2020 ‘IOLANI
SUMMER RESIDENTIAL PROGRAM

This handbook includes information to help you prepare for the summer at ‘Iolani. It also includes information on the expectations and policies that ensure both a fun and safe environment for all on campus. We encourage you to read this handbook over with your child. As always, feel free to contact us with any questions so we can help you prepare for the summer.

PROGRAM DATES

Six-Week Session:
June 14, 2020 to July 25, 2020

First Three-Week Session:
June 14, 2020 to July 3, 2020

Second Three-Week Session:
July 5, 2020 to July 25, 2020

STEM Camp:
July 26, 2020 to August 8, 2020

The First Tee Hawai‘i Golf Camp:
July 26, 2020 to August 1, 2020

CONTACT INFORMATION

Matthew Rinkin
Director of Residential Special Programs
Email: mrinkin@iolani.org.

‘Iolani Summer Residential Program Office
563 Kamoku Street
Honolulu, Hawai‘i 96826
www.iolani.org/summer-residential

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‘Iolani Summer Residential Programs’ holistic approach offers students 11 to 16-years-old the opportunity to engage in hands-on learning through enrichment classes, extracurricular activities and exciting field trips around O’ahu. Regardless of the selected program, students will participate in daily leisure activities and excursions with special events planned every weekend! ‘Iolani provides students with the opportunity to immerse themselves in the local culture on and off campus. In addition to a learning environment that takes advantage of the tremendous resources on campus these enrichment programs utilize the school’s geographic location in Honolulu to create unique opportunities for personal growth and development through exposure to Hawaiian culture, as well as local attractions and events. The goal of each program is to find balance between academic pursuits and extracurricular activities.

Founded in 1863 after a request by King Kamehameha IV and Queen Emma to the Church of England, ‘Iolani School is a co-educational school for grades K–12. The school’s mission is to develop liberally educated, well-rounded individuals who are well prepared for higher education and for responsible moral citizenship.

The ‘Iolani motto “One Team” expresses the spirit of unselfish cooperation and mutual support among faculty, staff, coaches, parents and students.

‘Iolani School is committed to the following ideals:

• An education which reflects its Episcopal Church heritage and provides a spiritual foundation for the development of personal values and moral integrity
• An exemplary college preparatory curriculum with small classes, personalized instruction and frequent occasions to speak, listen, think and write
• The development of individuals who are creative and inquisitive, who can analyze and synthesize information to solve problems, and who conduct themselves with confidence, discretion, tolerance and compassion
• A student body diverse in cultural, ethnic, and socioeconomic backgrounds who bring the best combination of intellect, talent, character and leadership to the school
• Programs which offer students ample opportunity to develop their ability and confidence in intellectual, spiritual, social, aesthetic and physical pursuits
• A balance of commitment to personal growth with concern for others
• Lifelong learning and active, informed, productive citizenship in the local, national and global communities
Summer Residential Program

Important Dates

‘Iolani will schedule chaperoned transportation for Daniel K. Inouye (Honolulu) International Airport on June 14, July 3, July 5, July 25, July 26, August 1, and August 8. Please use the following times to guide you when booking travel. This transportation is for students traveling without parents and is provided by ‘Iolani at an additional cost of $50 per student per way.

**Please be sure to complete ‘Form 6: Travel Plans’ in your Campintouch student account.**

For students traveling outside the below times, we can help arrange a private transfer. Please be sure to contact our office to arrange this service.

For more information please contact:

**Auli‘i Mafi**
Email: amafi@iolani.org
Phone: +1 (808) 943-2231.
# IMPORTANT DATES

## SIX-WEEK SUMMER PROGRAM

<table>
<thead>
<tr>
<th>Sunday, June 14</th>
<th>6:30 a.m. – 12:30 p.m.</th>
<th>Flights must arrive at Honolulu Airport between 6:30 a.m. and 12:30 p.m. HST on Sunday, June 14.</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>2:00 p.m. – 4:00 p.m.</td>
<td>Registration for families dropping students off on campus.</td>
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<tr>
<td></td>
<td>4:30 p.m.</td>
<td>Orientation begins. (Parents are asked to depart campus)</td>
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<thead>
<tr>
<th>Saturday, July 25</th>
<th>7:00 a.m. – 5:30 p.m.</th>
<th>Flights must depart Honolulu between 7:00 a.m. and 5:30 p.m. HST on Saturday, July 25.</th>
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<tbody>
<tr>
<td></td>
<td>9:00 a.m.</td>
<td>Students being collected by family members MUST depart campus by 9:00 a.m.</td>
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## 1ST THREE-WEEK SESSION

<table>
<thead>
<tr>
<th>Sunday, June 14</th>
<th>6:30 a.m. – 12:30 p.m.</th>
<th>Flights must arrive at Honolulu Airport between 6:30 a.m. and 12:30 p.m. HST on Sunday, June 14.</th>
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<tr>
<th>Friday, July 3</th>
<th>7:00 a.m. – 5:30 p.m.</th>
<th>Flights must depart Honolulu between 7:00 a.m. and 5:30 p.m. HST on Friday, July 3.</th>
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<tbody>
<tr>
<td></td>
<td>9:00 a.m.</td>
<td>Students being collected by family members MUST depart campus by 9:00 a.m.</td>
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## 2ND THREE-WEEK SESSION

<table>
<thead>
<tr>
<th>Day</th>
<th>Time</th>
<th>Activity</th>
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<tbody>
<tr>
<td><strong>Sunday, July 5</strong></td>
<td>6:30 a.m. – 12:30 p.m.</td>
<td>Flights must arrive at Honolulu Airport between 6:30 a.m. and 12:30 p.m. HST on Sunday, July 5.</td>
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<tr>
<td></td>
<td>2:00 p.m. – 4:00 p.m.</td>
<td>Registration for families dropping students off on campus.</td>
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<td>4:30 p.m.</td>
<td>Orientation begins. (Parents are asked to depart campus)</td>
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<td>Students being collected by family members MUST depart campus by 9:00 a.m.</td>
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## STEM CAMP

