medical files, including physical screenings and emergency contact information, in a controlled area in the Athletic Training Room and is available for release only to authorized personnel. Individuals or institutions recruiting athletes must receive a parent's guardian's prior written permission in order to view files. A coach must never discuss an athlete's medical condition with media or others outside of Kamehameha School's athletic training, coaching or administrative staff.

### ***Athletic Training Student Aides***

The Certified Athletic Trainers utilize student volunteers. Athletic Training Student Aides (ATSAs) are valuable contributors to the athletic health care delivery system and assist in the daily function of the athletic training room. ATSAs are to be supervised at all times by a KS' Certified Athletic Trainer and are expected to adhere to KS' policies and procedures for volunteers and interns

### ***Athletic Health Care Presentations***

The Certified Athletic Trainers are available for presentations to teams. Topics may include the policies and procedures outlined here, emergency action plans, heat illness prevention, and other sport-specific information. The Head Coach should contact the athletic training staff to schedule these presentations.

## **SERVICES AND RESOURCES**

### ***Uniforms, Lockers, Equipment, and Facilities***

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

1. Athletes may receive the following items (*items may vary depending on the sport*):
  - (a) One (1) combination lock and a locker (*If a locker is not available, they may need to share/double-up*)
  - (b) One (1) set of practice clothes (*t-shirt and shorts*)
  - (c) A set of game uniforms (*\*depending on sport*)
  - (d) One (1) laundry belt

- (e) One (1) towel (*towels are exchanged on a one-for-one basis*)
  - (f) Socks and other sporting apparel are also available upon request. (*depending on availability*)
2. In the event that an athlete withdraws from the team, all items that have been issued must be returned immediately and the athlete must clear out their locker by the next school day following withdrawal from the team. Failure to clear out their locker within 3 days of withdrawing from a team will result in the individual's lock being removed. If an individual's lock is removed, personal belongings will be bagged, identified, and held for a period of two weeks from the dates of withdrawal. Thereafter, the items will be disposed of.
  3. Athletes must turn in uniforms and equipment on the last day of their respective seasons. They shall clear out their assigned lockers by the next school day following their last competition. Failure to clear out their lockers within 3 school days following their last competition will result in the individual's lock being removed. If an individual's lock is removed, personal belongings will be bagged, identified, and held for a period of two weeks from the first school day following the conclusion of the season. Thereafter, items will be disposed of.

## ***Uniforms***

Coaches' uniforms are issued under the following guidelines:

1. Only Head Coaches are allowed to get his/her athletic staff uniforms from the athletic department.
2. Uniforms will be issued only to those coaches who have been cleared.
3. Coaches will receive for the entire school year:
  - (a) One (1) set of practice clothes (t-shirt and shorts)
  - (b) One (1) game shirt (*or uniform, depending on sport*)
  - (c) One (1) cap or visor (*depending on sport*)
  - (d) One (1) jacket (depending on sport) - the jacket is not part of the uniform and available upon request only.
  1. **JACKETS ARE TO BE RETURNED AT THE END OF THE COACH'S SPORT SEASON!**

Coaches will be billed for jackets that are lost or not returned in good condition **at the end of the season. Any stolen, damaged, missing, or un-returned items will be subject to a replacement charge. Student athletes' practice and game uniforms are issued under the following guidelines:**

1. Uniforms will be issued only after:
  - The Head Coach has submitted his/her "final" eligibility list to the Athletic Office, and;
  - The Athletic Office has verified the student athlete's eligibility status. (Please allow at least 3-4 days for this process.)
  - The Athletic Office will then notify the coach and staff of a team's eligibility.
  - Upon notification from the Athletic Office, the Head Coach is to schedule a time to suit-up their entire team with the athletic staff.
  - Athletes will be issued out the following items (of course, items may vary depending on the sport):
    - One (1)-combination lock and a locker (If a locker is not available, they may need to share/double-up) (Pending)
    - One (1)-set of practice clothes (t/shirt and shorts)

