

Kamehameha Schools  
Extension Educational Services Division  
Hawaiian Culture Based Education  
Department  
Student & Parent Handbook  
2014

*Explorations Series Programs*

*Ho'omāka'ika'i*

*Ho'olauna*

*Kona, Hawai'i • Puna • Kaua'i • Maui  
Moloka'i • Wai'anae • Ko'olauloa  
Ko'olaupoko • Kona, O'ahu*

*Kūlia I Ka Pono*

*O'ahu • Kona  
E. Hawai'i • Maui*

*Ipukukui*

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

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## Statement on the Handbook

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

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



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

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

Kamehameha Schools (KS) currently operates K-12 campuses on O'ahu, Maui and Hawai'i Island with a total enrollment of 5,400 keiki. It also operates 29 preschool sites enrolling 1,500 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 Hawaiian Culture Based Education programs, community education programs, financial aid and post-high scholarships.

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

## Supporting Your Child's Education

### **Your role as a parent**

Your love, encouragement, and belief in your child's ability to learn can make a world of difference in your child's success. Our programs shall help your child achieve his or her highest potential by providing a setting for learning – classrooms, staff, materials, equipment and facilities – and by providing active, meaningful learning experiences. Supporting your child will assure that he or she gets the most out of this educational experience. To help this happen, we hold you to the following expectations:

#### Enforce school rules

Help your child understand and follow the rules contained in this handbook and support the program when consequences are invoked for a violation of the rules.

#### Support regular attendance

Make sure that your child is on time every day, unless attendance is prevented by an illness, injury or emergency.

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

Know what your child is studying and talk about what is happening in school. Provide a time and place for quiet study time for completion of homework.

#### Communicate and monitor your child's progress

Open communication between parents and program staff is key to a child's successful involvement. When applicable, study informal notes and reports. Discuss them with your child. If you have any questions, contact the Director's office at (808)534-8272.

#### Keep informed

When available, participate in workshops and attend meetings. Read handbooks, letters and other correspondence from the school.

#### Support school activities

Show support for your child's involvement by attending events. Your support may also include: participating and/or volunteering to assist with activities, or by simply ensuring safe transportation for your child to and from program activities.

## Program Information

### **Extension Educational Services (EES) Historical Background**

With no set walls and no set geographic boundaries, students enrolled in Kamehameha Schools Extension Educational Services experience robust regional programs that begin in grade 5 and culminate in post high. Extension students are propelled through a 12+ year educational track with three major program themes: Explorations, Kamehameha Scholars, College and Post High Counseling. An additional parallel track provides student entry and stop-in points with critical intervention programs that address literacy and basic skills.

The “Explorations Series” initiates each new KS Extension Education student into a 12+ year educational journey. The “Exploration Series” comprise three distinct Native Hawaiian education programs that span grades 6 through 9. Highly effective and focused cultural programs are at the center of the four year Series. Creating a stair-step approach for knowledge and skill building in Hawaiian cultural studies, each program level develops, deepens and hones a child’s awareness, knowledge, and appreciation for their history and culture.

Launching the Explorations Series is Ho’omāka’ika’i, KS’ flagship program for students completing grade 5. Held on the KS Kapālama campus, Ho’omāka’ika’i sets the course in embracing Hawaiian culture and identity by introducing keiki to foundational values and practices through a study of ahupua’a. Keiki learn about the concept of interdependence in the ahupua’a and how it sustains Hawaiian people through learning experiences and activities that include work in a lo’i kalo, fishpond restoration, mele, hula, and much more.

Ho’olauna, the second tier of programming, builds upon Ho’omāka’ika’i by immersing students in learning experiences designed to develop a deeper understanding of the relationship between honua (environment) and kanaka (people). Ho’olauna students engage in hands-on cultural practices, visit wahi pana (significant places), and work with various community members and kūpuna within specific moku (districts). Offering Ho’olauna two consecutive years allows students who have completed grades 6 and 7 to experience at least two program sites, beginning with their own moku and choosing an additional site for further exploration the following year.

Kūlia I Ka Pono, the final summer program in the Explorations Series, reinforces the importance of one’s cultural identity and sense of belonging to the Hawaiian community. As emerging leaders, Kūlia students are challenged to recognize and build upon their personal strengths as they examine traditional and modern leadership qualities and hone their skills in navigation, sailing, or kalo farming. Students completing grade 8 may participate in Kūlia I Ka Pono.