<table>
<thead>
<tr>
<th>Day</th>
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<th>Activity</th>
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<tr>
<td><strong>Sunday, July 26</strong></td>
<td>6:30 a.m. – 12:30 p.m.</td>
<td>Flights must arrive at Honolulu Airport between 6:30 a.m. and 12:30 p.m. HST on Sunday, July 26.</td>
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<td></td>
<td>2:00 p.m. – 4:00 p.m.</td>
<td>Registration for families dropping students off on campus.</td>
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<tr>
<td></td>
<td>4:30 p.m.</td>
<td>Orientation begins. (Parents are asked to depart campus)</td>
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<tr>
<td><strong>Saturday, August 8</strong></td>
<td>7:00 a.m. – 5:30 p.m.</td>
<td>Flights must depart Honolulu between 7:00 a.m. and 5:30 p.m. HST on Saturday, August 8.</td>
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<td></td>
<td>9:00 a.m.</td>
<td>Students being collected by family members MUST depart campus by 9:00 a.m.</td>
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### IMPORTANT DATES (CONTINUED)

#### THE FIRST TEE HAWAI’I GOLF PROGRAM

<table>
<thead>
<tr>
<th>Sunday, July 26</th>
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<tr>
<td>6:30 a.m. – 12:30 p.m.</td>
<td>Flights must arrive at Honolulu Airport between 6:30 a.m. and 12:30 p.m. HST on Sunday, July 26.</td>
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<tr>
<td>2:00 p.m. – 4:00 p.m.</td>
<td>Registration for families dropping students off on campus.</td>
</tr>
<tr>
<td>4:30 p.m.</td>
<td>Orientation begins. (Parents are asked to depart campus)</td>
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<tr>
<th>Saturday, August 1</th>
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<tr>
<td>7:00 a.m. – 5:30 p.m.</td>
<td>Flights must depart Honolulu between 7:00 a.m. and 5:30 p.m. HST on Saturday, August 1.</td>
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<tr>
<td>9:00 a.m.</td>
<td>Students being collected by family members MUST depart campus by 9:00 a.m.</td>
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Dress Standards

Dress standards for the Summer Programs are the same as in the regular school year. Neatness, cleanliness and good taste, and attire free from offensive or distracting influences, are qualities expected of Summer Programs students.

How one dresses often depends on individual taste, economic situation, and/or family, social, religious, or cultural norms. Dress can be viewed as a means for personal expression which allows one to explore and define his/her own individuality.

However, certain basic dress standards must be followed in order to maintain a positive and productive environment which allows students to be free from offensive or distracting influences and which provides a focused atmosphere conducive to teaching and learning.

With enrollment in 'Iolani, students and parents agree to accept and support the dress code which reflects the standards of the school. The dress code focuses on attire and appearance which are neat and clean. Students arriving to classes improperly dressed will be asked to change their clothing to conform to the dress standards of 'Iolani. Failure to comply with these dress standards will also result in disciplinary action.

The following guidelines should provide the basis for what is considered appropriate or inappropriate attire.
**BOYS**

**Class Dress:** Appropriate attire includes long pants, jeans, or walking shorts; shirts with collars (aloha shirts, polo shirts, dress shirts, turtleneck shirts); covered shoes or sneakers and socks; and neatly trimmed hair which does not extend below the top of the shirt collar. Boys must have a buttoned-up collared shirt on at all times even if under a sweater, sweatshirt, hooded sweatshirt, or jacket.

Inappropriate attire includes faded, tattered or frayed clothing; athletic attire, including team uniforms not in dress code, leggings, tights, or yoga pants; beach attire; oversized clothing; fatigues; clothing with inappropriate language, imagery, or advertisements; caps or headgear of any type, including hoodies worn with the hood on the head; dyed or bleached hair or highlights outside the range of natural hair color; pony tails or braided hair; and facial piercings other than earrings or a nose stud.

**Free Dress:** After the academic day, students are free to wear relaxed attire during afternoon and evening activities. T-shirts, athletic clothing including tights, leggings, or yoga pants, shorts, and sneakers with socks and sandals (with a heel strap) are allowed as long as they adhere to the spirit of the ‘Iolani dress standards.

**GIRLS**

Appropriate attire includes dresses, skirts, walking shorts, pants, or jeans that reach the top of the knee or longer in length; buttoned shirts with collars; turtleneck shirts, tees, blouses and dresses with crew, modest v-neck or scoop necklines that reveal no more than the collarbone area; and sandals with back straps or shoes with socks.

**Class Dress:** All tops must have sleeves and any visible clothing worn under a sweater, sweatshirt, hooded sweatshirt, or jacket (like a cami) must conform to the dress code.

Inappropriate attire includes low-cut tops; faded, tattered or frayed clothing; athletic attire, including team uniforms not in dress code; beach attire or boys’ style t-shirts; leggings, tights, or yoga pants; fatigues; oversized clothing; backless, see-through clothing, and bare-midriff apparel; clothing with inappropriate language, imagery, or advertisements; headgear of any type, including hoodies worn with the hood on the head; dyed or bleached hair or highlights outside the range of natural hair color; facial piercings other than earrings or a nose stud; casual footwear with back straps like Crocs; and extremes in makeup.

**Free Dress:** After the academic day, students are free to wear relaxed attire during afternoon and evening activities. T-shirts, athletic clothing including tights, leggings, or yoga pants, shorts, and sneakers with socks and sandals (with a heel strap) are allowed as long as they adhere to the spirit of the ‘Iolani dress standards.