- (\*)A set of game uniforms (\*depending on sport)
    - One (1) laundry belt
    - One (1) towel (towels are exchanged on a one-for-one basis)
  - Athletes will be held financially responsible for any damaged and/or lost uniforms.
    - Student athletes will be charged the cost of replacement of uniforms or equipment. If uniforms or equipment are found or returned to their respective locker rooms, the locker room attendants will submit a credit slip to the Cashier's Office to credit the athlete's account.
    - Students who have not cleared their accounts will not be able to register for classes for the following semester, will not be allowed to participate (including practices) until items are returned, paid for or worked off, and students in Grade 12 will not be able to graduate.
  - Coaches should inform the Athletic Office and staff if an athlete withdraws from the team immediately following athlete departure. The Head Coach is responsible for following up on the return of the uniforms.
2. Laundering of Uniforms
    - (a) ALL UNIFORMS ARE TO BE WASHED DAILY or after each game AT SCHOOL.
    - (b) Home washing is to be discouraged unless transportation makes it difficult to return to campus. In such cases, student athletes will be held responsible for any damage to the uniforms washed outside of school.
    - (c) Properly returned uniforms will be washed & dried on the issued wash belts and returned to the student athletes' lockers.
    - (d) Absolutely NO PERSONAL ITEMS ARE ALLOWED ON THE WASHBELTS! (*Wash belts will not be washed if personal items are found on them*)
  3. Uniforms and equipment are to be worn only during practice sessions and at interscholastic contests, or upon approval of the Athletic Director. At no time are athletes to wear their athletic uniforms or equipment for:
    - (a) Gym/P.E. classes
    - (b) Work or job
    - (c) Socially
    - (d) School wear (see policy below)
  4. Normally, the wearing of athletic uniforms will be reserved for special school occasions, upon the approval of the Athletic Director.
  5. Warm-up jackets for certain sports (e.g. baseball, softball, basketball, cheerleading, etc.) may not be worn to and from school. They should be turned in to the locker rooms after every game along with the uniforms to be laundered.
  6. Athletes are strongly encouraged to return their uniforms and other equipment on the day of and directly after their last contest.

## *Lockers*

EACH COACH IS RESPONSIBLE FOR THE MONITORING OF AND THE ACTIONS OF MEMBERS OF HIS/HER SQUAD FROM THE TIME THEY REPORT TO THE LOCKER ROOM FOR PRACTICE/GAME UNTIL THEY LEAVE THE BUILDING AFTER PRACTICE/GAME. IT IS THE RESPONSIBILITY OF COACHES TO BE PRESENT AT THE TIME THAT THEIR ATHLETES REPORT FOR PRACTICE, GAMES, and MEETS, (HOME OR AWAY), AND STAY UNTIL THE LAST ATHLETE HAS LEFT.

- The coach shall see that the showers are turned off, all athletes' locker doors are locked, equipment is locked up, and the room left as neat as possible.
- Abide by and be sensitive to the locker room hours.
- Show respect towards all our support staff. As a courtesy to our staff, please call the Security Main Gate if a bus, game, or meet is running late.

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

1. Absolutely NO rough-housing and throwing of towels or other objects allowed in the locker room. **Hazing of other players is not allowed and is subject to disciplinary action.**
2. No photos or video are permitted to be taken in a locker room without permission from a coach. Misuse of phones will result in disciplinary actions, including release from KS.
3. Since other teams will be using the locker room area, please make an effort to keep this area as neat and clean as reasonably possible.
4. All showers must be turned off after showering. The last person to leave the shower room is expected to check all showers.
5. No one except coaches and assigned players are allowed in the locker room.
6. No glass containers are permitted in the locker room areas.
7. All shoes must be put on and taken off outside of the locker rooms. No metal or hard-plastic spikes or cleats are ever allowed in any other part of the school building. House/shower slippers may be kept in personal lockers and worn in the locker rooms.
8. Towels for athletics are furnished by the school. Each athlete will receive a clean towel when lockers are issued and are expected to place it in the proper barrel after each use in exchange for a clean towel.
9. **Athletes may use the phone in the locker room to call home upon permission of a coach or locker room personnel** (*phone calls are limited to 3 minutes each*). Normally, all athletes should make prior arrangements for transportation home at the end of their scheduled practice time. Report any vandalism or thefts to the locker room attendants immediately and notify the Security Department 982-0149/x20149.
10. No loud music during school hours 7:30a.m. - 3:00 p.m.
11. No vulgar music allowed.