Ipukukui is a week-long day program that keeps the fires of knowledge burning throughout the year. Programs are regional, with each focusing on the waiwai (value, richness) of their own home districts. Fall programs take place during the October DOE Intersession, while spring programs are held during the Spring Break in March. Keiki who have attended the most recent summer program will automatically be invited to their home district’s Ipukukui program.

### **Contact Information**

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

## **Kamehameha Schools’ Hawaiian Culture Based Education Program**

## Activities Information

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

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

### I. DAILY PROGRAM

- A. Attend off-site field trips with hands-on and classroom activities. Field trip classes (and campus classes) may include arts and crafts, music, hula, Hawaiian history and culture, acting, life skills, human relations, team building and trust activities.
- B. Walking to and from: location sites, boarding dormitories, campus and dining facilities.

### II. LATE AFTERNOON/EVENING ACTIVITIES

- A. Swimming    B. Makahiki games    C. Arts and Crafts    D. Music classes
- E. Classroom activities

### Community Partner Waivers

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

## Leptospirosis

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

### *What is leptospirosis?*

Leptospirosis is a bacterial infection that is transmitted from animals to humans. Nationally, Hawaii has more cases of leptospirosis than any other state due to our year-round tropical climate. Rats and mice are the most important carriers of the disease, but other animals like pigs, goats, cattle, dogs, horses, and other wild animals can also carry the disease. The bacteria can survive for long periods of time in fresh water and mud.

### *How can you get the disease?*

People get leptospirosis by contact with fresh water, damp soil, or vegetation contaminated by the urine of infected animals. Swimming or wading in freshwater ponds or streams, drinking contaminated fresh water, contact with mucosal surfaces such as the eyes or nose, or with broken skin (cuts, scratches, etc.). About two-thirds of Hawaii's cases occurred in people with abrasions or cuts on the skin exposed to contaminated water.

### *What are the symptoms?*

Symptoms may occur 2 – 28 days after exposure and may present initially as a "flu-like " illness similar to flu, dengue, malaria, and other infections with fever, chills, headache, muscle aches, vomiting, and diarrhea lasting 5-7 days. After this time most people recover. However, a small percentage of people may develop a second phase of the illness that is more severe and can be dangerous.

### *How is leptospirosis diagnosed?*

Leptospirosis is diagnosed by a special blood test that is ordered by your doctor.

### *What is the treatment?*

If you think that you have symptoms of leptospirosis, you should see your doctor right away. Your doctor may treat you with antibiotics, which should be given early in the course of the disease.

### *How can I prevent myself from getting leptospirosis?*

The risk of acquiring leptospirosis can be greatly reduced by not swimming or wading in water that might be contaminated with animal urine, especially if you have cuts or abrasions. If swimming, do not place your head underwater. Do not drink stream water without boiling or chemically treating it.

## Enrollment

Students who have completed a Summer Explorations Series program (Ho'omāka'ika'i or Ho'olauna) will receive an Auto -invitation to apply for the following summer. Explorations Series students will also be invited to attend (2) one-week day programs during the Hawai'i Department of Education (DOE) Fall and Spring intersession breaks.

### Program Payment

Full payment in the amount of \$120 for each Exploration Series program must be received by the due date stated in the conditional acceptance packet. Program payments are managed through the FACTS Tuition Management system. Check and credit card payments are accepted online via the FACTS website. Please see the conditional packet for more information on how to make payment.

### Fee Waiver

If you would like to apply for a program fee waiver, please see the fee waiver form included in the application packet. For questions regarding the fee waiver, please call (808) 534-8272 or toll free, 1-800-842-4682, press 9, and then dial ext. 48272.

Kamehameha provides roundtrip air transportation to all Exploration Series programs for students who are residents of the State of Hawai'i traveling from their home island. Since students travel in groups at assigned dates and times individualized travel arrangements are not allowed.

### Program Session Changes

Session changes are based on space availability. Only students who have complete applications are considered for session changes. The Hawaiian Culture Based Education Department must receive the following completed documents: application, medical form, acceptance forms, any applicable waiver forms for your program and payment BEFORE considering any request for session change. A session change means your child will be withdrawn from his/her current session and will only be rescheduled if space becomes available. KS will do its best to accommodate a request whenever possible. However, if space is unavailable, your child will be placed on a waitlist for the requested session

### Program Participation and Release

Students will be released from the Explorations Series Program if he or she accepts an invitation to attend any one of the three Kamehameha Schools campuses.

A student may be released from the Program if he or she:

- Fails to timely notify the program of his/her intent not to attend a summer Explorations Series Program. Student will not be invited to attend Ipukukui for both Fall and Spring intersessions and will not receive offers of future re-enrollment;
- Moves to another state or region not currently served by the Program;
- Displays behavior that is consistent with what is outlined in the "Student Discipline" section of this handbook;
- Commits a serious infraction as defined in the "Student Discipline" section of this handbook.