**SLIPPER PASS**

Any student requesting a slipper pass for the school day must obtain a note from the school nurse. The note must then be presented to the SPO for a slipper pass BEFORE 8:00 a.m. All passes received after that will be unexcused and result in detention. A student with a slipper pass is not eligible for participation in Physical Education or Athletics for the date(s) of the slipper pass.

**Note:** Students attending The First Tee Hawai‘i Golf Program do not need to bring along Class Dress. Please be sure to pack golf appropriate clothing for your five day program.
Suggested Packing List

CLOTHING
» Class Dress Clothing (5 sets)  
  (see Dress Standards section)
» Free Dress or Athletic Clothing (7 sets)  
  (see Dress Standards section)
» Hat or Cap (2)
» Swim Suit (2)
» Sleep Clothes (2)
» Casual Clothes for around Dorm (2 sets)
» Sneakers (1)
» Shower shoes (flip flops) (1)
» Sweatshirt/jacket (1)

BEDDING AND TOWELS
» Bath Towel (1)
» Beach Towel (1)
» Twin XL Bed Sheets (2 sets)
» Bed Pillow (1)
» Bedspread or Blanket (1)

TOILETRIES
» Comb or brush
» Soap
» Toothbrush and toothpaste
» Shampoo
» Deodorant
» Sunscreen
» Nail clippers
» Shaving supplies
» Femine sanitary supplies
» Hair dryer (as needed)

STUDENTS MAY ALSO WANT TO BRING:
» Bathrobe (to and from shower)
» Alarm clock
» Umbrella and/or raincoat
» Notebook, pens, and pencils
» Summer reading books
» Wristwatch
» Flashlight
» Camera
» Hiking Shoes
» Tennis Racquet, baseball glove, other small personal sporting equipment
» Golf Clubs (The First Tee Hawai‘i Golf Program students only)

PROHIBITED ITEMS
» Weapons
» Firearms
» Explosives
» Knives of any kind
» Irons
» Appliances
» Refrigerator
» Candles, incense, lighters, or matches
» Wireless Network Connection Devices
  Including:
  - Network switches and routers
  - Wireless repeaters
  - Wireless hotspots
  - Wireless access points

Furniture Provided in Dorm
• A desk, desk chair, bed frame and extra-long twin mattress, window treatments and a wastebasket
• A dresser and wardrobe including clothing hangers
• Full length mirror
• A common shoe rack to share with fellow podmates
• Access to desktop computers and a common printer on each floor.

Please note ‘Iolani School does not allow students to:
• Use furnishings for any purpose other than that for which they are intended
• Remove or replace the school-provided furnishings
• Keep appliances in student rooms or pods.
• Have pets of any kind
# Daily Schedule

**MONDAY TO FRIDAY**

<table>
<thead>
<tr>
<th>Time</th>
<th>Event</th>
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<tbody>
<tr>
<td>7:00 a.m.</td>
<td>Rising</td>
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<tr>
<td>7:30 a.m. – 7:50 a.m.</td>
<td>Breakfast</td>
</tr>
<tr>
<td>8:00 a.m. – 10:00 a.m.</td>
<td>Period 1</td>
</tr>
<tr>
<td>10:00 a.m. – 10:20 a.m.</td>
<td>Morning Break</td>
</tr>
<tr>
<td>10:30 a.m. – 12:30 p.m.</td>
<td>Period 2</td>
</tr>
<tr>
<td>12:40 p.m. – 1:00 p.m.</td>
<td>Lunch</td>
</tr>
<tr>
<td>1:15 p.m. – 3:15 p.m.</td>
<td>Period 3</td>
</tr>
<tr>
<td>3:30 p.m. – 4:30 p.m.</td>
<td>Dorm Check-in &amp; Rest</td>
</tr>
<tr>
<td>4:30 p.m. – 6:00 p.m.</td>
<td>Afternoon Activities</td>
</tr>
<tr>
<td>6:25 p.m. – 6:45 p.m.</td>
<td>Dinner</td>
</tr>
<tr>
<td>7:00 p.m. – 8:30 p.m.</td>
<td>Evening Programming</td>
</tr>
<tr>
<td>8:45 p.m.</td>
<td>Dorm Check-in</td>
</tr>
<tr>
<td>9:00 p.m.</td>
<td>Room Inspection</td>
</tr>
<tr>
<td>10:00 p.m. – 10:30 p.m.</td>
<td>Lights Out</td>
</tr>
</tbody>
</table>

**SATURDAY AND SUNDAY**

Weekends are dedicated to all-school trips. Directly after breakfast, all students depart campus for a full-day fun excursion to one of O’ahu’s exciting attractions.
Student Expectations

BEHAVIOR
‘Iolani Summer Programs students and parents should be sure to read the policies and procedures below. Such rules cannot and are not intended to cover every possible example of unacceptable behavior. ‘Iolani assumes that its Summer Programs students will be guided by courtesy, good judgment and mutual respect as well as by the ‘Iolani School regulations.

‘Iolani Summer Programs is a pleasant, comfortable community. Students and teachers come together for the specific purpose of learning. ‘Iolani Summer Programs occupy a very short space of time to accomplish a great deal. Matters of discipline and unacceptable behavior are handled by the Residential Summer Director swiftly. The Residential Summer Director, acting upon the recommendation of the teachers, counselors, and other staff, may dismiss a student from ‘Iolani Residential Summer Programs for academic or disciplinary reasons at any time when, in the opinion of the teachers, counselors, and staff, continued study at ‘Iolani Summer Programs is not in the school’s or student’s best interest.

‘Iolani reserves the right to disenroll Summer Programs students with no refund if they exhibit unacceptable and/or disruptive behavior. Consequences of Summer Programs infractions for ‘Iolani students may cause impact for the academic year.

