ʻIOLANI
SCHOOL

2021 **SUMMER** PROGRAMS

LOWER SCHOOL • GRADES K–6

HANDBOOK

2021 ‘IOLANI SUMMER PROGRAMS

ABOUT ‘IOLANI SUMMER PROGRAMS

The mission of ‘Iolani School’s Summer Programs is to continue the tradition of leadership and academic excellence in offering students from the community and abroad an opportunity to enrich their knowledge and curiosity through engaging curriculum and interactive learning environments in order to foster lifelong learners ready for the 21st century and beyond.

SIX WEEK SESSION:
June 14–July 23, 2021*

THREE WEEK SESSIONS:
Session 1: June 14–July 2, 2021
Session 2: July 6–July 23, 2021*

**Monday, July 5, 2021 is a school holiday; the campus will be closed and no classes will take place.*

AUXILIARY WEEKS:
July 26–July 30, 2021
August 2–August 6, 2021

‘Iolani Summer Programs Office
563 Kamoku Street Honolulu, Hawai‘i 96826
www.iolani.org/about/summer

Office Hours:
February–June 2, 2021: 8:30 a.m.–5:30 p.m.
June 3–August 6, 2021: 7:30 a.m.–4:00 p.m.

Lower School Summer Programs: ***Entering Grades K–6***
LSsummer@iolani.org • (808) 943-2242
Lower School Summer Programs Director:
Melissa Matsuda • mmatsuda@iolani.org • (808) 943-2368

Upper School Summer Programs: ***Entering Grades 7–12***
spo@iolani.org • (808) 943-2262
Upper School Summer Programs Director:
Natalie Hansen • nhansen@iolani.org • (808) 943-2357

TABLE OF CONTENTS

Welcome 1

Registration FAQ 2

Requirements for U.S. Mainland and International Students 5

Lower School (K–6) Policies and Procedures 6

Lunch and Meal Cards 12

Traffic and Autoline 13

Emergency Procedures 15

Health Policies and Procedures . . . 16

COVID-19 Policy 19

Online Program Guidelines 26

Maps 31

WELCOME

'Iolani Summer Programs is pleased to offer an exciting array of classes in 2021, both on-campus and online.

- On-Campus Programs are available to current 'Iolani students who attended for the entirety of the 2020–2021 school year, Kindergarten applicants and accepted 'Iolani admissions students for the 2021–2022 school year, as well as siblings of current 'Iolani students.
- Online Programs are open to all students (please review online program eligibility criteria in the handbook)
- A welcome packet will be emailed to all registered families and will include details regarding our programs in **MAY 2021**

Please note that on-campus classes may be moved to online instruction 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 entire summer, circumstances may necessitate school operations to be moved online.

FIRST DAY

2021 Summer Programs classes will begin on Monday, June 14, 2021.

On-Campus Programs

Classrooms will open five minutes before the scheduled start time. Please review the school map with your child; note Lower School classroom numbers are preceded by a dash (i.e., -C-101). Students should report to the room as indicated on their schedule. On the first day of classes, students should arrive at least fifteen minutes before their first class. Traffic is heavy and can be frustrating. **Please read the handbook section, Traffic and Autolines.**

Lower School students (entering grades K–6) must be dropped off and picked up at their designated Autolines, communicated in the welcome packet.

For questions and guidance on the first day, students should look for school employees with orange vests on. They will be scattered across campus in key locations including the entrances to campus and school offices. They can assist you with course locations, directions to classrooms, registration information, and any other questions you may have. **Please do not ask parking assistants questions as it holds up traffic and the Autoline.**

Visitors (including parents) will not be permitted on campus during Summer Programs without prior and written approval from the Summer Directors or the School's Senior Administrative team. All approved visitors will need to check in with Security, complete a health check and adhere to all PPE and social distancing requirements while on campus.

Online Programs

Students should utilize their Zoom Scheduler and log into their Zoom classes a few minutes before the scheduled start time on the first day. Teachers will then provide details for when students are required to log in and the class schedule. Please review the 'Iolani Family Handbook and Campus Reopening Plan for reference.