## *Equipment*

Each Head Coach is directly responsible for the care and control of all equipment used in his/her program. The equipment will be issued to the Head Coach under the following guidelines:

1. All student athletes receiving equipment are held financially responsible for lost and/or damaged equipment.
  - All athletic equipment is the property of The Kamehameha Schools, and will not be loaned to outside groups except with the approval of the Athletic Director, and then only in unusual circumstances.
  - The Athletic Director will be responsible to see that all uniforms and equipment are numbered or labeled when received by the department prior to equipment issued to members of the coaching staff.
  - The Head Coach is ultimately responsible for submitting his/her "coach's check-out list" to the Athletic Office for the Athletic Director approval, prior to their first day of tryouts or practice and before any equipment or uniforms are issued out.
  - Requests for equipment should be made at least three (3) days in advance. **DO NOT EXPECT IMMEDIATE SERVICE, especially during after-school hours.**
  - Players are to be instructed in the proper use, care, and maintenance of their equipment at the time of issue. This is particularly important for safety equipment.
  - All athletes receiving equipment will be responsible for the equipment issued. If the equipment is lost or has had abnormal usage, the athlete will be charged accordingly.
  - Periodically, coaches shall inspect all equipment and facilities throughout the season
    - Helmets, bats, nets, supporting poles, etc., may break or deteriorate and become unsafe during the course of the year.
    - Deactivate unsafe or defective equipment and return to the locker room/equipment room for replacement immediately.
    - Facility hazards should be reported to the Athletic Director immediately. All general equipment being used by more than one sport will be stored in a specific area. Always return equipment to this area promptly for others to use.
  - Coaches should carefully consider the selection of all student equipment managers and thoroughly explain their duties. These individuals are the key to good equipment control and maintenance.

## *Collection, Return, and Storage of Equipment and Uniforms*

Coaches are also required to assist with the collecting of all equipment and uniforms which were dispersed during the season. Coaches are encouraged to collect uniforms and other equipment on the last day of practice and/or directly after their last contest because the sooner equipment is collected after the season has ended, the greater the likelihood that more equipment will be returned with less effort. To this effort:

- The Head Coach shall supervise the return and collection of all the equipment issued within his/her sports program.
- As each athlete turns in his/her uniforms and equipment, it will be checked off of his/her equipment list, noting the condition of all returned equipment. Athletic staff are available for assistance. If any uniforms and/or equipment are lost or have abnormal usage, the athlete will be charged replacement costs.
- The coach shall inform each athlete he/she will not receive any athletic awards until all financial obligations are met.

- Coach shall inform each athlete he/she is NOT eligible to tryout for another sport until uniforms and/or equipment are turned in or financial obligations are met.
  - Athletes still delinquent at the end of the school year will not be allowed to register for the next semester until this obligation is fulfilled.
  - Team's coaching staff stipends will be held until team's (coaches and players) obligations are met.
- Within two weeks after the season's end, the Athletic Department will ensure that all uniforms and equipment is to be collected, cleaned, inventoried, and stored in its designated storage area.
- No equipment is to be discarded without the approval of the Athletic Director.
- Equipment to be repaired/reconditioned shall be marked appropriately and stored in the storage area.
- All clothing equipment (game and practice uniforms) are laundered and repaired before being stored away.
- The Head Coach shall turn in his/her equipment inventory with any outstanding player obligations and next year's budget request at the end of the year evaluation conference or on the season evaluation form, two weeks after the last contest.
- In the inventory, the number of items, the description of the equipment, cost of the equipment when new, and the condition of the equipment should be listed (*For condition: a. excellent, b. good, c. fair; d poor, e. discarded*).
- Keep equipment clean, repaired and in one control area when not in use.