A school is a community. All who work within that community are expected to conduct themselves in an appropriate manner, to observe both the law of our land and the code of behavior the school sets forth, to respect the rights of others, and thereby to maintain the best possible atmosphere for learning. Attending ‘Iolani as a student is a privilege, not a right. Students must abide by the rules set forth herein and are expected to conduct themselves according to the standards of the ‘Iolani community. Behavior that disrupts the educational process or fails to respect the human or property rights of others is unacceptable.
The following constitute some specific forms of unacceptable behavior:

» Academic dishonesty such as cheating, copying homework, giving one's work to others, and plagiarism
» Assault or fighting
» Attendance - being off campus or missing a class without permission from the school
» Disrespect of the human or property rights of others
» Disrespect toward an adult or another student
» Drugs and alcohol - Promotion, possession, use, being under the influence of alcohol, tobacco, e-cigarettes, vaporizers, or drugs at school or school functions; drugs include marijuana, cocaine, any other illegal drug, or any legal drug judged by the Residential Summer Director to be used abusively
» Electronic Misconduct - unauthorized hacking of any electronic device (including, but not limited to, computers, cell phones, iPods, laptops and tablets); causing an electronic device or computer system to become inoperable, downloading or sending profane, obscene language and other sexual or objectionable materials, or promoting or sending derogatory, harassing, or hate messages on the computer or any electronic device
» Fireworks - the possession or use of fireworks or other dangerous items
» Gambling
» Harassment - unwelcome physical, verbal, written, or electronic action that undermines the personal rights of another individual, including bullying, hazing, and sexual misconduct
» Lying
» Sexual activities - involvement in inappropriate physical, verbal, or electronic sexual activities
» Theft
» Vandalism, including graffiti

Other forms of misbehavior not specifically described above will be subject to the same corrective action if, in the determination of the Residential Summer Director, such behavior fails to respect human or property rights of others or disrupts the educational process.

These rules apply during academic classes and during the residential life program both on and off campus. Students identified for misconduct off campus during school hours are subject to the same rules and corrective measures that govern misconduct on campus. These rules apply also to all school functions, on or off campus, including school-sanctioned trips, regardless of the hour or day. Misconduct off campus and/or outside school hours may call into question a student's right to remain in school. In those instances, the school reserves the right to take whatever action it deems necessary, including, but not limited to, dismissal.

**Process**
A student who violates the rules of behavior will be referred to the Residential Summer Director. The Residential Summer Director will examine and discuss the charges with the student and conduct an investigation if deemed necessary. Investigations of possible infractions can be disruptive to the educational process. A thorough investigation is eventually completed as expeditiously as possible, involving as few persons as possible either within or outside of the school. During any investigation, the Residential Summer Director may take measures to keep students apart from one another while both are on campus. If an accused student chooses not to cooperate with the school's investigation into a violation of the rules of behavior, he or she may be placed on suspension pending the findings of the investigation. If it is determined that an infraction has taken place, the Residential Summer Director will counsel the student and determine the corrective action, if any, to be taken. Surrounding circumstances, expectations, relationships, and the age of the students involved are all factors to be weighed in any disciplinary action. In cases of dismissal forʻIolani students, the Residential Summer Director will consult with the Summer Day Program Director, the Dean of Students, and the Head of School.

**Hearing**
Students’ explanations of their conduct before the Residential Summer Director constitute a hearing.
Corrective Action
Corrective action for infractions shall be appropriately handled by the Residential Summer Director. This may include, but not be limited to, detention, loss of privileges, disciplinary probation, suspension and dismissal for the summer and possibly the regular school year for 'Iolani students. For all forms of unacceptable behavior, students found to have committed infractions may be dismissed immediately. Second chances will be given only at the discretion of the Residential Summer Director, Dean of Students, or the Head of School. However, for drug, alcohol, and tobacco offenses, or for flagrant disregard for the human and property rights of others, such as theft, assault, and computer abuse, and inappropriate sexual activities, students could be dismissed immediately, barring unusual or mitigating circumstances.

A student who is dismissed for disciplinary reasons is not permitted on campus, nor may that student attend 'Iolani functions, without permission from the Dean of Students, Head of School or Residential Summer Director.

Appeals
Appeals may be made to the Residential Summer Director. Youngsters in this community will grow and function well where rules are stated clearly and enforced consistently. Teachers and students will perform better in an environment that is conducive to teaching and learning.

ACADEMIC DISHONESTY
Students must maintain academic honesty in every aspect of their academic work. In preparing school work, asking for help is possible, even desirable at times, from a parent, friend, teacher, or librarian. The goal in an assignment, however, is not only to find the right answer, but also to understand the problem. Copying assignments or giving another person a copy of one’s work, whether in paper form or electronic, is academic dishonesty. Plagiarism (taking someone else’s work or idea and offering it as one’s own) is academic dishonesty. Examples include copying someone else’s work word-for-word, paraphrasing, and borrowing ideas and putting them in different words. Cutting and pasting material found on the Internet is another common example of plagiarism.

Quizzes and examinations test a student’s independent knowledge of a subject. No unauthorized help from any source may be used or be available to a student during a quiz or examination regardless of the intent to use that source. All electronic devices must be properly stowed and should not be on one’s person during a quiz or examination. Giving aid to another student before, during or after a quiz or examination, or turning in for credit work previously submitted for a class, are also forms of academic dishonesty.

HARASSMENT POLICY
'Iolani School is committed to providing an environment conducive to learning and fostering mutual respect and sensitivity among all members of our school community. Harassment or any activity that interferes with this environment and/or undermines personal rights will not be tolerated. Harassment includes, but is not limited to, any unwelcome physical, verbal, written, or electronic action that undermines the personal rights of another individual.