Registration FAQ

1. Do I have to apply to Summer Programs?

No formal application is required for the day program; simply register online at your assigned date and time (see below for program eligibility). Please register your child for the grade level they will be entering in the fall of 2021.

Students who attend school during the regular school year outside of the state of Hawai'i must complete additional forms to register IF ELIGIBLE FOR THE ON-CAMPUS PROGRAM. There are no additional forms for the online program. Please see the **Requirements for the U.S. Mainland and International Day Students section** of the handbook for these details.

Applications for the Summer Residential Program (ages 11–16) are available online.

2. Are the Summer Programs open to anyone?

The On-Campus program is available ONLY to students who attended 'Iolani School for the entirety of the 2020–2021 school year, Kindergarten applicants and accepted 'Iolani admissions students for the 2021–2022 school year, as well as siblings of 'Iolani students enrolled for the 2021–2022 school year.

The Summer Online Program is open to any eligible student based on the following:

- Students are eligible to enroll in courses for the grade level they will enter in the fall 2021–2022 school year
- Students who have been dismissed from 'Iolani for disciplinary reasons may not enroll in Summer Programs unless they have been readmitted to 'Iolani School and have approval by their Dean
- Courses with limited enrollment eligibility are noted in the course description
- Current 'Iolani students will have priority for course enrollments
- Review additional criteria in the Requirements for Online Program Students section of this handbook
- For students attending school in the state of Hawai'i and 'Iolani applicants, boys must turn 5 (five) years old before June 30, 2021 and girls must turn 5 (five) years old before September 30, 2021 to register in any program
- Students who attend school during the regular school year outside of the state of Hawai'i must turn 6 (six) years old before June 14, 2021 to register in the Online Program. See **Requirements for the U.S. Mainland and International Day Students** section of the handbook for these details.

REGISTRATION FAQ

3. When do I register?

All registrations begin at 12:00 p.m. noon, Hawai'i Standard Time on the following dates:

Current 'Iolani students registration:

3/3/21 Wednesday: entering grades 4, 5 and 6
3/5/21 Friday: entering grades 2 and 3
3/8/21 Monday: entering grade 1 and 'Iolani kindergarten applicants for the 2021–2022 school year
3/10/21 Wednesday: entering grades 7 and 8
3/12/21 Friday: entering grade 9
3/15/21 Monday: entering grades 10, 11, and 12

Public registration:

3/17/21 Wednesday: current 'Iolani students' siblings and accepted 'Iolani applicants entering grades 6 through 12 for the 2021–2022 school year
3/29/21 Monday: entering grades 4, 5, and 6
3/31/21 Wednesday: entering grades 2 and 3
4/5/21 Monday: entering grades K and 1
4/7/21 Wednesday: entering grades 7, 8 and 9
4/12/21 Monday: entering grades 10, 11 and 12

Registration will close on Friday, May 7, 2021, for ALL summer programs. No refunds starting Friday, May 7, 2021.

4. How do I register?

Registration for 'Iolani Summer Programs must be completed on 'Iolani's website via the My Backpack program at www.iolani.org/summer. 'Iolani families should use their preassigned/existing user name while **non-'Iolani families will have to create a new username each year**. Registrations will not be accepted by telephone, fax, or walk-in. Registrations received prior to your child's assigned date and time (see above) as well as incomplete registrations will not be accepted.

No formal application is required for summer day programs; simply register online at your assigned date and time. Applications for the Summer Residential Program are available online. Please register your child for the grade level they will be entering in the fall of 2021.

Courses with limited enrollment eligibility are noted in the course description. Current 'Iolani students will have priority for all course enrollments. Payment in full is due at the time of registration. You may pay by Visa, Mastercard, or American Express online. Registration is not complete until paid for and submitted through the My Backpack program. At that time your registration will receive a timestamp and you will receive a confirmation email.

5. What happens if I register early or for the incorrect program?

Early registrations or registrations for the incorrect program will not be accepted. You will be notified by email, your child will be dropped from the course(s), and we will process a refund for the amount paid, less a three percent charge for an expedited credit card refund. You will be able to register again at your designated date and time.

6. Do I need a teacher/department approval to register for classes?

For 'Iolani students, credit courses may require department approval. Approval requirements for other courses are indicated in the course descriptions.