The ideal way to store and secure athletic equipment is in a central athletic equipment room. This will afford the Athletic Department Staff the opportunity to issue equipment to coaches and take it up when the season is over. This also helps the staff to keep an active and current inventory with tighter controls over all equipment.

### ***End of Season Obligations***

All Head Coaches must complete certain end of the season responsibilities in order to consider their coaching assignment finalized. In an attempt to keep the Athletic Director informed about the accomplishments and problems of our programs, all Varsity, JV and Middle School coaches must submit their end of the season evaluation report. These reports can be obtained from the Athletic Office and should be completed in FULL within a 10-day period after your season has ended. The Evaluation Report will include the following:

- A brief summary of the season and suggestions for improving the program.
- Complete inventory of all equipment and supplies.
- Names of squad members: indicate letter winners, captains, managers, etc.
- Schedule played with results of games, meets, or matches.
- Special honors received by team members.
- New records set for the season, such as individual performance, team scoring, etc.
- Budget request for the next season. (*list all items in priority order*)

*Failure to comply may affect future assignments and, in some cases, final coaching stipend payment.*

As in Pre-season, *All Head Coaches* are required to attend their respective League sport "post-season" coaches meeting. A review of the operating procedures, as well as any changes, concerns or inquiries are brought to the attention of the League coordinator. Also, All-Star Selections are conducted, therefore, attendance is necessary to ensure KS student athletes get the recognition they deserve. Assistant and volunteer coaches are welcomed and encouraged to attend these meetings as well.



## *Facilities*

Designated campus facilities are available for athletic practices, sessions, scrimmages, and games. Scheduling arrangements to use these facilities are made through the Athletic Office.

***Control of Keys to Athletic Facilities*** - Each coach is responsible for making sure that any rooms used are locked at all times except when in use.

- Any key requests are done with the Athletic Office.
- Coaches are not to give athletes their keys at any time. Managers may use coaches' keys during practice sessions but managers are not to have their own keys.
- If keys to the Athletic Facilities are lost, the coach should report this to the Athletic Director immediately.

## ***Use of Athletic Facilities – Weight Room, Aerobic Room, and Training Room***

Athletes are not to be in the Athletic Training Room (ATR) unless they are being examined or receiving treatment by the Athletic Trainer. Only authorized and qualified personal shall use the medical or rehabilitation equipment in the training room.

The weight, aerobic, and training rooms will be controlled by the Athletic Facility Supervisor. Both out-of-season and in-season coaches may supervise the weight room on a schedule as established by the Athletic Facility Supervisor when he/she is unavailable. **AT NO TIME ARE ATHLETES TO USE THE WEIGHT ROOM, AEROBIC ROOM, AND/OR TRAINING ROOM WITHOUT AUTHORIZED SUPERVISION.**

## ***Weight Training***

The weightlifting program at KS has several goals and objectives, namely, to: 1) properly utilize a weight training facility in the best interest of all students, 2) provide adequate coaching technique in weight training, 3) provide program alternatives for achieving specific results, 4) insure that the proper safety measures are being employed during all training sessions, 5) provide responsibility in the proper care of equipment, 6) allow for weight training consultation for all athletic squads and physical education instructors, 7) make available opportunities for students to enjoy the benefits derived from a sound weight training program on a year-round basis, 8) attempt to reduce sport connected injuries through well-developed conditioning, and to 9) present a program for self-improvement that is open to all students, regardless of athletic affiliation .

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

1. Shirt and shoes are required in the weight room at all times.
2. The weight room will be controlled by the Athletic Facility Supervisor. Both out-of-season and in-season coaches may supervise the weight room on a schedule as established by the Athletic Facility Supervisor when he/she is unavailable. **AT NO TIME ARE ATHLETES TO USE THE WEIGHT ROOM WITHOUT AUTHORIZED SUPERVISION.**
3. Lifters must work with a partner.
4. Replace all weights on racks immediately following use.