'Iolani School endorses and will enforce the right of everyone to participate fully in student life at the school without harassment. To that end, all members of the 'Iolani School community are expected to respect the rights and sensitivities of others at all times and exercise sound judgment in doing so. Violators of this policy shall be subject to disciplinary action which may include expulsion.

SEXUAL MISCONDUCT POLICY

Definitions: Sexual misconduct includes both sexual assault and sexual harassment.

“Sexual assault” means any criminal sexual offense recognized by Hawai‘i law and includes unwanted touching or grabbing of sexual parts.

“Sexual harassment” is a specific type of prohibited conduct defined as behavior involving a single instance or repeated instances of unwanted sexual advances or other unwanted or offensive visual, verbal, or
physical conduct of a sexual nature or based on sex or gender that unreasonably interferes with a student's opportunity to receive an equal education. Examples include, but are not limited to: unwelcome sexual contact or advances; pressure for sexual activity; obscene or suggestive remarks or jokes; verbal or written insults or abuse of a sexual nature; display of sexually-explicit materials; spreading sexual rumors; flashing or mooning; and/or other conduct of a sexual nature which has the purpose or effect of:

1) Causing the recipient to feel discomfort or humiliation;
2) Interfering with the recipient's academic performance;
3) Creating an intimidating, offensive, or hostile environment for the recipient;
4) Creating a situation where an academic evaluation, status, progress, or non-curricular decisions affecting the recipient depends on or her submitting to and/or not objecting to behavior.

Application
If one feels sexually harassed, he/she should do the following:
» Let the offending person(s) know that the conduct is offensive and that the behavior must stop, unless doing so may put the student feeling harassed in danger.
» Keep a record of when, where, and how the harassing conduct occurred. Include witnesses, direct quotations, actions, evidence, and any other written communication.
» Promptly contact someone in authority, e.g., a guidance counselor, faculty member, nurse, dean, Residential Summer Director, or the Head of School. Identify the offending conduct and person(s) so that a thorough investigation and evaluation can be made.

Reporting Sexual Misconduct
If anyone knows or has reason to suspect that sexual misconduct has occurred they must notify a member of the faculty or staff with as much information as possible about the misconduct or the reasons for suspecting that misconduct has occurred. ‘Iolani School values the privacy and safety of its students and will respect the wishes of any person who comes forward to report an allegation of sexual misconduct to keep such a report confidential, unless disclosure is necessary to comply with the law or to ensure the safety of all students and employees of the school.

If any person comes forward in earnest to report an allegation of sexual misconduct, even if the school later determines that there is not sufficient evidence to support the allegation, or if any person honestly participates in an investigation of an allegation, any action taken in retaliation against that person is strictly prohibited and will not be tolerated. Any person found to have engaged in retaliatory actions will be subject to immediate and appropriate disciplinary action, including possible expulsion.

If the allegations include violations of other school rules, the Residential Summer Director and/or the Head of School shall have the discretion to grant amnesty for the transgressions of a student who comes forward to report sexual misconduct.

BULLYING AND HAZING
Bullying is repeated and unwanted, aggressive behavior among students that involves a real or perceived power imbalance. Bullying includes, but is not limited to, actions such as making threats, spreading rumors, or attacking someone physically or verbally.

Hazing occurs when an individual or a group of individuals use humiliating, illegal, and/or dangerous activities to initiate new members into a club, group, or team.

‘Iolani does not permit or condone bullying or hazing in any form or by any group. Bullying and hazing are detrimental to students physically and emotionally. The school will treat each case on an individual basis. The consequences will depend on the severity of the incident, regardless of whether it occurred on campus or off campus during a school sanctioned trip or event.

COMMUNITY SAFETY CODE
Violation of the Community Safety Code may result in the expulsion of a student from School.
Examples of Community Safety Code violations include:

» Unexcused absence from campus
» Inter-hall violations (not being on your assigned floor) after lights out
» Possession, use, promotion or distribution of drugs, alcohol, tobacco products, e-cigarettes, and vaporizers
» Putting any member of the ‘Iolani community at risk
» Harassment
» Sexual Harassment

Note: ‘Iolani School is a drug, alcohol, and tobacco free campus. Drugs, alcohol, tobacco, e-cigarettes, and vaporizers are prohibited from being used, kept, or stored on campus by students anywhere at any time. Discovery of these items will lead to a swift response by the Residential Summer Director and the Dean of Students, including notice to parents. Students should consider that certain offenses have far reaching consequences and may place their Visa status in jeopardy.

HEALTH AND WELLNESS UNDERSTANDING

Our students’ health is of paramount importance. We do not want students to hesitate to seek the School’s help for themselves or on behalf of other students when there may be medical or behavioral concerns, even if School rules or standards of conduct have been violated. Our school nurses, counselors, and care professionals provide students, families, and adults in the ‘Iolani community a means to get support for a student in need.

If you have a concern about your well-being, or that of another student, you should feel comfortable bringing it to the attention of the Residential Summer Director, your Head of House, or a House Parent. (Please know that the adult with whom you confide might have an obligation to share the information with an Administrator if someone is at imminent risk of hurting themselves or another student through their actions.) If the action or concern has not already been the focus of a disciplinary investigation, the response will be to provide support in situations where there is concern about the use of controlled substances, or in situations where school standards of conduct have been violated, and/or when students are concerned about the immediate safety of another student or students (including himself/herself) who are under the influence or need medical attention without incurring disciplinary consequences. This understanding is designed to provide students in need with access to medical, educational, and therapeutic help. However, as mentioned above, this will not shield a student from disciplinary consequences if an investigation has already been set in motion by the School and/or it is determined that a student’s behavior is particularly harmful or egregious to the greater community (e.g. theft or distributing/selling drugs or alcohol).

