

'IOLANI SCHOOL

Grades K-6

STUDENT REGULATIONS AND RESPONSIBILITIES

The regulations and responsibilities which follow are intended to be guidelines rather than a complete explanation of acceptable and unacceptable conduct. The school presumes that 'Iolani students will exercise good judgment, but when they fail to use such judgment, they are counseled and if necessary, disciplined. Every effort is made to enable each student to develop successfully within the school environment.

ATTENDANCE

Absence

If your child is going to be absent, please call 943-2227 or send an email (lowerschool@iolani.org). If your child's absence is due to illness, please notify the school about the type of illness and if it is a communicable disease such as chicken pox, strep throat, pink eye, etc. (see list in Health Policies and Procedures section).

You may request assignments by calling the office by 8:00 a.m. then they can be picked up after school. When the student returns, a reasonable amount of time is afforded for the work to be made up.

Tardiness

All students are required to be in homeroom by 7:40 a.m. Arriving to school on time allows your child and their classmates to start off the day on a more positive note. Please make every effort to be on time. If tardy, the student should report to the office. After ten tardies, the school counselor will check in with the family.

Trips

Family trips are a valuable part of a child's development. As much as possible, however, please plan them so that minimal number of school days will be missed, as certain discussions and activities cannot be made up. If a trip outside of scheduled school vacation time is unavoidable, please:

- ❖ Email the office including the dates of travel, preferably one week before the start of the absence.
- ❖ Contact the child's teachers. Students are responsible for making up their missed work. Teachers may require students to submit work prior to their departure or teachers may allow students to make up work upon their return.

Visitors

Visitors are required to report to the Lower School Office upon arrival.

DROP OFF & PICK UP/BEFORE & AFTER SCHOOL

1. The Lower School drop off/pick up area is located on Laau Place adjacent to the physical education building. After students are dropped off/picked up, motorists are asked to continue on Laau Place along the track to the exit at the corner of Hihiwai and Kamoku Streets.
2. Class is dismissed at 2:15 p.m. for students in kindergarten through third grade. Class is dismissed at 2:30 p.m. for students in fourth through sixth grade.
3. Teachers assist students at auto line until 2:40 p.m. at which time J.P.O.s continue assistance until 3:00 p.m. **All students should sit at auto line and watch for their rides while waiting to be picked up.**
4. After School Care (ASC) and After School Programs (ASP) are available daily for students in kindergarten through sixth grade. Registration is available online by semester. Daily ASC drop-in service is available by contacting the Special Programs Office at 943-2262 or spo@iolani.org up to the day the service is needed.
 - a. Students in **kindergarten through third grade** not picked up by 2:45 p.m. and not enrolled in After School Care or an After School Program, will be placed in After School Care and the daily drop-in fee will be assessed.
 - b. Students in **fourth through sixth grade** not picked up by 3:15 p.m. and not enrolled in After School Care or an After School Program, will be placed in After School Care and the daily drop-in fee will be assessed.
5. Bicycles are not permitted in the K-6 area, and skateboards and rollerblades are not allowed on campus.

To ensure the safety of all who make the campus their school or home, every driver is asked to abide by all traffic regulations while operating vehicles.

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.
 - Students in grades 4-6 are expected to stand when an adult visitor enters the classroom.
- ❖ In the interest of safety, students are expected to be considerate of themselves, others, property, and the campus at all times.

- ❖ Mobile devices and other forms of technology are to be used at appropriate times and for appropriate means. All personal devices such as cell phones can be used before and after school. They are to be turned off and stored in their bags during the school day. For more detailed information, please refer to the Use of Electronic Devices section in the Family Handbook.

Any form of misbehavior will be subject to corrective action if, in the determination of the Dean, such behavior fails to respect the human or property rights of others or disrupts the educational process. Corrective action for infractions shall be appropriately handled by the Dean of Lower School, the Associate Dean of Lower School, or the counselors. This may include, but not be limited to: detention, loss of privileges, letters of concern, disciplinary probation, and dismissal.

As a general rule, these rules apply to school hours within the school day. However, 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, including school-sanctioned trips, regardless of the hour or day.

In certain instances, there may be misconduct off campus, not during school hours, that places into question whether the student should be allowed to remain in school. In those instances, the school reserves the right to take whatever action it deems necessary, including, but not limited to, expulsion.