5. Know your limits! Work with the instructor in determining your limits.
6. Do the lifts CORRECTLY. It is better to use lighter weights for correct lifting than heavier weights and run the risk of injury.
7. Warm-up with proper stretching exercises.
8. Remember, strength training is not only a supplement to other athletic programs, but also a highly-skilled activity itself.

## TRANSPORTATION AND TEAM TRAVEL

### *Transportation to and from Athletic Events*

Kamehameha provides limited bus transportation to and from athletic events for its coaches and athletic team members. Transportation for athletic events is arranged solely by the Athletic Department, and may consist of KS school buses, non-school bus vehicles, or approved rental vehicles as KS deems prudent and/or necessary. All requests for bus service must be made at least 2 weeks in advance of the scheduled activity/event. Please do not expect bus service if the request is made less than 24 hours before the scheduled activity/event.

Student athletes are expected to follow and observe the Kamehameha's School Bus Passenger Code, as set forth in the Bus Transportation section of the Student & Parent Handbook, while being transported to and from all athletic events.

### *Permission for Alternative Transportation and to Leave the Group*

As a general rule, student athletes are required to ride in KS approved vehicles and travel as a team with their coaches and teammates in the method approved by the campus athletic office, and are not permitted to leave the group or travel separately to and from team competitive events, unless prior approval is obtained from KS in writing. Parents/legal guardians who desire to deviate from this plan shall obtain approval from the Head Coach or Athletic Director before the athletic event by completing and submitting a written request, using the KS *Permission for Alternative Transportation* or *Permission to Leave the Group* form, to the student athlete's respective Head Coach. Forms are available upon request at the Athletic office or online at the Athletic Department's website located at: <http://blogs.ksbe.edu/hawaiiathletics/forms/> Permission for alternative transportation are NOT routinely granted unless there is an emergency or unusual circumstances exist. Permission to leave the group is granted by the respective team coach on a case by case basis.

Itineraries are usually distributed to team members 5-7 days before travel. A change in travel arrangements and itineraries due to personal reasons and/or to accommodate family members requires prior approval from school administration. Please notify the Athletic Director, in writing, at least 14-days before team departure. Once approved, families are responsible for the arrangement(s) and cost(s) of the alternative travel. In the event a student misses a KS-sponsored flight, the student shall not make alternative travel arrangements and will not be allowed to participate in team competition. Families are responsible for any cancellation fees, late charges, and/or reimbursements associated with travel changes, no shows, missed flights, etc. Questions/concerns should be addressed to the Athletic Director. In the event of an emergency, coaches have the discretion to modify travel arrangements.