The Health and Wellness Understanding was created to address the totality of a student’s health and wellness, and so, communication with all students depends on honest and forthright conversations, with the expectation of full disclosure of the issues at hand. If it is discovered that there was dishonesty or an omission of information during the conversation, the violation will no longer be covered under the Health and Wellness Understanding and the Residential Summer Director will initiate a disciplinary response.

A few examples of when the Health and Wellness Understanding may be invoked are as follows:

» the use of controlled substances by a ‘Iolani student(s) is a concern;
» a past event involving controlled substances leads to concern for the health and wellness of a student(s);
» the student demonstrates at-risk behavior;
» emotional or physical abuse, to one’s self or another student.

WORRIED ABOUT A COMMUNITY MEMBER?

If a residential student is concerned about a member of the community and feels that their behavior and/or choices need to be addressed, they should bring it to the attention of a member of the Residential Life staff. The concern will be investigated by the School, starting first with the student(s) who raised the alert and then with the student about whom the others were concerned. If a member of the Residential Life staff is not available, in the case of a medical emergency, first responders such as the ambulance, fire department, or police may be reached by dialing 9-1-1.
Daily Regulations

School should be a place of exploration, inquiry, excitement, collaboration, socialization, and learning. In order to make our school environment a place where all feel welcome and safe, we have the following expectations to guide students.

» Students are expected to be mindful of one another, respect their teachers, classmates, and visitors, and make good choices at all times.
» While on campus, students should not have long periods of unscheduled time.
» Public display of affection is in poor taste and inappropriate in a school environment.
» Students must maintain appropriate noise levels when gathering in courtyards or hallways near classrooms.
» All books and personal belongings are to be carried by each student. They are not to be left in the corridors or on the lanais of any of the buildings. Anything left unattended will be picked up and may be claimed in the SPO.
» Card playing during the academic day is prohibited.
» Gum chewing at school is prohibited.
» Snacks and lunches may be eaten in the Student Center or outside within the rectangle bounded by the Art Building Lanai, the corridor along rooms I-103 through I-107, Convention Drive, and the Harry and Jeanette Weinberg Building. No eating is allowed on the lanai or hallways of any classroom building with the exception of the area near the Weinberg Concession.
» Running, jumping, and ball playing are not permitted in any classroom building.
» Electronic devices (including, but not limited to, cell phones, iPods, laptops, and tablets) may be used during free time and meals. Earphones must be used when listening to music or videos. All electronic devices are to be turned off in the library, classrooms, labs, and during field trips unless the student has specific same-day permission from the appropriate teacher or proctor.
» Students should not play with frisbees, tennis balls, footballs, basketballs and the like on any part of the campus except on the athletic fields when they do not interfere with physical education classes.
» Students should stand when an adult enters the classroom. When spoken to by an adult, a student should reply in a clear voice referring to the person either by the last name preceded by Mr., Ms., Mrs., or Miss, or as Ma’am or Sir.
Students are welcome to use the grassy area immediately surrounding the Sun Yat-Sen statue; however, the Head of School’s Office and other administrative offices border this area. Loud noises and horseplay are prohibited.

Riding skateboards and roller blading are not permitted on campus.

Upper School students are not to play on any Lower School courts or playground equipment during the school day or when the gates are locked.

Harold K. L. Castle Building
Students are not allowed in the building before 7:30 a.m. or during lunch.

Students are not to loiter in the hallways or the foyer during lunch or before or after school.

Students are not to loiter behind the building.

Students may not eat or drink on the Castle lanai, front steps, or perimeter.

Masao Nangaku Building
Students are not to loiter in front of the building, or in the student drop-off area, during school hours.

The Sullivan Center for Innovation & Leadership
Students are not allowed in the building before 7:00 a.m. or after 3:30 p.m. on school days.

Unless injured, students may not use the elevator during school hours.

The 3rd and 4th floor project spaces are open to students for quiet study before school, during a free period, lunch and after school only if there are no classes or events in the space.

Students must behave respectfully and clean up their space before they leave.

Students are not allowed in the building before or after school hours or on the weekends unless accompanied by an adult.

The Harry and Jeanette Weinberg Building, The Kozuki Stadium and the Parking Structure
Students are not to loiter in the stairwells.

The parking structure is off limits to students.

The warehouse is off limits to students.

The second floor balcony is off limits to students unless under the direct supervision of a teacher.

Residence Hall
Residential Students are not allowed in the Residence Hall during the academic day without permission from a residential faculty member.

Day students are not permitted in the Residence Hall.

Students are not to loiter behind or around the building.

Tsuzuki Group Library (Upper School)
The Library’s mission is to enrich the intellectual life of students by providing a warm, nurturing environment with 21st-century resources and technology. The Library has four objectives: to cultivate innovation, citizenship, communication and discovery. Our goal is to create independent researchers who will be able to apply the skills learned in the Library to the next level of education and beyond.

Hours: Monday through Friday, 7:00 a.m. to 4:00 p.m. Closed Weekends / Holidays.

Collection – 23,000 books, 71 magazines and newspapers, databases, and audiovisual resources.

Equipment – color printer, black-and-white printer, photocopy machine, and computers with Internet access.

Online Resources – ‘Iolani School’s online catalog, computer databases, and e-books are available through our homepage (https://iolani-uslib.github.io/). E-books as well as full-text research articles from journals, magazines, and newspapers are also accessible remotely from home. The Library’s password and user ID can be obtained from the librarians.

Collaboration Centers – Teachers may use these rooms for research-based assignments.

Conduct in the Library
Eating or drinking is not permitted in the Library. Water in covered containers is allowed.

