



'IOLANI
SCHOOL

**2021 SUMMER
RESIDENTIAL PROGRAMS**

HANDBOOK

2021 'IOLANI SUMMER RESIDENTIAL PROGRAMS

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 13, 2021 to July 24, 2021

1st Three-Week Session:
June 13, 2021 to July 3, 2021

2nd Three-Week Session:
July 4, 2021 to July 24, 2021

STEM Camp (two weeks):
July 25, 2021 to August 7, 2021

The First Tee Hawai'i Golf Program (one week):
July 25, 2021 to July 31, 2021

CONTACT INFORMATION

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WELCOME



'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 Summer Programs 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 Programs Important Dates

'Iolani will schedule chaperoned transportation for Daniel K. Inouye (Honolulu) International Airport on June 13, July 3, July 4, July 24, July 25, July 31, and August 7. 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 \$50.00 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:

Megan Small

Email: msmall@iolani.org

Phone: +1 (808) 943-2231

IMPORTANT DATES

SIX-WEEK SUMMER PROGRAM

Sunday, June 13	
6:30 a.m.-12:30 p.m.	Flights must arrive at Honolulu Airport between 6:30 a.m. and 12:30 p.m. HST on Sunday, June 13.
2:00 p.m.-4:00 p.m.	Registration for families dropping students off on campus.
4:30 p.m.	Student orientation begins. (Parents are asked to depart campus)
Saturday, July 24	
7:00 a.m.-5:30 p.m.	Flights must depart Honolulu between 7:00 a.m. and 5:30 p.m. HST on Saturday, July 24.
9:00 a.m.	Students being collected by family members MUST depart campus by 9:00 a.m.

1ST THREE-WEEK SESSION

Sunday, June 13	
6:30 a.m.-12:30 p.m.	Flights must arrive at Honolulu Airport between 6:30 a.m. and 12:30 p.m. HST on Sunday, June 13.
2:00 p.m.-4:00 p.m.	Registration for families dropping students off on campus.
4:30 p.m.	Student orientation begins. (Parents are asked to depart campus)
Saturday, July 3	
7:00 a.m.-5:30 p.m.	Flights must depart Honolulu between 7:00 a.m. and 5:30 p.m. HST on Saturday, July 3.
9:00 a.m.	Students being collected by family members MUST depart campus by 9:00 a.m.

IMPORTANT DATES (CONTINUED)

2ND THREE-WEEK SESSION

Sunday, July 4	
6:30 a.m.-12:30 p.m.	Flights must arrive at Honolulu Airport between 6:30 a.m. and 12:30 p.m. HST on Sunday, July 4.
2:00 p.m.-4:00 p.m.	Registration for families dropping students off on campus.
4:30 p.m.	Student orientation begins. (Parents are asked to depart campus)
Saturday, July 24	
7:00 a.m.-5:30 p.m.	Flights must depart Honolulu between 7:00 a.m. and 5:30 p.m. HST on Saturday, July 24.
9:00 a.m.	Students being collected by family members MUST depart campus by 9:00 a.m.