### Students with Disabilities

The Americans with Disabilities Act prohibits discrimination against individuals with physical or psychological disabilities. It is the policy of KS to make its programs, services, and activities accessible to a qualified person with a disability, unless there is a fundamental alteration in the nature of the program or service, undue hardship, or the student poses a direct threat to him or herself, or to others. A "qualified person with a disability" refers to an individual with a disability who is otherwise qualified to participate in any given school, program, or activity.

## Student Records and Information

### Parent/Student Access to Education Records

Parents and students are allowed:

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

### Directory Information

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

Directory information may include:

- Student's Name
- Address
- Telephone Number
- Date and place of birth
- Most recent and previous education institution attended
- Dates of school attendance
- Activities
- Other Similar information

## Student Discipline

### Ka Loina Lawena Pono

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

### *A Commitment to Appropriate Conduct*

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

Kamehameha Schools is committed to a safe and healthy environment where students can live and learn productively and effectively. It is, therefore, the policy of KS to hold each student responsible for his/her own behavior. The discipline system used 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.

### **When student misbehave**

Sometimes students make poor choices. To ensure that students learn from mistakes and to protect the quality and safety of Kamehameha's learning environment for all members of the community, consequences will be applied when students misbehave. KS has a process in place to help identify student misbehavior that may be detrimental to the health and safety of Kamehameha people and property.

The KS student disciplinary process is designed to teach children to take personal responsibility for their actions and to respect the rights of others. The process applies to misbehavior during programs, at program-sponsored events, or at non-program sponsored events. Disciplinary problems occur for a variety of reasons and in varying degrees of frequency and severity, so there are FIVE levels to the KS disciplinary process.

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. For students under age 18, efforts will be made to contact parents/guardians concerning serious issues and to protect the confidentiality of all parties. If the disciplinary consequence involves conduct probation and/or release, that information will be communicated to parents first verbally and then with a written, follow-up letter.

For adult students, if the disciplinary consequence involves conduct probation and/or release, that information will be communicated to the adult student first verbally and then with a written, follow-up letter.

Kamehameha Schools programs may include additional infractions as appropriate to maintain a safe and orderly learning environment. Additional or alternative disciplinary consequences may be applied. In all cases, KS has the sole discretion to determine the appropriate level of discipline for each incident. Only disciplinary actions which may result in a student's release may be appealed to the Division Director.

## LEVEL 1

*Level 1 discipline addresses behavior that disrupts the program.*

**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 KS property
- Being in an off-limits area
- Misuse of cell phones and portable media devices (iPods, MP3 players, hand-held videogames, etc.) when not allowed
- Unauthorized card playing and/or trading
- Refusal to show student I.D. card

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

- Verbal warning
- Written reprimand
- In-program restriction
- Repair/replacement of items misused or broken
- Written incident report

## 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 program 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 when part of a program-related activity
- Unauthorized use of or possession of school property, equipment, and materials
- Damage to property due to negligence
- Destruction or damage of other students' work or materials

**Possible consequences** – (Depending on the severity and/or frequency of infraction): In addition to the consequences listed in Level 1, the following consequences may be applied:

- Loss of participation in other activities
- Outside counseling
- Suspension from program
- In-program restriction
- Conduct probation
- Restitution
- Behavioral contracts

## 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 or others, destruction of property, discredits or defames a student, staff, or KS, or otherwise poses a direct threat to other students or adults participating in/at the Program.*

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

- Serious acts of defiance, insubordination, physical assault, or threatening a staff member or student
- Use or possession of any nicotine or tobacco product and use or possession of electronic cigarette

- Being present where drugs or alcohol are being used, or evidence of use exists
- Inappropriate public display of affection
- Sexual Misconduct
- 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): In addition to the consequences listed in Levels 1 and 2, the following consequences may be applied:

- Repossession of school property/equipment
- Financial restitution
- In-program work assignment
- Community service
- Release from program
- Prohibited from participating in other programs

#### **Level 4**

*Level 4 discipline addresses behaviors which have not responded to either Level 1, 2 or 3 intervention, results in violence to self and others, or seriously impacts the program 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 during or at program activities
- Intermediate Theft
- Possession of drug paraphernalia
- 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): In addition to the consequences listed in Levels 1, 2, and 3, the following consequences may be applied:

- Alcohol and/or drug testing

#### **Level 5:**

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

**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): One or more of the consequences listed in Levels 1, 2, 3, or 4 may be applied.