DRESS STANDARDS

Boys may wear aloha, sport, dress, polo or T-shirts with trousers or shorts. Girls may wear dresses, blouses, polo or T-shirts with skirts, slacks or shorts. Swimwear, tank tops, plain white T-shirts and clothing with inappropriate images or language are not permitted. Similarly, extreme styles and revealing clothing such as bare midriff apparel and short shorts are inappropriate.

Students are expected to wear footwear outside of their classroom. Boys and girls are to wear shoes and socks or sandals with back straps. Slippers and sandals without back straps are not permitted. Appropriate footwear is mandatory for field trips.

Hair should be neat and clean.

Boys and girls wear PE uniforms and athletic shoes on PE days. 'Iolani related T-shirts are permissible.

Cleanliness and neatness of person and clothing are expected at all times.

HEALTH POLICIES AND PROCEDURES

HEALTH REQUIREMENTS

Physical examinations, immunizations, and TB clearance must be in compliance with Hawaii State Law and 'Iolani School policy. Requirements and policy statements are available through the Director of Health Services.

HEALTH RECORDS

'Iolani School maintains electronic health records for each student, including the health forms submitted annually. In certain situations, it may be necessary to share the information contained in the health records with the faculty and/or staff of the School, if, in the School's judgment, such disclosure is required for the student's health or educational needs. In emergency situations involving the health or safety of the student, the School may disclose such information to other parties.

HEALTH SERVICES

The school employs nurses and others trained in first aid to provide care when students become ill or are injured on campus. If a student is ill or injured, the parent/guardian will be notified by Infirmary staff. The Infirmary is located in the Wellness Center on the makai side of the Student Center facing the baseball field. School nurses, Mrs. Yonamine and Mrs. Makishima, are available from 7:15 a.m. – 4 p.m., Monday to Friday, except on school holidays. They may be contacted by phone at 808-943-2249 or via email at infirmary@iolani.org

The protocol for notifying parents when a student has visited the Infirmary are as follows:

Lower School (K–6)

- Pink half sheet Infirmary Referral slips will be sent home via backpack for all minor visits to the Infirmary; no parental notification will be made via phone unless requested.
- Phone calls to parents/guardians for all major incidents and/or concerns.

Upper School (7–12)

- For minor injuries no parental notification will be made.
- Phone calls to parents/guardians for all major incidents and/or concerns.

ILLNESS/INJURY POLICY AND PROCEDURE

PREVENTION

'Iolani School works diligently to provide a safe and healthy campus for all students. If a child is ill, we ask for parental assistance with preventing the spread of illness by keeping the child home. Sending students to school when they are ill exposes their peers to the same illness. This behavior contributes to the spread of illness and is highly discouraged.

Conditions requiring exclusion from school include but are not limited to:

- Temperature of 100°F or higher
- Vomiting or has vomited during the night
- Diarrhea
- Contagious diseases or infestations - including but not limited to scabies, impetigo, conjunctivitis, live lice (ukus), varicella (chicken pox), scarlet fever, strep throat, influenza

NOTIFY...

school nurses, via phone or email, if your child missed school or will miss school for reasons including but not limited to the list below:

- Illness for 3 days or more
- Physical injuries
- Surgeries
- Hospital/ER visits or admissions
- Newly diagnosed conditions
- Communicable diseases *Chicken Pox, Measles, Conjunctivitis (pink eye), Mumps, Scabies, Rubella, Influenza, Active Tuberculosis, Fifth Disease, Hand-Foot-Mouth Disease, Mononucleosis, Beta Hemolytic Streptococcus Group A infection (strep throat)*

RETURN TO SCHOOL

CHECK IN...

to the infirmary, **before homeroom**, on the first day back to school following an illness or injury.

DOCTOR'S NOTE...

For illness:

Clearing student to return to school after illness that has caused an absence for **3 or more days is required**. Note should be submitted to the infirmary by the student ***in person***, before homeroom on the first day back to school.

For injury:

Indicating specific medical instructions and/or restrictions along with date of next follow up. ***Clearance note*** stating student is cleared “with no restrictions” will be **required** before student is allowed to return to any activities originally restricted from. *i.e PE, sports, dance, etc...* Note should be submitted to the infirmary by the student ***in person***, before homeroom on the first day back to school.