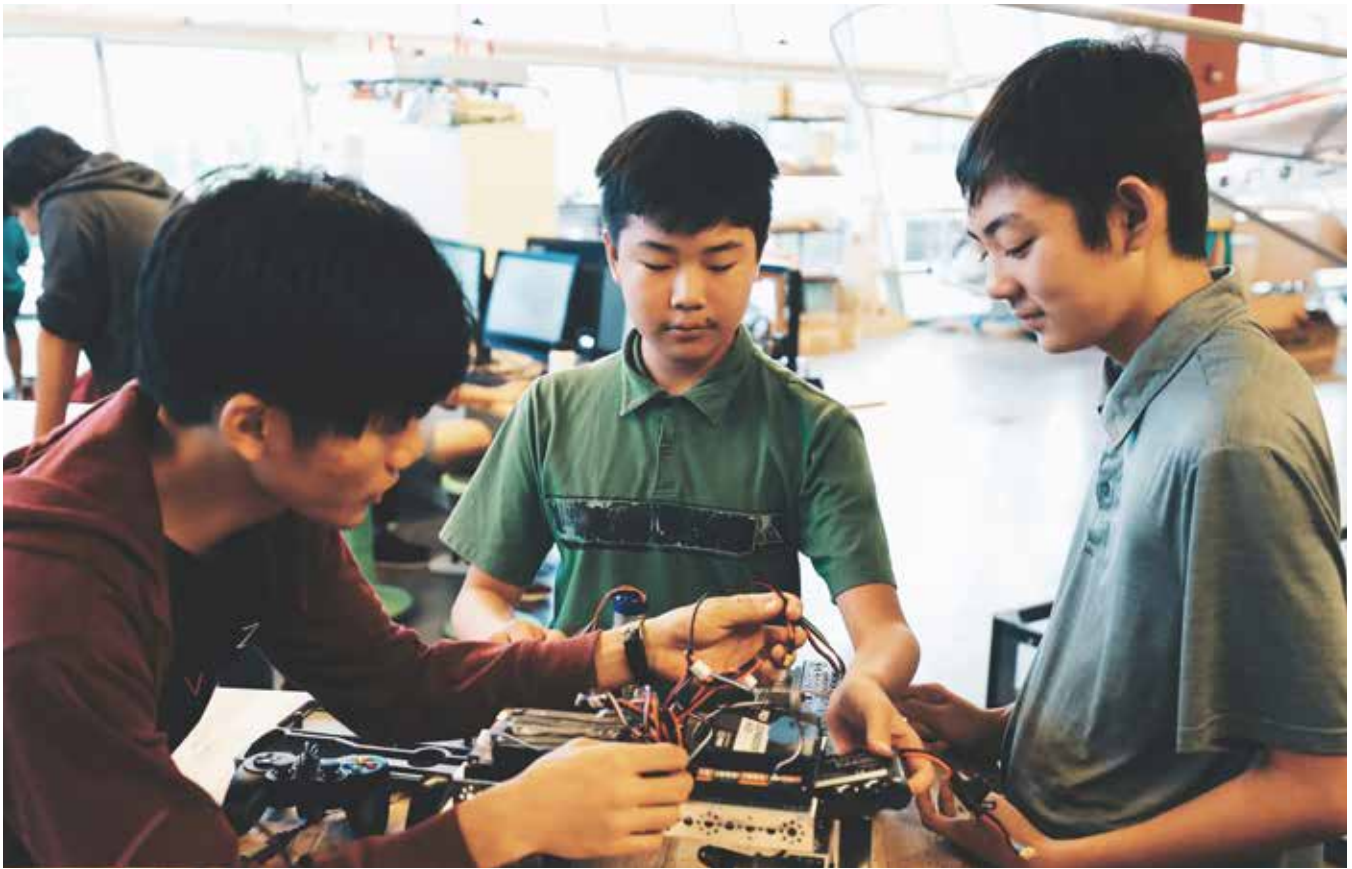
STEM CAMP

Sunday, July 25	
6:30 a.m.-12:30 p.m.	Flights must arrive at Honolulu Airport between 6:30 a.m. and 12:30 p.m. HST on Sunday, July 25.
2:00 p.m.-4:00 p.m.	Registration for families dropping students off on campus.
4:30 p.m.	Student orientation begins. (Parents are asked to depart campus)
Saturday, August 7	
7:00 a.m.-5:30 p.m.	Flights must depart Honolulu between 7:00 a.m. and 5:30 p.m. HST on Saturday, August 7.
9:00 a.m.	Students being collected by family members MUST depart campus by 9:00 a.m.

IMPORTANT DATES (CONTINUED)

THE FIRST TEE HAWAI'I GOLF PROGRAM

Sunday, July 25	
6:30 a.m.-12:30 p.m.	Flights must arrive at Honolulu Airport between 6:30 a.m. and 12:30 p.m. HST on Sunday, July 25.
2:00 p.m.-4:00 p.m.	Registration for families dropping students off on campus.
4:30 p.m.	Student orientation begins. (Parents are asked to depart campus)
Saturday, July 31	
7:00 a.m.-5:30 p.m.	Flights must depart Honolulu between 7:00 a.m. and 5:30 p.m. HST on Saturday, July 31.
9:00 a.m.	Students being collected by family members MUST depart campus by 9:00 a.m.



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.

DRESS STANDARDS (CONTINUED)

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 shorts, and sneakers with socks are allowed as long as they adhere to the spirit of the 'Iolani dress standards.

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.

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

PERSONAL PROTECTIVE EQUIPMENT (PPE)

- » Face Masks (5)

Note: 'Iolani will provide each student with a face shield on arrival.

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
- » Feminine 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

Time	Event
7:00 a.m.	Rising
7:30 a.m. – 7:50 a.m.	Breakfast
8:00 a.m. – 10:00 a.m.	Period 1
10:00 a.m. – 10:20 a.m.	Morning Break
10:30 a.m. – 12:30 p.m.	Period 2
12:30 p.m. – 1:00 p.m.	Lunch
1:15 p.m. – 3:15 p.m.	Period 3
3:30 p.m. – 4:30 p.m.	Dorm Check-in & Rest
4:30 p.m. – 6:00 p.m.	Afternoon Activities
6:25 p.m. – 6:45 p.m.	Dinner
7:00 p.m. – 8:30 p.m.	Evening Programming
8:45 p.m.	Dorm Check-in
9:00 p.m.	Room Inspection
10:00 p.m. – 10:30 p.m.	Lights Out

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 swiftly. The Director of Residential Summer Programs, 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

STUDENT EXPECTATIONS (CONTINUED)

- » 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 Director of Residential Summer Programs 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 Director of Residential Summer Programs, 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 Director of Residential Summer Programs. The Director of Residential Summer Programs 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 Director of Residential Summer Programs 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 Director of Residential Summer Programs 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 for 'Iolani students, the Director of Residential Summer Programs 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 Director of Residential Summer Programs constitute a hearing.

Corrective Action

Corrective action for infractions shall be appropriately handled by the Director of Residential Summer Programs. 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 Director of Residential Summer Programs, 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.

STUDENT EXPECTATIONS (CONTINUED)

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 Director of Residential Summer Programs.

Appeals

Appeals may be made to the Director of Residential Summer Programs. 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.

STUDENT EXPECTATIONS (CONTINUED)

- » 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, Director of Residential Summer Programs, 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 Director of Residential Summer Programs 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 Director of Residential Summer Programs 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 Director of Residential Summer Programs, 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

STUDENT EXPECTATIONS (CONTINUED)

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 Director of Residential Summer Programs 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.

DAILY REGULATIONS (CONTINUED)

- » Riding skateboards and roller blading are not permitted on campus.
- » Students may not ride in school elevators without permission from the school nurse or Summer Director.
- » 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 Librarian'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.

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.

DAILY REGULATIONS (CONTINUED)

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 Director of Residential Summer Programs.

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 Director of Residential Summer Programs, 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.

DAILY REGULATIONS (CONTINUED)

CONSIDERATION OF OTHERS

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 same-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 Director of Residential Summer Programs 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 Director of Residential Summer Programs and Dean of Students.

The 'Iolani Summer Residential 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.

DORM PROCEDURES (CONTINUED)

- » 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.
- » 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 Director of Residential Summer Programs. 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.

DORM PROCEDURES (CONTINUED)

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.

COVID-19 Policy

It is our overriding priority to ensure the continued safety and well-being of our students and families, employees and community during the COVID-19 pandemic. The following guidelines, together with our prevention strategies, are designed to safely return our students, faculty and staff to campus.

The policy applies to all aspects of instruction and school-related activities, including but not limited to participation in field trips and travel, off-campus school events, student activities and clubs, Residential Life enrollment and activities, etc. Please note that this policy is subject to change at 'Iolani School's sole discretion as the COVID-19 pandemic evolves. Although it is our desire and intent to provide on-campus instruction for the entirety of summer programs, circumstances may necessitate school operations to be canceled or conducted online or canceled for an undefined period of time. For any general questions regarding this policy, please contact summerreslife@iolani.org.