The Library is a quiet area for study. Please be respectful of your fellow students.
DAILY REGULATIONS (CONTINUED)

Circulation Policy
Library materials are the property of ‘Iolani School and are utilized by students, faculty, staff and administrators. Materials must be returned on time in order to be available for all to use and enjoy.

Borrowing Period
» Books, pamphlets and magazines – 1 week
» Closed Reserve – Library or overnight use
» Reference – Library or overnight use

Note: “Overnight use” materials may be checked-out after 3 p.m. and must be returned by 8 a.m. the following school day.

The final due date for all materials checked out is June 26 for Session 1 and July 17 for Session 2 and 6 week courses.

Fines
The library maintains a strict fine policy and students are expected to pay their fines on time.
» Books, pamphlets and magazines – $0.15 per day per item
» Closed reserves and reference $1.00 per day per item

Students with overdue materials or outstanding fines will be restricted from borrowing materials. Delinquent accounts will be turned over to the Residential Summer Director.

All fines must be paid and library materials returned by the deadline shared in the school announcements. Students who have not cleared their accounts will not be permitted to take their final exams and will receive a “0” grade until their bills are paid.

Lost Items
Replacement costs + fines + non-refundable $5 processing fee. The price of the lost material will be refunded if returned in satisfactory condition.

USE OF ELECTRONIC DEVICES
Technology is an important part of the educational process and ‘Iolani provides students with opportunities for students to use electronic devices (including iPads, desktop computers, laptops, phones, etc.) throughout the campus. In order to promote a safe, secure, and effective learning environment, we encourage all students to use safe practices and good judgment when using such devices. It is the students’ responsibility to understand that any behavior unacceptable in person is also unacceptable when using an electronic device, whether with a personal device or a school-owned one, regardless of whether or not students are on campus.

Any student who fails to use good judgment when using an electronic device is subject to a number of penalties (which can include, but are not limited to, restricted device use, detention, suspension, or expulsion); the school policy regarding academic dishonesty applies to iPads and other electronic devices.

The following constitutes specific misuse of electronic devices. Other forms of misuse not specifically described below will be subject to the same corrective action if, in the determination of the Residential Summer Director, such behavior fails to respect human or property rights of others or disrupts the educational process.

Electronic devices used at school should not have any apps installed, unless specifically assigned by an ‘Iolani teacher, that have a description listed under its rating that is deemed as inappropriate by the school. When in doubt about an app, check with your teacher. Descriptions of apps that would be deemed inappropriate by the school include, but are not limited to, phrases such as:
» Alcohol, Tobacco, or Drug Use or References
» Profanity or Crude Humor
» Cartoon or Fantasy Violence
» Creating, sending, accessing, uploading, downloading or distributing offensive, profane, harassing, threatening, pornographic, obscene, violent or sexually explicit material is prohibited
» Jailbreaking, unauthorized use for, and/or other modifications of an ‘Iolani electronic device is not permitted

RESPECT
» Only touch another person’s electronic device when invited to do so by the device’s owner.
» Only use your own account and device(s) to access only your content unless you are granted permission by the owner(s).
Only access areas of the network you have been given permission to access. Circumventing ‘Iolani’s network filter or firewall is prohibited.

Only record content from ‘Iolani (video, photos, audio) with the known consent of the person(s) being recorded.

Only post ‘Iolani School content to the Internet with the express permission of the school.

Only post content about others to the Internet with their permission. Also secure permission from your parents/guardians, and the parents/guardians of others involved.

Do not forward or send any content not directly associated with your learning (e.g. advertisements, games, pictures); “spamming” or stealthily following someone online (“stalking”) are prohibited.

Do not deliberately or negligently spread viruses, malware, or spyware.

Do not run a business or seek to make a profit using the school’s network, unless you have express permission from the school to do so.

Do not print anything non-school related on the school’s printers.

Electronic devices (including, but not limited to, cell phones, iPods, laptops, and tablets) may be used during free periods and lunch. Earphones must be used when listening to music or videos. All electronic devices are to be turned off in the library, classrooms, labs, and during field trips unless the student has specific day permission from the appropriate teacher or proctor. Electronic devices must be turned off during assemblies, school-sponsored performances and chapel.

Do not post or send any message/picture/sound/video that is obscene, rude, harassing or insulting to anyone or any group.

Do not attack, threaten or intimidate another student via technology (or any other means).

Do not take up ‘Iolani network bandwidth by downloading movies, music, pictures, or by playing online games not directly connected to your learning or sanctioned by a teacher.

HONESTY
Do your own work. iPads allow easy access to information online. Cite all your sources and create your own content. Reference online sources as instructed to by your teachers. Copying other people’s work and submitting it as your own work, whether intentionally or unintentionally, is morally wrong. It will be considered plagiarism and will result in a response from the school.

INTERNET USE
Students have access to the Internet and/or email account designed for educational purposes. I understand that it is impossible for ‘Iolani School to eliminate access to controversial materials, and will not hold ‘Iolani responsible for material acquired or strangers met on the network. Further I accept full responsibility for supervision if and when said Student’s computer use is not in a school setting. This privilege may be revoked by the computer system administrator or Residential Summer Director if use is abused by the Student.

PHOTOGRAPHIC CONSENT
‘Iolani Staff regularly photograph students in classroom activities and on campus for use in promotional material either in print or on the ‘Iolani School Website. It is ‘Iolani’s policy not to directly associate a child’s name with a photograph of the child.

ACADEMIC SUPPLIES
A general suggested supply list that should be sent with students would be:

- Pencils
- Pens
- Notebook/paper
- Reusable water bottle

Teachers may provide a more extensive supply list at the start of their course.