## *Procedures for Requesting Interisland/Out of State Travel*

- Written approval must be received from the Athletic Director in concurrence with the Principal.
  - Team *pre-season* travel arrangements are handled by Head Coaches. For department records we require a full detail itinerary of travel.
  - Team regular season and post season travel arrangements are handled by the campus athletic office.
- Coaches should complete the following forms from the Athletic Office:
  - The *Application for Staff Development Activities (PERS-35)* must be completed and approved for all staff development. (e.g., coaching clinics)
  - *The Request for Travel Authorization* must be completed, approved, and routed with the approved *PERS-35*, if applicable, to the travel coordinator, or (athletic) department designee, who will make the travel arrangements. An *Expense Report* form must be completed within 10 calendar days after the last day of travel for Reimbursement of all travel, business, and staff development expenses related to travel.
    - The request must be approved by the designated authority level.
    - Submit all dated receipts to process any reimbursements due and record the expenses.
    - Unused advances must be returned to KS in the form of a check.
    - Travel arrangements should be made at the most reasonable costs based on the requirements of the respective traveler. All expense reimbursements will require "actual dated receipts."
    - Non-Reimbursable Expenses: KS DOES NOT reimburse for discretionary or personal expenses not directly related to the successful accomplishment of the trip.
      - Examples of non-reimbursable expenses include, but are not limited to:
        - Airline headset rental for listening/viewing in-flight movies; In-room hotel movies;
        - Personal hygiene (toothbrush, toothpaste, shaving lotion, deodorant, razors, etc.,) Snacks (candies, beverages, chips, etc., - not part of meal);
        - Alcoholic beverages are generally not reimbursable;
        - Travel insurance- KS carries traveler's insurance for all staff that travels on official business. Therefore, any additional travel insurance purchased is personal and not reimbursable.
- In order to obtain permission from parent(s) for student athlete travel:
  - An informational packet (*Parent Authorization for Student Travel, Travel Exemption Application, and Team Travel Rules*) must be given to the parents of any student traveling with the group. Forms are available online or can be obtained from the Athletic Office. If a student plans to leave the group for any period of time, or leave separately from the group, the parent/guardian requesting independent travel must submit the Permission to Leave the Group Form. Form is available online or can be obtained from the Athletic Office.
- Medical Clearance for student athletes:
  - Coaches must submit a list to the Athletic Office of all students who are going on the trip (alphabetical order), and an itinerary which includes hotel names and phone numbers. The Athletic Trainer will inform the coach of special considerations for any of the student athletes.

- The sponsor or coach must take all the medical forms and parental permission forms on the trip. In case a student is injured or becomes ill during the trip, use the information on the "Permission for Initiation of Medical Care" form to provide medical help. In case of a major problem, call the parents.
- Guidelines and Expectations for the trip:
  - Student athletes are required to adhere to the conduct guidelines set forth in the Student and Parent Handbook, and Coaches are expected to adhere to the conduct guidelines set forth in the Coaches Handbook and the Employee Handbook.

## PARENT MEETINGS

Coaches should start off the season before your first practice with a formal meeting that includes the coaching staff, the athletes, and the parents. One consideration before setting the agenda is to include the parent(s) as well as the athletes in the meeting. This can help head off later misunderstandings between the coaches and the parents about coaching style, etc.

The agenda should include in no particular order the following: a coaches'

- philosophy
- coaching style
- how decisions are made (leadership style),
- the role of assistant coaches if you have any,
- general goals for the team
- routine practice session
- expectations from the athletes.
- expectations from the parents.
- Discussion of the risks involved in the sport (include a discussion of medical care processes)
- Season practice schedule and game schedule

Allow time for questions from the parents and athletes. Depending on the sport coaching, there may be other issues such as: travel plans, bad weather contingency plans. The key is to cover anything that might come up during the season. *Be thorough.* Not only does this help reduce problems later in the year, but also gives the athletes and parents a feeling of confidence by demonstrating that the coach thinks and plans well for the best possible experience for the athletes on your team.

## ATHLETICS' EMPLOYMENT PRACTICES

### *Employment Classification*

All coaches employed at Kamehameha are considered Temporary seasonal employees, which means they are hired on a year-to-year basis for the duration of the particular athletic season and receive a one-time paid stipend for the entire season. Any employment decision to renew a coach for the next athletic season is left entirely up to the discretion and recommendation of the Athletic Director with the concurrence of the Principal.

### *Recruitment*

The recruitment process of coaches will begin when HR receives the season's spreadsheet indicating incumbent coaches and a list of those coaching positions that need to be posted (recruited).

- Athletics will ensure that HR receives the approved spreadsheet indicating positions available for the season, incumbents returning, and positions to be posted.
- All vacancies will be posted immediately according to KS' Employment policy.
- As applications are received, HR will send to the athletic department applications of all candidates who meet the minimum requirements as stated on the posting.
- Athletic Director screens applications, interviews and selects candidates recommend for positions. A "Recommendation on Applicant" (Pers-6) must be completed for the selected. Neither a verbal nor a written offer of employment will be made until all documents are received approved by HR. (You may tell someone you are recommending them.)