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.

### **Conduct outside of program activities**

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

### **Appealing a disciplinary decision**

Only disciplinary decisions by the Program Director that result in a release may be appealed to the Extension Educational Services Division Director. All other disciplinary decisions by the Program Director or his/her designee that result in consequences less than that standard may not be appealed. For students under age 18, once a decision has been made by the Program Director or his/her designee, it will usually be first communicated to the parent/guardian, verbally, then with a written follow-up letter. For students over age 18, once a decision has been made by the Program Director or his/her designee, it will be communicated to the student, then with a written follow-up letter. Once the written decision to release a student has been communicated, the parent or adult student has ten working days to appeal the decision to the Division Director in writing.

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

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

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

After the scheduled meeting, the Division Director will render a final decision of the appeal in writing within a reasonable time. The decision by the Division Director is final and not reviewable.

## Kamehameha Schools' Extension Educational Services Participation and Behavior Expectations

Each participant shall agree to abide by the following:

- To participate in all activities and lessons, unless excused to do so.
- To be responsible for his/her own belongings and actions.
- To respect all other participants, staff, and property including:

Treating all others as he/she would like to be treated. No harassment, discrimination, intimidation, bullying, teasing, and/or hazing).

Refraining from disruptive conduct (no horseplay, hitting, pushing, shoving, pulling, fighting, etc.).

Listening to and following instructions from coordinators, teachers, dorm leaders, and student aides. No disrespect toward adults or other participants (for example, no talking back, no insubordination).

Using proper language. No inappropriate language and/or gestures (for example, no profanity or swearing).

Picking up after oneself and caring for his/her own property and the property belonging to others.

**For Short-Term Residential (Boarding) Program Participants – *Only If Applicable.***

- To commit to stay for the entire duration of the program, day and night, for the entire week and refrain from calling home.
- To be responsible for his/her own personal needs by practicing proper hygiene including showering, brushing or combing hair, brushing teeth and using deodorant.
- To stay in his/her assigned room and go to sleep when it's time to go to bed and "lights-out" is announced.

Each participant shall be aware that electronic devices (such as cellular phones, tablet, laptops, etc.) are **NOT** permitted once he/she is dropped off at check-in

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

## Guidelines for Short-Term Residential Programs

An integral component of the KS Explorations Series is a one week residential program where students will board together supervised by selected program staff. This one-week residential boarding program is designed to promote and develop independence as well as social interaction skills among young adolescents. Students will be provided meals, lodging and limited program activities after regularly scheduled Hawaiian Culture Based Education activities have ended each day. For Ho'omāka'ika'i and other identified programs on O'ahu, residential programs will be located on the Kapālama campus. For other programs, neighbor island campuses or comparable commercial lodging facilities may be used. The following guidelines are provided to ensure that all participating students discover their fullest potential in a safe learning environment:

### Student Conduct

All students are expected to:

- abide by the guidelines as stated in the "Expectation for Student Behavior" section of this handbook.
- be responsible for his/her own personal needs, belongings and actions
- commit to stay for the entire duration of the program, day and night, for the entire week and refrain from calling home.
- NOT remain in their rooms during the program; except at approved times or approval of program staff.
- NOT visit individual rooms of the opposite sex.
- remain in their own room throughout the night until the morning staff comes on duty. If a student needs to leave the room before a morning staff comes on duty, permission is to be obtained in advanced.

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

### Dress Code

Students are to dress comfortably and in good taste and should not wear clothing that promotes tobacco, drugs, alcohol, or acts of violence. Footwear is required.

### Clothing and Personal Items

Students will receive a "Clothing and Personal Items List" prior to the start of the program. Each list may vary according to program and students should bring the minimum items mentioned on the list. Additional clothing may be included as laundry facilities may not be available. Each child must be able to carry all personal baggage up and down several flights of stairs.

The following items will not be permitted:

- *Jewelry*
- *Anything of high value, money, keys, etc.*
- *Sunglasses*
- *Trading cards*
- *Musical Instruments*
- *Electronic Equipment-Cell phones, iPods, radio, etc.*
- *Vitamins*
- *Blow dryers, irons*
- *Make-up*
- *Flashlights, laser lights*
- *Snacks, food of any kind*

Items may be turned in for safe-keeping upon arrival or confiscated by staff.

KAMEHAMEHA SCHOOLS WILL NOT BE RESPONSIBLE FOR LOST, STOLEN OR DAMAGED ITEMS.