LOST AND FOUND
Located outside of the Summer Programs Office (SPO); items not picked up will be donated in early August.
Dorm Procedures

DORM RULES
Dorm rule infractions include, but are not limited to:
» Being disruptive
» Failing room inspection
» Failure to perform a house chore
» Staying up past lights out
» Excessive noise in the Residence Hall
» Improper use of the common space (common room, bathrooms, hallways, elevator, lanai)
» Failure to comply with dorm rules and expectations

Major dorm rule infractions include, but are not limited to:
» Intentionally using improper or misleading sign-out information
» Leaving campus without proper permissions
» Being on an opposite gender floor
» Sharing an elevator pass or key card, or propping doors to the stairwell without permission
» Traveling off campus in an unapproved mode of transportation

Any infraction can result in a loss of privileges, probation, or expulsion as determined by the Residential Summer Director and Dean of Students.

The ‘Iolani Residential Summer Program seeks to create a family environment where students create long lasting friendships, expand their cultural awareness, learn to coexist with others, and play together as “One Team”. In order to create a safe and fun experience for all, we have established guidelines referred to as “Non-Negotiables”. The non-negotiables are listed below:

» You may not return to the dorm during the academic day for any reason. (7:30 a.m. – 3:00 p.m.)
» In the event of a fire alarm, you MUST exit the building and meet by the chapel.
» You may be in your own room, on your own house floor, and in the 1st floor common room. You may not be on another floor or in a Resident Advisor’s (RA) room. If you would like to go into another dorm mates room, you must ask permission from both roommates first. Additionally, you must use the elevator that is assigned to your house (Girls’ House or Boys’ House).
» You may not leave the dorm once evening
check-in has started without an adult. If for any reason you are not feeling well at night, let one of the on-duty RA's know. They will contact the Head of House (HoH) or on call night nurse.  
» Turn in all medications to the nurse. This includes fiber gummies, advil/tylenol, and any supplements you may have.  
» Your cell phones and electronic devices should be used at appropriate times. They should not be used during meals, group activities, room inspection, and should not encroach on your sleep schedule. If they become an issue, they will be taken away.  
» If you are leaving campus for any reason that has been approved by the Director of Residential Summer Programs, you must call the Head of House phone number when you depart and arrive back on campus. Students are not permitted to leave campus without adult accompaniment.  
» Students may only enter and exit the dorm through the main entrance by the security desk.  
» Clean up after yourself, keep items in the bathroom organized, wash dishes from the kitchen area, and label your food.  
» If you break something, let an RA know. They can report it to the correct people to get it fixed.  
» Use a common language when in groups to promote inclusivity and teamwork, be understanding of the diverse cultures, and be kind to one another.  
» Shower daily and take care of your laundry as needed.  

ROOM INSPECTION  
House Parents will perform daily room inspections. Students’ rooms are to remain clean and in good order. Each day students must maintain their room in the following condition:  
» Bed must be made  
» All clothes are to be properly stored  
» Clothes must be either on hangers in your closet/wardrobe, in dresser drawers, or in the laundry bag (clothing and linens must be laundered weekly)  
» Towels must be hung to dry  
» Shoes must be stored  
» Personal items on dresser or desk must be arranged in an orderly fashion.  

DORM PROCEDURES (CONTINUED)

» Desk and dresser drawers must be closed and chair pushed in at desk.  
» The floors must be clean and trash containers emptied.  
» No open drink containers or perishable food may be left in the room.  

Common spaces, bathrooms, and hallways are cleaned daily by facilities staff, and we ask that everyone be considerate of the staff, as well as their dorm mates in leaving spaces clean and neat.  

SEARCHES  
While the School wants students to feel that their rooms are theirs to use in some measure of privacy, ‘Iolani School is obligated to ensure that the health and safety of all hall residents and their property is protected. Therefore, the School reserves the right to search rooms, personal belongings, or persons if there is reason to believe that illegal, prohibited, dangerous, or stolen articles are present.  

CHORES  
All residential students are assigned chores supervised by House Parents. The purpose of chores is to foster a commitment to maintaining clean and healthy community spaces.  

LIGHTS OUT  
Students are expected to be in their own beds at the designated lights out time. All doors should be open, lights off, and all electronics put away. House Parents on-duty will close doors after checking in each room.  

VISITORS  
Summer residential students are permitted to have visitors during their program with written consent of the Residential Summer Director. Visitors are encouraged to visit outside of class time and preferably on a weekend. Visitors are required to sign in, sign out, and follow the rules and schedules of the dorm.  

MEALS  
Residential students are expected to attend and check-in at all meals. Students are expected to display good table manners in the Student Center and to clear their dishes and trash.
STUDENT MAILING ADDRESS
Should you choose to mail items to your son or daughter, please use the format below:

‘Iolani School
Residential Summer Programs
Student Name (Passport Name)
563 Kamoku Street
Honolulu, HI 96826

LAUNDRY
Students have access to a common laundry in the Residential Hall. Students will be allocated times throughout the week to do the laundry.

STUDENT ACCOUNT
Each student starts their experience at ‘Iolani Summer Programs with a balance of $250. The money in this account can be used as spending money throughout the summer. Families are welcome to add additional funds to their child’s student account through their campintouch online account. The balance of the student account will be returned to the family at the end of the summer.

Note: Students should never have more than $50.00 in cash in their room or on their person. If a student is found to have more than $50, the money will be confiscated and added to the child’s student account. The school does not take responsibility for lost or stolen money.

HEALTH INSURANCE
All students in the residential program are required to carry US health insurance. Any medical, testing, or prescription costs not covered by insurance are the responsibility of the student and his or her parent(s).

PASSPORTS
The Residential Life office will hold all travel documents in a secure location while students are on campus. In many cases, a passport must be valid for six months beyond the period of stay in the United States. Please check the passport expiration requirements for traveling from your country to the United States. Checking ahead of time will prevent the possibility of being turned away at immigration, if not at the departure airport.
LOWER SCHOOL CLASSROOMS