MANDATORY DAILY SELF-SCREENING

All students attending school on campus will be required to do a mandatory temperature and symptom check each day before attending class using a secured online application to confirm that he/she is fever and symptom free. This online self-screening app will also ask about any known exposure to someone that has tested positive for COVID-19. This online self-screening app will be maintained by the School, and the results of each student's daily temperature and symptom check will be disclosed to and monitored by the School. The Infirmary will be notified of any student temperature outside of normal range and/or any other affirmative response to the symptom check.

PREVENTION STRATEGIES

All students are required to abide by 'Iolani School's prevention strategies, including but not limited to wearing masks and school-issued face shields as instructed while on campus or participating in school events. If a student has a disability or medical condition that may prevent him/her from wearing a mask and/or face shield, please contact Matt Rinkin at mrinkin@iolani.org.

LEGAL DISCLAIMER REGARDING FACE SHIELDS:

Please note that the use of face shields issued by 'Iolani School is at a student's own risk. Face shields are being provided free of charge. Face shields are provided without any representations, warranties, or

guarantees of any kind whatsoever, either express or implied, including, but not limited to, warranty of merchantability, warranty of fitness for a particular purpose, or anything related to its safety, effectiveness or performance. Further, face shields are not scientifically proven to prevent infection from Coronavirus Disease and/or SARS-CoV-2 (COVID-19) or other viruses or bacteria.

EXCEPT WHERE SPECIFICALLY PROHIBITED BY LAW, NO WARRANTIES OF ANY KIND ARE OFFERED FOR THE DESIGN OR USE OF THE FACE SHIELDS PRODUCED OR ISSUED BY 'IOLANI SCHOOL.

By accepting and allowing your student to use such face shields, you and your student acknowledge and accept this disclaimer and agree that use of such face shield is at your student's own risk.

TRANSMISSION PREVENTION STRATEGIES

Personal Protective Equipment (PPE)

Our policy is face mask and shield on at all times in interior spaces. A face shield is on at all times in exterior spaces. PPE has consistently proven to be an essential step in creating a safe environment for interaction during the COVID-19 pandemic. The use of PPE is a mutual responsibility. Its use protects from both catching and spreading the virus. The School, therefore, takes the PPE use policy very seriously and as such PPE is now a part of our dress code. The School will provide all students with 2 face masks and 1 face shield. The face shield is the property of the school and should be carefully maintained and cleaned by the student.

Students will need to have masks of their own in addition to those provided by the school. If a student chooses to provide their own mask they must adhere to ALL of the following guidelines: Face masks need to be of a singular contained face piece secured to the student's head which completely covers the mouth and nose. Pieces of clothing, like bandanas or raised t-shirts are not acceptable. Additionally, a one-way valve face mask that expels a person's breath through the valve is prohibited. Each face mask should pass the "candle test" which requires enough of a barrier around your mouth to make you unable to blow out a candle with your mask on. Face mask imagery should be minimal, if anything at all. Any imagery must be appropriate for a learning environment and not include things like inappropriate language, distractive imagery, or advertisements.

COVID-19 POLICY (CONTINUED)

Students who have forgotten or misplaced their mask must come to their respective main offices for a temporary replacement. The school also has a supply of surgical masks. Students will be charged a fee to replace these items. Subsequent or repeated requests may result in disciplinary action consistent with the rules of the Lower and Upper Schools.

If possible, a student should wear the face shield issued by the school. If a student chooses to provide their own shield they must adhere to ALL of the following guidelines: Face shields must be clear and unmarked. Students may add a name or personalization to the frame to help them with identification, but any personalization must be appropriate to the learning environment and not include things like inappropriate language, distractive imagery, or advertisements.

Students who opt for a personal shield from home must bring those shields to their respective main offices to receive a color-coded sticker. Personal shields must be wide enough to provide side coverage (temple to temple), be long enough to cover the chin, and provide enough depth to allow a person to eat and drink without removing or compromising the effectiveness of the shield. Exceptions to the face shield rule in classes, where safety goggles are necessary for the curriculum and used in place of shields, may be granted by the appropriate director. Exceptions may also be granted for medical reasons.

The 'Iolani face shields come in 3 different sizes which are designed to accommodate everyone in our community from K-12. Each face shield has an adjustable elastic strap, which can be loosened or tightened to your personal comfort level. Face shields may be cleaned with a single alcohol swab which can be used to wipe down the inner and outer surfaces of the shield. Alcohol swabs will be provided throughout the campus. When cleaning for the first time, we recommend testing the solution on a small area in the corner of your face shield to ensure the solution does not cause any adverse effects (frosting, or scratching) to the PET plastic or the EVA foam frame. The most fragile part of your shield is the clear PET plastic. Avoid crushing or folding as these will leave stress marks.

Hand Hygiene

Proper hand hygiene is a critical aspect of preventing the spread of germs on campus and stopping their transmission to the mouth, nose and eyes. Hand sanitizing dispensers will be available at numerous spots on campus, including each individual classroom.

Students will be asked to sanitize their hands upon entering each classroom, prior to eating, and periodically throughout the day while not in class. In addition to positioning hand sanitizing dispensers in multiple locations, we are also leveraging the plumbing connections typically used for drinking fountains to install additional sinks on campus to serve as outdoor hand washing stations.

Campus Cleaning and Sanitization

As is the case with hand hygiene, enhancing our campus cleaning protocol is another essential component to the preventative strategies we have implemented to mitigate the spread of germs. In addition to our traditional cleaning equipment and supplies, we have procured handheld and more industrial sized electrostatic cleaning systems and additional disinfectant sprayers/misters to increase the coverage, efficacy, and efficiency of our cleaning and sanitization procedures. We also plan on expanding our custodial staff and will be adjusting their work schedules to allow for increased personnel on campus during the school day to assist with our enhanced cleaning efforts.

Classroom Cleaning and High Touch Surfaces

All classroom spaces will be deep cleaned at the end of every school day. During the school day itself, each class will be equipped with sanitizing wipes and/or sanitizing spray accompanied by paper towels that can be used in-between classes and throughout the day at the teacher's discretion to wipe down desks, chairs, and other surfaces in each room. In addition to classroom spaces, high touch surfaces around campus will be disinfected regularly throughout the day by our cleaning staff. This includes things like table tops, elevator buttons, handrails, door knobs, and many other frequently contacted surfaces.