## Safety and Security at KS Educational Sites

KS is committed to providing a safe, secure, and orderly environment for students, faculty, staff and visitors at KS campuses and other educational sites. KS maintains security on its K-12 campuses, 24 hours a day, 7 days a week. To contact the campus security office, call Kapālama - 842-8320 or 842-8332; Hawai'i Island – (808) 982-0149

### Security at the Kapālama main gate

Campus access is strictly controlled at the main gate between the hours of 8 a.m. – 2 p.m. and 10 p.m. – 5 a.m. on school days. All visitors, including parents, must call 842-8680 prior to arriving on campus for clearance. Campus security will arrange for a visitor pass to be waiting for you at the main gate upon presentation of a photo ID. Unannounced visitors will be subject to delay or may be turned away, so please plan accordingly.

### Reporting school infractions & unlawful activity

If you or your child witness a school infraction – including discrimination, harassment, intimidation, bullying, hazing or violence – please report the matter to the Director's office immediately 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.

After the incident is reported and investigated, administrators may report the offense to local law enforcement officials if the infraction is serious and circumstances so warrant. KS may take disciplinary action, up to and including suspension or release, as determined by KS at its sole discretion. 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, please contact the Director'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.

### Off-limit areas on campus

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

- Areas where construction or renovation is in progress
- Parking lots
- Forrest areas
- Physical plant area
- Elementary or middle school campus during normal program hours. Access is allowed after school hours
- Athletic facilities, unless being used for school functions
- Classroom lanai areas & restrooms during class, except with permission
- Dormitory areas (off-limits to both boarding and day students)
- Any other areas identified and communicated by faculty and/or staff

### Visitors & volunteers

Upon arrival on campus, ALL visitors - including parents, relatives and caregivers - must report to the unit office, sign in, and obtain a visitor's pass BEFORE going to a classroom or anywhere else on campus. All visitors are expected to follow school rules to ensure that visits do not disrupt the learning environment or endanger the safety of students or staff. At the end of the visit, visitors must report back

to the unit office, sign out and return the visitor's pass. Visitation to all other program sites is arranged through the Program office.

At applicable programs, KS depends greatly on parents, relatives and community volunteers to enhance its curriculum and to make such things as field trips and special activities possible. In order to provide the safest environment for students and volunteers, KS requires every volunteer who will be in direct contact with students for an extended period, and/or on a regular basis, to complete a volunteer information form available at the Director's office.

Volunteers must also have a TB test on file and authorize a criminal history record check annually before working directly with the children. This information is kept in a confidential file in the Director's office. Upon arrival on campus, volunteers must report to the school administrator authorized to supervise the volunteer. At the end of the field trip, special activity, program, or service, volunteers should return to the authorized school administrator's office to sign out, unless alternate arrangements have been made.

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

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

Unlawful or suspicious activity should be reported immediately to faculty, staff, and/or campus security which can be reached at 842-8320 or 842-8332 (Security Gate House). If campus security is unavailable please notify local law enforcement officials. In cases of emergency, immediately contact local law enforcement, fire, and/or emergency officials and campus security.

### **Securing valuables**

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

### **Right to search**

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

### **Reporting child abuse &/or neglect**

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

In compliance with the Child Abuse Law, KS administrators, faculty and staff are required to report any suspected child abuse or neglect they believe has occurred or is at substantial risk of occurring to the

Department of Human Services (DHS) or the police. Staff is required to treat all matters with confidentiality, only revealing information to those who have a genuine need to know about the specific matter.

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

### **Changes in your child's custodial status**

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

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

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

# Emergency Response Plan

## Island-wide emergencies

The Extension Educational Services Division has an emergency response plan to guide administrators, teachers and staff during emergencies. The goals of the plan are to:

- ensure the safety of students, staff and visitors
- minimize disruption of academic programs and business operations
- minimize property loss
- assist the community in time of emergency

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

**Radio:** Announcements about school closure or evacuation will be broadcast over the following local radio stations:

O`ahu: KSSK 590 AM, KCCN 1420 AM, KSSK 92.3 FM, HOT 93.9 FM, KIKI I-94 FM, and KINE 105.1 FM

Maui: KPOA – 93.5 FM and KNUI 99.9 FM

Moloka`i: KMCK 102.3

Hawai`i: KIPA 620 AM, KPUA 670 AM and KWXX 94.7 FM.

Kaua`i: KONG 570 AM; KONG 93.5 FM

**Telephone calls:** In the event of an emergency, parents may call the Hawaiian Cultural Education Based Department office at 808-534-8272 or toll-free at 1 (800) 842-4682, press 9 then ext. 48272. Parents will reach the KS operator or hear a pre-recorded message with the information about the status of the school and students.