### *Stipend Coaches*

New stipend coaches should have applied for a vacant position by filling out an online application. Once offered the position, other required forms (tax forms, etc.) should be completed at Human Resources (HR) prior to the start of your employment. If you have questions or would like more information, call 982-0653. **Note: Coaches having incomplete paperwork, including required coaching certifications, will delay their stipends at the end of their season.**

Returning Stipend Coaches (for the same positions) will receive an offer letter from HR. If applicable, letters required to be signed and returned, must be returned within ten working days. The offer letters will be contingent upon the returning coaches' completion of all applicable paperwork and performing the required job duties for the full duration of the season, as stated in the offer letter.

Stipend Coaches do not need to complete additional paperwork unless needed to make a change (i.e. address, tax deduction, etc.). There is no need to "re-apply" and fill out another application unless there has been a break in service.

The offer of employment to coach at Kamehameha is made subject to the following conditions:

- Acknowledgement and receipt of a copy of the Employee and/or Coaches' Handbook for temporary staff from HR. Please refer to this Handbook as your guide to our employee policies. A copy is also available upon request to the Athletic Office.
- TB Clearance. Coaches are required to have proof of a *TB Clearance Certificate*. The TB Clearance Certificate can be obtained from a State of Hawaii, Department of Health Facility, certifying negative results to a skin test or chest x-ray prior to the start of employment.
- Authorization to Conduct Criminal History Record Check. As required by law, all employees who work in close proximity to children are required to undergo a criminal background check prior to the start of their employment to determine their suitability of working with children.

All applications and forms should be completed before your employment. Please contact the athletic office at 982-0653 BEFORE the start of your coaching if further instructions are if needed. KS is an equal opportunity employer.

## *Volunteer Coaches*

Coaches who volunteer their services at Kamehameha will be invited to participate only after the following conditions have been met:

- Volunteer Forms; It is required that ***all*** returning volunteer coaches fill out a volunteer form prior to the start of their coaching assignment each year. *Volunteer forms are available upon request at the Athletic Office ***by the Head Coach only.****
  - Only those volunteers who complete and turn in all required documents and whose background checks are complete will be invited to volunteer.
- HR will inform the Athletic Department of clearance and when the volunteer may begin. If after functioning as a volunteer, the Athletic Director decides to hire the volunteer as a paid coach, then the volunteer must apply for the coach vacancy by responding to a classified ad or vacancy announcement. Once a volunteer is selected for a stipend position, HR deadlines must be met for completion of the hiring process or the volunteer may be suspended until the hiring process is complete. Once the hiring process is complete the coach will be paid for the days remaining in the season, which is for the period a coach actually performed duties.

## *Renewal*

Each Head Coach shall schedule a conference with the Athletic Director prior to their official start date, and no later than one month after the final event of the season to evaluate the program. The Head Coach shall submit in writing, a list of their prospective coaching staff to their respective Athletic Director, *before* the start of their season. If a performance is evaluated at less than satisfactory, the Athletic Director, in concurrence with the Principal, has the responsibility of recommending a non-renewal of contract for the next year.

## *Parking*

It is the policy of KS to provide parking on campus to staff. Parking is controlled through a system which includes vehicle registration and temporary parking passes.

***Temporary Parking Passes-*** Are used as a component of campus security. Temporary parking passes are issued to temporary faculty and staff for the period that they will be employed by Kamehameha Schools. Parking pass applications can be obtained either from the Security Department or Athletic Office. The actual Pass can be obtained from the Security Department only.

***Driving and Parking on Campus*** - Available parking on campus is limited.

- Staff members must abide by the posted traffic signs and the City and County Traffic Code.
- Obey all posted speed limits and regulatory signs on campus.
- There is no double-parking or parking in handicapped stalls without proper identification.
- Violators will be ticketed by Security and a response to the citation will be required within two working days from the issuance of the citation.

## SCHOOL SONGS

### Sons of Hawai'i (alma mater)

*By William B. Olson and Theodore Richards*

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

#### CHORUS:

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

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

CHORUS: (as before)

### I mua Kamehameha

*By Charles E. King*

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

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

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