Bathrooms

All of the bathrooms on campus will be cleaned 2-3 times per day on a rotating schedule. Where possible, physical distancing will be implemented within larger bathrooms to reduce the number of students in each bathroom at any given time. For example, in the larger bathrooms, we will restrict use to every other stall and possibly every other sink.

COVID-19 POLICY (CONTINUED)

Air Conditioning System

Our campus is one continuous air conditioning loop that uses 2 chilled water plants to cool the circulated air. It is a closed, air-exit only system. Conditioned air is not shared between rooms. All classrooms use the closed loop air-exit only system for air conditioning. All classrooms have ducts at ceiling level—airflow is above occupants. The replacement of air conditioning filters has been increased to a monthly basis.

Locations with Exposure to a Known Case of COVID-19

In the event of a known case of COVID-19 on campus, we will identify all of the locations that the individual visited and initiate a cleaning protocol to thoroughly disinfect each space before it is opened back up for use. This process will be designed to eliminate contaminants on both surfaces and in the air by utilizing a combination of the cleaning systems and other disinfecting tools like fogging equipment and/or UV light systems.

Physical Distancing

Physical distancing is one prevention strategy within the comprehensive plan to prevent transmission and it is important. All classrooms have been mapped for physical distancing of 6 ft and extra sections and teachers have been added to make this possible. The pedestrian routes on campus have been remapped to implement one-way routes in order to reduce the density of students.

For group and/or lab work, students may work more closely with one another as long as face shields and masks are worn and sanitization practices/safety protocols are followed. Our hallways and stairwells will be marked to indicate the direction of traffic. Students will be dismissed on a staggered basis in order to allow for more time to get to the next class and to create physical space in between individuals.

Cohorting

Students will be cohorted by grade level bands and classes. The morning passing period is 15 minutes. Students should use that time to go directly to their next class, following all procedures outlined in this section (PPE, hand sanitizing, social distancing, etc.).

For students enrolled in afternoon classes, when released from their morning class they should immediately pick up their lunch (if applicable) and report directly to their afternoon class. There they will eat lunch in a designated area under the supervision of their teachers or teachers' aides while maintaining PPE procedures.

While free movement about the campus during free periods will not be allowed, there are specific locations besides the grade level tent that a student may go to under specific circumstances.

These locations include, but are not limited to:

- » The Library, if space permits.
- » The Wellness Center, if medical attention is necessary
- » The Counseling Office, if a call slip has been received or an appointment made ahead of time
- » The Main Office, if a call slip has been received
- » College Counseling, if a call slip has been received or an appointment made ahead of time
- » Classrooms for study help by appointment

Each location will have a unique QR code for tracking purposes as well as adults who will remind students about hand hygiene, PPE and distancing.

COVID-19 POLICY (CONTINUED)

Tracking and Tracing Protocol

In the event of a known on-campus case of COVID-19, the school will implement its tracking and tracing protocol to evaluate close contacts, notify families and possibly initiate separation from the school. Separation from the school and re-entry will follow the COVID-specific policies. The below table is a draft developed to guide tracking and tracing decisions and was created in consultation with testing services and MDs involved in testing. Tracking and tracing will involve the use of technology, school schedule and interviews.

CATEGORIES OF COVID EXPOSURE		
Category	Definition	Action
Case	Positive Test indicates this fac/staff/student has COVID-19	Isolation by State DOH protocols immediately
Household Case	Positive Test in the household of the fac/staff/student	Quarantine by State DOH protocols immediately
Exposed	Within 6ft >10-15 minutes NO PPE or improperly used PPE	Identify by combination of tracking protocol and individual interview. Exposed most likely results in separation from school but not necessarily a DOH quarantine. The school will advise on testing and how/when to be cleared to re-enter the school community.
Non-Exposed	Distanced 3-6ft, Properly used PPE Indoors: mask/shield Outdoors: shield only	Call families/faculty and staff Testing and separation from school not mandated but possible depending on circumstances
Case by Community Spread	Demonstrated person to person transmission on campus	Revisit tracking and tracing Intensify prevention protocols Categorize individuals as per above definitions and act accordingly

COVID-19 POLICY (CONTINUED)

Symptom Monitoring, Evaluation And School-reentry

It is mandatory for all members of the school community, administration, faculty, staff and students to do a daily self-screening before coming to school. Information from this screening will be entered into a school-distributed app that will function on smartphones and iPads. A login will be required. The list of self-screening questions (the school may change these questions based on circumstances) is:

- » Do you have a fever?
- » Are you experiencing a cough?
- » Are you feeling overly fatigued?
- » Are you experiencing a loss of appetite?
- » Are you experiencing muscle aches?
- » Have you lost your sense of smell or taste?
- » Please enter your temperature:
- » “Have you been in close contact to someone who tested positive or is suspected of having COVID-19?”

The school will analyze data on a daily basis in order to best support the health and wellbeing of our community.

During school, for all members of the school community, temperatures will be taken for all visits to the infirmary and prior to athletic activities or interaction with the training staff.

Campus Access

In general, campus access will be limited to students, faculty, and staff. Those who have official business with the School will first need to make an appointment with the appropriate office that they are visiting so that our Security personnel can assist with the visit. Upon arrival, visitors must check in with Security before entering campus. When checking in, our Security personnel will make sure visitors go through our health screening check and are wearing the appropriate PPE.

Signage

Signage is installed throughout campus to remind students of PPE requirements and its proper use, maintain physical distancing, direct traffic with new one-way walkways and stairways and other rules, regulations and habits we will need to implement our comprehensive safety protocols.

Schedule

The class schedule will be staggered to help support social distancing.