**Evacuation of students:** If students must be evacuated, school personnel will ensure that students are moved to a safe location.

## Emergency Response Plan

The Hawaiian Culture Based Education Department has an emergency response plan to guide administrators, teachers and staff during emergencies. The goals of the plan are to ensure the safety of students, staff and visitors; minimize disruption of programs; minimize property loss and assist the community. A specific emergency response plan for the Hawaiian Culture Based Education Department is accessible for review by request.

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

## Medical Services

At the Kapālama Campus and at KS Hawaiian Culture Based Education program sites, KS Medical Services staff provides limited medical evaluation, first aid, urgent/emergency care, and referral services to other physicians or facilities, as defined below. A Registered Nurse is on duty and students are seen on a first-come, first-served basis as they sign in, except in the case of an emergency, which will take precedence. There is no charge to students, however, any cost(s) incurred from outside referrals and treatments is the responsibility of the parent(s)/legal guardian(s).

- Medical Evaluation is the process of being evaluated by the Registered Nurse, Nurse Practitioner, or Medical Director, to determine any health problem and recommendation for treatment.
- First Aid Care is defined as any minor medical care given to an individual who has been injured or becomes ill and is usually provided by the nurse.
- Urgent/Emergent Care is medical care of a more serious nature such as a fracture, laceration, severe wheezing, etc. The student is evaluated by the Nurse Practitioner, Medical Director, or nurse, in consultation with the Nurse Practitioner or Medical Director.
- In the event of a serious medical emergency, emergency medical service personnel shall transport the student to the nearest medical/emergent care facility.

KS provides these medical services to students, but parents are ultimately responsible for the health of their children, and notifying KS of any changes in the health status of their children.

KS does not assume responsibility for treating students who appears to be under the influence of drugs, chemicals, alcohol, or any other intoxicating or mood-altering substance. However, it reserves the right to administer emergency treatment in connection with any physical disability or accident resulting from the above listed influences.

### Medication administration

All prescription medications that must be taken during program hours must be checked in with the attending nurse at the program's check-in. All medication should be in their original pharmacy container with the necessary information - student name, medication name, physician's name, and dosage of the medication and frequency to be given.

Upper elementary, middle school, and high school students may be permitted to carry and self-administer a medication based upon the information contained on the KS Medical Form and agreement between their parents and KS medical staff. Parents must ensure the following:

- The student's physician certifies the medication by completing and signing the appropriate section of the KS Medical Form.
- The student knows what the medication is for and when to take it, and is able to safely administer the medication.
- The medication does **not** require refrigeration or security measures (for example controlled substances).
- The student will not share any medication(s) with other students.

KS is not responsible for reminding students to take or report for their medication.

## Contacting parents

In cases of emergency or if a child needs to be picked up, the medical services staff will attempt to call one of the child's parents. All students are required to have an additional on-island adult emergency contact designated to authorize medical care when a parent is unable to be contacted. Further treatment by a private physician or an emergency room is at the discretion of parents.

Students will be sent home from the Program if they have any of the following:

- A temperature of 101°F or above. Students must be fever free for 24 hours without medication (e.g. Tylenol, Motrin, etc.) before returning to school.
- Vomiting or diarrhea
- Infectious Disease (e.g., chicken pox, pink eye, influenza, head lice, etc.)

In the event of illness or injury during the program, students should inform program staff when the illness or injury occurs.

If the student is injured during a program-related activity, a KS Injury Form is completed by a supervising program staff member. The injury form becomes part of the student's health record.

## Health Services for Boarding Students at Campus-Based Hawaiian Culture Based Education Programs

At the Kapālama campus, Hale Ola serves as the primary source of medical care to boarding students. Hale Ola is staffed Monday through Friday from 6:30 a.m. to 11:00 p.m., and a registered nurse is on-call and available from 11:00 p.m. to 6:30 a.m., as needed to provide inpatient care for boarding students on campus when it would be unsafe for the student to remain in his or her dormitory. Hale Ola provides sick call hours on Sunday evenings from 4:00 p.m. to 11:00 p.m. Hale Ola can be reached at 842-8075.

- a. When parent(s)/legal guardian(s)/on-island emergency contact(s) are unavailable, referrals for treatment, testing, or services not available at Hale Ola will be made to outside facilities or physicians by the Nurse Practitioner or Medical Director.
- b. Any cost incurred from outside referrals and treatments is the responsibility of the parent(s)/legal guardian(s).
- c. Costs of medications and laboratory tests provided by Hale Ola will be billed to the parent(s)/legal guardian(s) of the student through normal billing procedures.
- d. A student who is not able to return to the dorm because of illness or injury may be admitted to Hale Ola or discharged to the care of a parent/legal guardian/on-island emergency contact.
- e. Inpatient care is provided to students who require ongoing medical supervision, yet, their care does not necessitate hospitalization.