For participation:

*All students claiming illness and who arrive later in the day must check in by **12 NOON with a doctor's note** in order to participate in the any extra-curricular activities that day.*

Note should be submitted to the infirmary by the student ***in person*** upon arrival.

For long term slipper pass:

Required for medical issue estimated to last **longer than 3 days** specifying limitations and estimated duration along with follow up date.

FEVER POLICY

A fever is any body temperature elevation over 100.0 °F (37.8 °C). A healthy person's body temperature fluctuates between 97 °F (36.1 °C) and 100 °F (37.8 °C), with the average being 98.6 °F (37 °C).

Students with a fever must stay home until ***fever free for 24 hours without fever reducing medication***. If a student is sent home from school with a fever they will not be allowed to attend school the next day.

Student may return to school when fever free for 24 hours without fever reducing medications. Upon return, they must **report to the infirmary before homeroom** for a temperature check to be cleared by nurses to be in school.

If the student is found to still have a temperature over 100.0 °F (37.8 °C), student **will not be allowed to attend classes** and parents will be called to pick student up.

PICK UP POLICY

If the infirmary notifies a parent that a student must be picked up from school because he or she is ill, please arrange for pick up within one hour of notification. If a parent is not available, the emergency contact will be called. If parents are traveling and out-of-town for lengthy time periods, please notify the infirmary in case the school needs to contact someone should the student become ill during school.

***Any student sent home ill during the day may not participate in any extracurricular activities that day.**

COMMUNICABLE DISEASE

NOTIFY...

School nurses via phone or email if your child has been diagnosed with or is being tested for any communicable disease (i.e. Chicken, Measles, Mumps, Rubella, Influenza, Active Tuberculosis, Fifth Disease, Hand Foot Mouth Disease, Mononucleosis, Strep Throat, Conjunctivitis (pink eye), Scabies, etc...)

HEAD LICE (UKUS) POLICY

*Should head lice be discovered on your child at **home***

PLEASE NOTIFY...

School nurses via phone at (808) 943-2249 or email at infirmary@iolani.org

*Should Head lice be discovered **during the school day***

Parents will be required to pick up the child up from the Infirmary.

RETURN TO SCHOOL...

once the following steps have been completed:

- treat hair
- remove all nits
- see nurse for hair check and clearance to return

MEDICATIONS

If a student requires a prescription medication during school, please notify the nurse for specific directions and support.

Students who are treated for pain, either postoperatively or post-injury, must be able to function without narcotic medication while in school. Parents should speak with the nurse to be sure the medication prescribed is non-narcotic before the student's return to school.

All insulin-dependent diabetic students must have an action plan on file with the nurse.

Nurses will dispense over-the-counter medications to students with parent consent only.

SLIPPER PASS (grades 7-12)

Slipper passes for medical issues such as injuries, cuts or blisters should be obtained from the infirmary before homeroom. The pass must then be taken to the attendance window before 7:40 am. All passes received after 7:40 am will be unexcused and result in detention.

Students who have broken shoes, forgotten or wet shoes should request a slipper pass from the attendance window. Any student who has a slipper pass for the day will not be allowed to participate in athletics that day.

ACADEMIC HONESTY

Students must maintain academic honesty in every aspect of their academic work. In preparing school work, asking for help from a parent, friend, teacher, or librarian is possible, even desirable at times. The goal in an assignment, however, is not only to find the right answer but also to understand the problem. Copying an assignment or giving another person a copy of one's work is academic dishonesty. Both the student who copies answers and the one who knowingly provides them are subject to disciplinary action.

A violation of academic honesty is reported promptly to the Dean. The Dean with input from the student's teachers makes a recommendation to the Head of School, whose decision is final.

For more detailed information regarding academic honesty, please refer to the Student Rules section of Family Handbook.

LIBRARY

The Lower School Library is open from 7:30 a.m. to 4:00 p.m. Students may borrow books during library period, before school, during morning recess, and after school. In addition, students may, with a teacher's permission, go to the library during the school day. Lost books are charged to parents. The bill may be mailed to or paid at the Business Office and the librarian orders replacements.

Common courtesy governs all behavior in the library. Students who misbehave will be asked to leave.