UPPER SCHOOL SCHEDULE		
	Grades 7–9	Grades 10–12
Period 1	8:30 a.m.–10:30 a.m.	8:15 a.m.–10:15 a.m.
Period 2	10:45 a.m.–12:45 p.m.	10:30 a.m.–12:30 p.m.
Period 3	12:45 p.m. – end times vary by class	1:00 p.m. – end times vary by class

COVID-19 POLICY (CONTINUED)

TRAVEL, ARRIVAL, AND STUDENT ORIENTATION

Our Summer Residential Life team is working hard to create individualized plans for the safe return of each student to our campus. The following outlines our protocols and expectations to support our families for a safe and successful transition to our campus and residential community.

Avoiding a Mandatory Quarantine

(as of February 15, 2021)

Students arriving from the mainland U.S., Canada, Japan, and Korea can take a pre-travel COVID-19 test (Nucleic Acid Amplification Test) from a trusted testing and travel partner PRIOR to the final leg of their trip to the State of Hawai'i. Students arriving WITHOUT a confirmed negative COVID-19 test within 72 hours of departure are subject to a mandatory 10-day quarantine.

Prior to Arriving

Prior to traveling, we highly recommend that students and families make their health - and that of our entire community - a priority as they prepare to make the trip to O'ahu and join our community. To that end, students should plan to limit contact with individuals outside their families and stay at home as much as possible. In addition, we highly encourage students to review communications from the Residential Life team, prepare all necessary travel documents, and follow our recommended packing list.

Domestic and International Travel

We understand the inherent risks associated with traveling at this time. The CDC and the Federal Aviation Administration (FAA) have issued guidance to help airlines prevent the spread of the coronavirus. As a result, most major airlines in the U.S. require that crews and passengers wear cloth face coverings. To see what specific airports and airlines are doing to protect passengers, check their websites. Furthermore, The Centers for Disease Control and Prevention (CDC) recommends following these steps to protect yourself and others when you travel:

- » Maintain a distance of 6 feet (2 meters) between you and others as much as possible.
- » Avoid crowds.
- » Wear a cloth face covering.
- » Avoid touching your eyes, nose and mouth.
- » Cover coughs and sneezes.

- » Clean your hands often. It's especially important after going to the bathroom, before eating, and after coughing, sneezing or blowing your nose.
 - Wash your hands often with soap and water for at least 20 seconds.
 - If soap and water aren't available, use a hand sanitizer that contains at least 60% alcohol. Cover all surfaces of your hands and rub your hands together until they feel dry.

Transportation from the Airport

Upon arrival at Daniel K. Inouye International Airport, all new students (and returning students upon request) will be greeted by members of the Residential Life staff who will help facilitate airport transportation from the airport to our school. These members will be practicing social distancing and wearing PPE, but will give the warmest 'Iolani welcome from a distance.

Orientation

Orientation is a key part of a student's successful transition to a Residential Life community. Though orientation will look different this summer, we are developing creative, dynamic ways to have fun together and help students transition into our community and forge relationships with other students as well as faculty. Overall, orientation will feature small group activities with a students pod, advisory, and floor and other events intended to bring our community together to connect.

Late Arrival

We understand that some families may have a difficult time arranging flights and/or visa appointments as a result of limited flight options and embassy delays and closures. We will welcome your child to campus as soon as they can safely travel. We want to ensure parents and students are comfortable with the travel arrangements.

HEALTH, WELLNESS, AND PREVENTION

During the academic year, 'Iolani will continue to monitor all city, state, and federal guidelines in order to remain up to date with the current best practices in response to COVID-19. Our goal and priority in all decisions remains the health, safety, and well-being of our students. To that end, we will be taking a layered approach for the preparation, preparedness and prevention of COVID-19 on our campus and in our Residence Hall.

COVID-19 POLICY (CONTINUED)

SUMMER RESIDENTIAL LIFE EMERGENCY RESPONSE PLAN

General Protocol

- » In the event of a positive COVID test result or close contact situation, the School will conduct its own interview of the student for close contact information and coordinate with the State Department of Health to follow their contact tracing protocols and guidance. The School utilizes cohorts, both in the academic day and in the dormitory.
- » 'Iolani School has an ongoing relationship with Queen's Health Systems for COVID-19 support. In the event a student becomes symptomatic or has close contact, 'Iolani School nurses are able to contact the Queen's 24/7 COVID-19 Hotline (808-691-2619) for support and recommendations.
 - Queen's could arrange for COVID-19 testing if the physician thinks this is warranted based on symptoms reported
 - Residential Life staff would transport the student to Queen's Urgent Care for testing as scheduled by Queen's. The Student would be fitted with an N95 mask and transported in a Residential Life vehicle with maximum physical distancing and all the windows open to maintain air circulation.

If the student tests positive for COVID-19, Queen's would support the student and 'Iolani School nurses by helping to monitor for increasing or concerning symptoms.

POSITIVE COVID-19 TEST OR CLOSE CONTACT QUARANTINE AND REPORTING REQUIREMENTS

A Residential Life student would be subject to quarantine in the event of any of the following situations:

- » If the student or someone in his/her dorm pod tests positive for COVID-19 or is suspected of having COVID-19;
- » If the student or someone in his/her dorm pod has been in close contact with an individual infected by COVID-19 (the CDC defines close contact as anyone who was within 6 feet of an infected person for at least 15 minutes starting from 48 hours before the person began feeling sick until the time the patient was isolated); or
- » If the student is advised and/or required to quarantine by any federal, State/Department of Health, and/or City law, order, or directive.

ISOLATION PROTOCOL FOR POSITIVE COVID-19 CASES AND CLOSE CONTACTS

Self-Isolation - Individuals with a confirmed case of COVID-19 will be moved to a temporary residence to self-isolate and monitor for worsening symptoms according to guidance from the State Department of Health.

- » The School maintains multiple locations on campus with individual bedrooms and bathrooms for students that must isolate or monitor potential symptoms in quarantine
- » A member of the nursing staff will be available on campus (24 hours) to provide regular check-ins, symptom monitoring or obtain additional medical care, if necessary
- » Medical Attention - Students needing medical attention or testing for COVID-19 will be fitted with an N95 mask, and transported in a Residential Life vehicle with maximum physical distancing and all the windows open to maintain air circulation
- » Dedicated physical plant personnel will follow enhanced cleaning protocols
- » Residential Life staff will coordinate all meals and their delivery
- » Residential Life staff will assist in online learning and virtual social connections should a student be well enough to participate
- » The School will act in loco parentis until arrangements are made for the parents to care for a child. We understand this period may be lengthy based on travel restrictions and are working with local health officials to ensure we are prepared for such a case.