Hale Ola is also the emergency contact and care provider for boarding students when they are off-campus. On-duty nurses are responsible for contacting the appropriate program staff and parent(s)/legal guardian(s)/on-island emergency contact at all times concerning any emergency.

## **Health Services for Boarding Students at Non-campus Programs**

For each non-campus program, a registered nurse is on duty Monday through Friday from 5:00 p.m. to 8:00 a.m. and on-call as needed.

- a. When parent(s)/legal guardian(s)/on-island emergency contact(s) are unavailable, referrals for treatment, testing, or services will be made to outside facilities by the Registered Nurse.
- b. Any cost incurred from outside referrals and treatments, medications and laboratory tests is the responsibility of the parent(s)/legal guardian(s).
- c. A student who is not able to return to the dorm because of illness or injury may be discharged to the care of a parent/legal guardian/on-island emergency contact.

On-duty nurses are responsible for contacting the appropriate program staff and parent(s)/legal guardian(s)/on-island emergency contact at all times concerning any emergency.

### **Health Records**

KS maintains a health record on each student. The health record contains emergency contact, health insurance and immunization information and a chronological account of each visit to the medical services staff. It also contains a signed KS Medical Form which enables the medical services staff to ensure that your child receives medical care from providers who participate in your health plan. Please report changes in your child's health record information immediately by calling Hale Ola at 842-8075.

Kamehameha Schools retains all student health records for a minimum of seven years beyond majority. KS also complies with the Hawai'i Medical Association and American Medical Association rules on medical records confidentiality and retention.

### **Student Accident Insurance**

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

## Transportation of Students

### Air Transportation

Kamehameha arranges roundtrip air transportation on selected commercial air carriers to transport students traveling from their home islands to and from Exploration Series programs and provides supervision during assigned dates and times while students travel in KS-sponsored groups. While traveling, students shall abide by all TSA regulations, airline policies and procedures, as well as KS' behavioral expectations for student traveling in KS-sponsored activities.

### Bus Transportaion

Kamehameha provides bus transportation to and from all program activities such as field trips, athletic, and other KS-sponsored events and activities in KS school buses. From time to time, as KS deems prudent, students may be transported in KS non-school bus vehicles or approved rental vehicles. Vehicles shall be driven by only authorized KS staff members or approved volunteers.

### Bus Passenger Code

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

All students and passengers riding school buses, including faculty, staff and guests, shall abide by the school bus passenger code noted below:

1. Before boarding the bus students shall:
  - a. Use the restroom. The bus will not make restroom stops enroute.
  - b. Be on time at the designated school bus stop to help keep the bus on schedule.
  - c. While waiting for the bus, refrain from horseplay or other boisterous conduct that could pose a danger to the health and safety of students or to others. Students shall stay off the road while waiting for the bus.
  - d. Wait until the bus comes to a complete stop before attempting to board the bus. Students shall line up in an orderly, single-file manner and not rush to board the bus.
  - e. Where there are no sidewalks or paths, walk to the side of the road facing traffic to get to the bus stop.
  - f. Use the handrail and watch their step when boarding the bus.
2. While on the bus students shall:
  - a. Keep heads and/or hands inside the bus at all time. No outside yelling or obscene gestures will be tolerated.
  - b. Refrain from loud talking, laughing or creating unnecessary confusion, which may divert the driver's attention and may result in a serious accident.
  - c. Treat bus equipment as valuable furniture. Vandalism to seats, windows, etc. SHALL BE PAID FOR BY THE OFFENDER.

- d. Never tamper with the bus or any of the equipment.
  - e. Keep all books, packages, coats and other objects out of the aisles.
  - f. Remain in the bus in case of a road emergency unless directed to do otherwise by the bus driver.
  - g. Do not throw ANYTHING out of the bus window.
  - h. Remain properly seated while the bus is in motion. NO STANDING OR SITTING ON THE BUS FLOOR.
  - i. Refrain from fighting, or engaging in other behavior that would endanger the health and safety of self or others
  - j. DO NOT EAT OR DRINK on the bus.
  - k. Obey all instructions from the bus driver.
3. After leaving the bus students shall:
- a. Cross at nearby crosswalks or intersections. DO NOT CROSS DIRECTLY IN FRONT OF OR BEHIND THE BUS. If there are no crosswalks or intersections nearby, students shall look both left and right to see that there are no vehicles approaching before crossing. Avoid crossing at curves or hills.
  - b. Observe the following crossing procedure when crossing the street with the assistance of a school bus driver:
    - Walk 12 feet in front of the bus and check to see if the alternating red lamps on the top portion of the school bus are flashing. If they are, look at the driver and wait for him/her to give you the signal to cross.
    - IF THE RED LAMPS ARE NOT FLASHING, DO NOT CROSS. Notify the driver if the red warning lamps are not working and ask for the driver's assistance to cross the street.