Any student who has been absent from school due to a possible COVID-19 diagnosis, must meet the following criteria to return to school:

- » Fever free (99.0°F or lower) for the last 24 hours without fever reducing medication
- » Symptom free or symptoms improving over the last 24 hours
- » 10 days since symptoms first appeared
- » Primary care physician's note clearing child to return to school.
- » Clearance pass obtained from nurses on the first day back to school

THESE POLICIES ARE SUBJECT TO CHANGE BASED
ON CURRENT CDC RECOMMENDATIONS

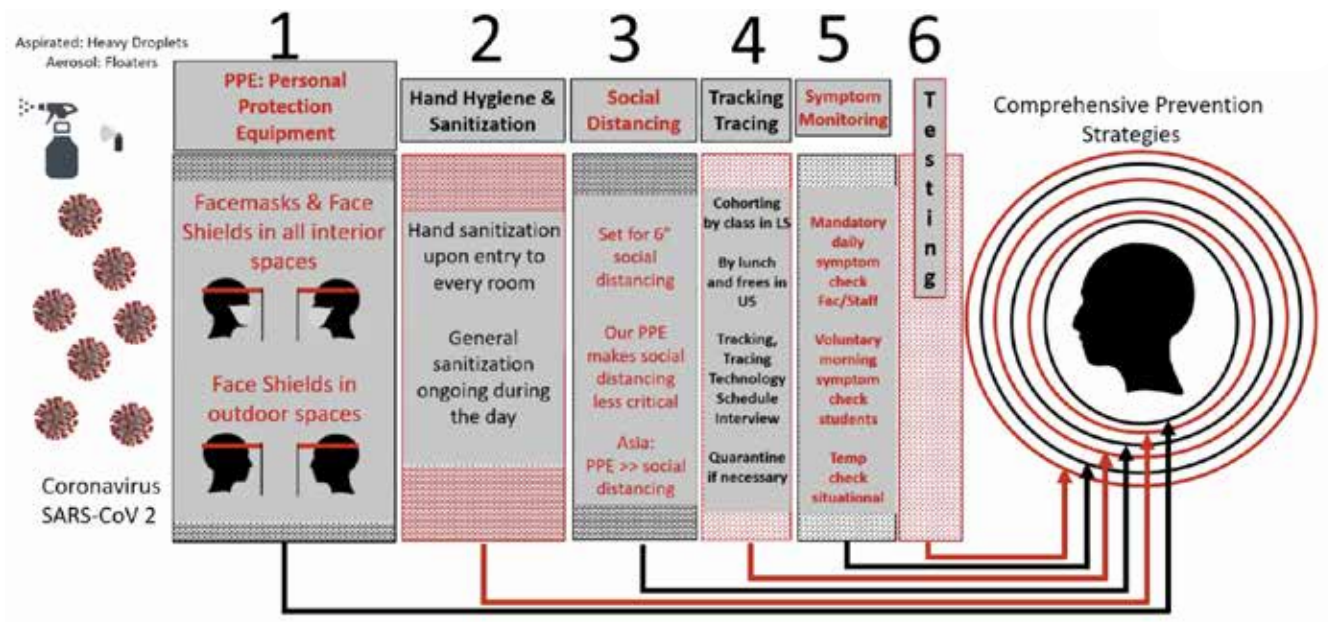
COVID-19 POLICY (CONTINUED)

PREVENTION AND PREPARATION

When there are no community transmissions or active cases, we will continue to review, update, and implement strategies to reduce, slow, and stop the spread of COVID-19. These strategies include:

- » Continue working with local health officials and other partners to establish and refine emergency protocols.
- » Reinforce healthy hygiene practices.
- » Increasing the routine cleaning and disinfection of surfaces and objects that are frequently touched. This may include cleaning objects/surfaces not ordinarily cleaned daily (doorknobs, light switches, classroom sink handles, countertops).
- » Ensure adequate supplies to support cleaning and disinfection practices to staff and faculty so that commonly used surfaces (keyboards, desks, PPE, other personal items) can be wiped down before use.
- » Create strategies to keep the community informed with accurate information to counter the spread of misinformation and reduce the potential for fear and stigma, steps being taken, and any changes to usual campus schedules/functions.

PREVENTION STRATEGIES



COVID-19 POLICY (CONTINUED)

PPE IN THE DORMITORY

PPE and social distancing are the most effective tools in practicing individual responsibility to mitigate the spread of the virus. The use of personal protective equipment (PPE) in the dormitory will be changed throughout the summer depending on the State of Hawai'i & 'Iolani School defined impact level. 'Iolani will provide one school-issued shield for each student, but students will be required to bring their own masks (see packing list). Specific face mask & shield options for each of the locations are listed below:

DORMITORY PPE REQUIREMENTS		
	Students	Adults
Wong-Trainor Lobby	PPE Required	PPE Required
On your floor	PPE Required	PPE Required
In your pod	No PPE Required	PPE Required
In your room	No PPE Required	PPE Required
Study Room	PPE Required	PPE Required
Elevator	PPE Required	PPE Required
Outdoors	PPE Required	PPE Required
Off-Campus	Mask Required (<i>State of Hawai'i requirement</i>)	Mask Required (<i>State of Hawai'i requirement</i>)

For the purposes of the chart above, PPE is defined as a face mask and a school-issued face shield.

Cleaning and Sanitizing Considerations

To ensure that our residence and common areas remain clean and sanitized, we will increase the cleaning and hygiene expectations for all students, staff members, and cleaning services. We will continue to disinfect common areas, restrooms, and frequently touched surfaces on a recurring basis as well as on-demand as needed. Each floor and common area will also maintain hand sanitizer stations at entrances and other high-traffic areas.

Additionally, as part of nightly room checks, students may be expected to disinfect desks, doorknobs, light switches, handles, personal devices, and face shields. We will keep cleaning supplies on hand on every floor of the dorm and we will continually monitor and restock supplies.

Social Distancing

Our dorm has been altered to support healthy distancing. In addition, we will have new entry and exit protocols, signage, floor markings, and other visual cues to indicate best practices in each space. Below is a brief outline of those practices:

- » Elevators
 - Max Capacity (4)
 - Signage on the floor on where to stand socially distanced
- » Stairwells
 - Stairwells will be utilized for one way traffic (exit only) in the dormitory
- » Common Spaces
 - Will be set up to promote safe distancing and require the use of PPE

COVID-19 POLICY (CONTINUED)

Testing

ʻIolani School can now conduct on-campus COVID-19 testing. The school reserves the right to mandate testing regardless of symptoms. If a student displays symptoms of COVID-19 or has been in close contact with a positive case, they will be tested and remain in quarantine until the results of the test are available.

Routine Wellness Protocols (for students with symptoms)

The need to take care of basic and routine health concerns and illnesses is more important now than ever. With that in mind, please read the following:

- » If a student has a temperature, cough or presents other symptoms in line with COVID-19, they will notify a dorm adult immediately and remain in their room until notified
- » Students with basic or routine health concerns will be treated in a separate space
- » Students, staff, and faculty who become sick (with any illness) on campus or arrive on campus sick will be sent to their place of residence as soon as possible
- » Sick residents of on-campus housing in communities with no identified COVID-19 and who are not believed to have been exposed to COVID-19 should avoid contact with well individuals while sick

Dorm Closure

If the school enters a “safer at home” or “stay at home” impact response we will evaluate whether the dorm may remain open. If we can safely remain open through “safer at home” protocols, or, if the “remain at home” period is expected to be temporary, then we will aim to maintain on-campus residential facilities for our program. This will allow our students to actively participate in distance learning (if available) and await the return of normal on-campus academic activities. If the “remain at home” period is expected to be long or indefinite and we are unable to have the dormitory remain open we will work with families to arrange homebound travel.

PHYSICAL AND PROGRAMMATIC CONSIDERATIONS FOR THE DORM

With the above in mind, the following considerations have been made to continue our effort to maintain a safe environment within our Residence Hall.

Dorm Room Set-up

Dorm rooms are furnished and arranged to maximize space to promote safety and cleanliness. These considerations include bunk beds, desk arrangements, and school-issued furnishings. Furthermore, we ask that students limit the number of belongings they bring to campus and acquire during the year to allow them to maintain a safe and clean environment. Please refer to the packing list for more information on items to bring.

Furniture in Pod

Given the need to reduce large gatherings yet also maintain social connection, we have outfitted each pod with seating, as well as a communal mini-fridge to promote a safe gathering space and connections amongst students living together.

Smaller Cohorting

Each floor will be subdivided into smaller cohorts. Each cohort will function like a family-unit in response to pandemic conditions.

Bathrooms

Our bathrooms will be outfitted with plexiglass stalls around the sink area and proper signage will be provided to direct our students on proper usage. We will not allow cell phones in the bathroom and will also limit the number of individuals using the bathroom at a time to avoid density. Furthermore, we will encourage individuals to minimize the amount of time they spend in the bathroom and if possible, store all personal items in their room instead of the bathroom.

Common Room and Study Space

At the start of the school year and to avoid density, we may limit the number of individuals and use of the common and study spaces to ensure the safety of our residents.

Meals

Meal services will be adjusted to allow for safe distribution and social distancing guidelines. The Student Center will be the main location for all Residential Life meals, however, at times, meals may also be served in the dorm. Initially, there will be no self-service meal stations or salad bars. Meals will be prepackaged or served by our dining services team, with additional snack and meal options available on occasion. The food service will be adjusted to reflect CDC guidelines. In addition, the Residential Life team will organize opportunities for students to get snacks for their consumption in the dorm.

COVID-19 POLICY (CONTINUED)

Weekend Activities

While we recognize the importance of exploring all Hawai'i has to offer, we are keenly aware of the heightened risk that comes with off-campus activities, especially in crowded, indoor spaces. To that effect, the Summer Residential Program will work to provide a number of engaging, on-campus programming and community building activities on evenings and weekends, as well as safe off-campus opportunities.

COVID-19 WAIVER AND RELEASE OF LIABILITY

While 'Iolani School will enforce policies to prevent persons having COVID-19 symptoms from being on its campus, there is a risk that there may be people on the 'Iolani School's campus that could be infected with COVID-19 who have symptoms or who are asymptomatic.

Further, while 'Iolani School will implement safety precautions and strategies designed to mitigate the risk of COVID-19 transmission to the extent reasonably feasible, 'Iolani School cannot anticipate every situation that may arise and cannot ensure that students will not be exposed and/or infected by COVID-19.

By sending your student to school on-campus, as the student's parent(s)/guardian(s), you understand, agree, and hereby assume the risk that your student's attendance on campus could expose your student to persons infected with COVID-19.

By sending your student to school on-campus, you further understand, agree, and hereby assume the risk that your student may be infected by COVID-19 while attending school in person on campus.