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

4. Bus assignments
- a. Students may be assigned to ride designated buses at specified times and locations.
  - b. Students may not bring GUESTS OR FRIENDS on the bus unless permission is granted by the principal or applicable school administrator. Please do not make this request to the bus driver unless it is an emergency situation as there are students on the wait list in most of our country areas.
  - c. Special written request will be reviewed on a case-by-case basis by the KS transportation manager.

d. The driver may assign students seats on the bus, if necessary.

5. Lost and found items

Any lost and found items left on the bus will be kept on the bus until the student reports lost or found items to the driver or the transportation office. Unclaimed items will be taken to the thrift shop at the terminal or discarded.

6. Corrective action

KS will take corrective action against passengers who violate the School Bus Passenger Code, up to and including forfeiture of bus privileges.

7. In case of emergency

In the event of an emergency, the driver shall stop at the nearest safe location to make reasonable efforts for self-protection and protection of other passengers.

## Kamehameha Schools Neighbor Island Resource Centers

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

### Director's Office

1850 Makuakāne Street Ulupono Bldg. B  
Honolulu, Hawaii 96817

78-6831 Ali'i Drive Suite 239  
Kailua-Kona, Hawai'i 96740  
*Located in the Keauhou Shopping Center*

### Pono Ma'a, Director

Phone: 842-8067  
Fax: 842-8785  
[pomaa@ksbe.edu](mailto:pomaa@ksbe.edu)

### Patricia Ikeda, Coordinator

Phone: 322-5403  
Fax: 322-8139  
[paikeda@ksbe.edu](mailto:paikeda@ksbe.edu)

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### Kamehameha Schools Resource Center – O'ahu

1850 Makuakāne Street Ulupono Bldg. B  
Honolulu, Hawai'i 96817

### Bobbie Tom, Manager

Phone: 842-8912  
Fax: 842-8785  
[botom@ksbe.edu](mailto:botom@ksbe.edu)

### Heidi Kini Pihana, Coordinator

Phone: 842-8705  
[hepihana@ksbe.edu](mailto:hepihana@ksbe.edu)

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### Kamehameha Schools Resource Center – E. Hawai'i

160 B Kea'a Street  
Hilo, Hawaii 96720  
Phone: 935-0116

### C. Noelani Ho'opai, Manager

Phone: 982-0852  
Fax: 961-6134  
[chhoopai@ksbe.edu](mailto:chhoopai@ksbe.edu)

### Nikki Iwata, Coordinator

Phone: 982-0852  
[niiwata@ksbe.edu](mailto:niiwata@ksbe.edu)

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### Kamehameha Schools Resource Center – W. Hawai'i

78-6831 Ali'i Drive Suite 239  
Kailua-Kona, Hawai'i 96740  
*Located in the Keauhou Shopping Center*

### L. Lehua Kaulukukui, Manager

Phone: 322-5402  
Fax: 322-1865  
[lekauluk@ksbe.edu](mailto:lekauluk@ksbe.edu)

### Eloise Haake, Coordinator

Phone: 322-5407  
[elhaake@ksbe.edu](mailto:elhaake@ksbe.edu)

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### Kamehameha Schools Resource Center – Moloka'i

612 Maunaloa Highway Bldg. A  
Kalamaula, Hawai'i 96748  
*Located in the Kulana 'Ōiwi Complex*

### Francis (Maka) Cobb-Adams, Manager

Phone: 553-3673  
Fax: 553-9081  
[frcobbad@ksbe.edu](mailto:frcobbad@ksbe.edu)

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### Kamehameha Schools Resource Center – Kaua'i

2970 Haleko Road #101  
Lihu'e, Hawai'i 96766-1380

### Coty Buffy Ofisa, Manager

Phone: 245-8070  
Fax: 246-4617  
[coofisa@ksbe.edu](mailto:coofisa@ksbe.edu)

### D. Ku'u lei Ho, Coordinator

[kuho@ksbe.edu](mailto:kuho@ksbe.edu)