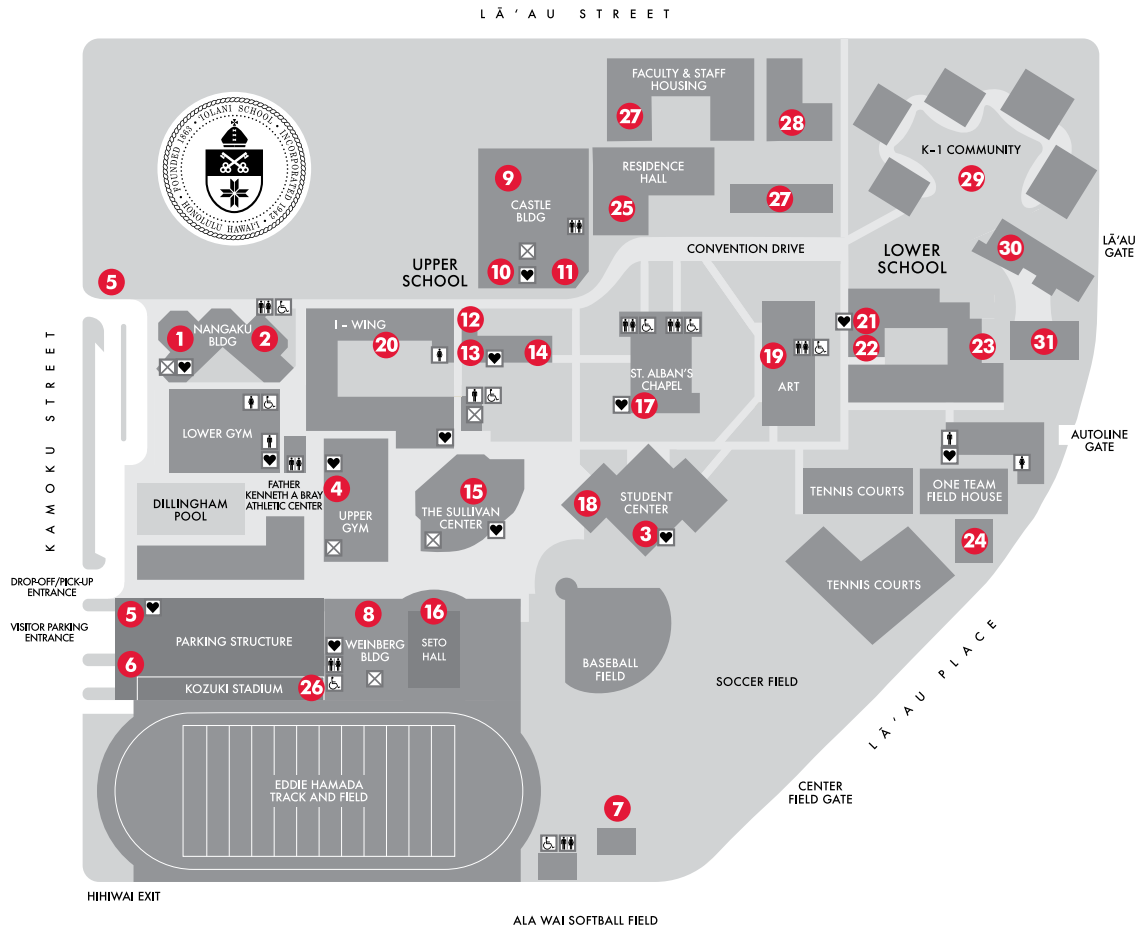
**ACCORDINGLY, AS THE STUDENT'S PARENT(S)/
GUARDIAN(S), YOU HEREBY WAIVE, DISCHARGE,
COVENANT NOT TO SUE, RELEASE, INDEMNIFY, AND
HOLD HARMLESS 'IOLANI SCHOOL, ITS OFFICERS,
VOLUNTEERS, EMPLOYEES, BOARD MEMBERS,
AGENTS, AND REPRESENTATIVES FROM ANY AND
ALL LIABILITY TO YOUR STUDENT AND/OR HIS/HER
REPRESENTATIVE, ASSIGNS, HEIRS AND NEXT OF KIN,
FOR ANY LOSS OR DAMAGE, INCLUDING BUT NOT
LIMITED TO BODILY INJURY OR DEATH, CAUSED BY
OR RELATED TO COVID-19 EXPOSURE OR INFECTION.**

The sole exception to this waiver and release is for any loss or damage due to gross negligence or willful or wanton conduct by 'Iolani School.

By sending your student to school, you understand, acknowledge, and consent to all of the above provisions and agree to be bound by their terms.

If you have any objections to any of the above provisions, you must notify 'Iolani School in writing.

CAMPUS MAP



- ADMISSION OFFICE **1**
- ADVANCEMENT OFFICE **1**
- ART - KANESHIRO ART GALLERY **19**
- ATHLETIC OFFICE **4**
- BUSINESS OFFICE / CAMPUS STORE **2**
- CAFETERIA OFFICE **18**
- CHAPEL OFFICE **17**
- COLLEGE COUNSELING OFFICE **8**
- COMMUNICATIONS OFFICE - 2ND FLR **1**
- COUNSELING - GRADES 7 AND 8 **11**
- COUNSELING OFFICE **14**
- COUNSELING - LOWER SCHOOL **22**
- FACULTY & STAFF HOUSING **27**
- FAIR COTTAGE **7**
- FAIR OFFICE **26**
- HEAD OF SCHOOL'S OFFICE **12**
- INFIRMARY / WELLNESS CENTER **3**
- INFIRMARY - RESIDENCE HALL **25**
- INFORMATION TECHNOLOGY **20**
- K-1 COMMUNITY **29**

- KA'I OFFICE **15**
- KANESHIRO SCIENCE & INNOVATION CENTER **30**
- KOSASA PERFORMANCE STUDIOS **31**
- LIBRARY / ARCHIVES - 2ND FLOOR **15**
- LIBRARY - LOWER SCHOOL **23**
- MAIN OFFICE - LOWER SCHOOL **21**
- MAIN OFFICE - UPPER SCHOOL **13**
- PERFORMING ARTS DEPT. OFFICE **9**
- PHYSICAL PLANT DEPARTMENT **6**
- RANZMAN BOARD ROOM **1**
- RESIDENCE HALL **25**
- RESIDENTIAL ADMISSION - 2ND FLR **1**
- RESIDENTIAL LIFE OFFICE **28**
- SECURITY OFFICE **5**
- SENIOR BENCHES **15**
- SETO HALL **16**
- STUDENT ACTIVITIES OFFICE **15**
- SULLIVAN CENTER **15**
- SUMMER PROGRAMS / SPECIAL PROGRAMS **10**
- TENNIS OFFICE / FAB LAB **24**

- RESTROOMS
- WOMEN
- MEN
- ACCESSIBLE
- ELEVATOR
- AED

UPPER SCHOOL CLASSROOMS