Students who have been dismissed from 'Iolani for disciplinary reasons may not enroll in Summer Programs unless they have been readmitted to 'Iolani School and have approval by their Dean.

7. The course I want is full and is listed as waitlisted, what does this mean?

Maximum class sizes range from 12 to 18 students, and courses tend to fill quickly during registration. Classes with exceptionally long waitlists will be removed from the registration website and listed under closed courses online.

If your child's **first choice** is listed as **waitlisted** during registration, we recommend that you do waitlist the course, for which you will not be charged.

If **another choice** is open at that time that your child would like to take, you may register and pay for that course to ensure they have a full schedule. However, the refund and cancellation policy will apply should you choose to drop or change any course for which you register and pay.

There is no guaranteed placement in waitlisted courses. A waitlist order is defined by registration timestamps and are processed as space becomes

REGISTRATION FAQ

available. This process will begin in late April. Should a space become available for your child in their waitlisted course, we will notify you through email, up to the start date of the program. If you approve this change, we will make the change without fees.

8. How will I know if I am registered?

You may check the status of your selected courses two to three business days after registration. The course status will change from "Submitted" to "Scheduled" if the student's enrollment is confirmed.

The Summer Programs Office will notify the parent/guardian if unable to accommodate the registration. Current 'Iolani students will have priority for course enrollments.

You may view your child's schedule in My Backpack. Schedules will be emailed to registrants to the email address provided on the student's registration form in May.

9. What if I want to change or withdraw from a course after I register?

Any Lower School summer change requests should be submitted through email to LSsummer@iolani.org. Please **DO NOT** go back into My Backpack to do so; this will reset your timestamp.

Students or parents who initiate **course changes** (replacing one course for another, requesting time changes) after submitting their registration will be charged $50.00 for each change requested. Course changes after the course begins will incur a $75.00 charge. No course changes permitted after the second meeting of the course.

Students or parents who initiate course **withdrawals** after submitting their registration will be subject to a refund based on the date when the Summer Programs Office receives written email notification from parents for the student's withdrawal. Once the registration has been processed, the maximum amount of refund will be 50% of each course.

The following schedule determines the amount of the refund:

50% refund until Thursday, May 6, 2021
No refunds starting Friday, May 7, 2021

Courses **cannot** be dropped or changed online. Please email LSsummer@iolani.org (gr. K–6) for any change requests to the summer schedule. Include your child's full name and any changes you would like to make.

10. What happens if I register late?

Please contact LSsummer@iolani.org (gr. K–6) with the student's full name, grade level, and desired course if you would like to register after Friday, May 7, 2021. Online registration will not be available after that date.

If there is space in the desired course after the registration close date, a $75.00 late fee per course will be assessed and the child will be placed in the course.

Meal cards will not be available for purchase after Friday, May 7, 2021.

11. Questions?

Please email LSsummer@iolani.org for Lower School (entering grades K–6)

REQUIREMENTS FOR U.S. MAINLAND AND INTERNATIONAL DAY STUDENTS

ONLINE PROGRAM CRITERIA

- Students attending school outside the state of Hawai'i must turn 6 (six) years old before June 14, 2021 to register for the online program
- There are no additional forms required for the online program for U.S. mainland and international students

ON-CAMPUS PROGRAM REQUIREMENTS

The On-Campus program is available to students who attended 'Iolani School for the entirety of the 2020–2021 school year, Kindergarten applicants and accepted 'Iolani admissions students for the 2021–2022 school year, as well as siblings of current 'Iolani students.

Accepted 'Iolani applicants for the 2021-2022 school year who are currently attending school outside the state of Hawai'i must complete additional forms and documents before submitting summer program registrations for the on-campus program. These families must read through the handbook and follow the Required Documents Submission Process outlined below.

REQUIRED DOCUMENTS SUBMISSION PROCESS

Required Documents require review and approval by the School

1. Required Documents are as follows:
   - 1.1. Summer Program Health Form completed by a U.S. licensed physician (found at www.iolani.org/summer)
   - 1.2. Copy of the student's valid passport (international students only)
   - 1.3. Travel and medical insurance policy in English that indicates health coverage while the student attends 'Iolani (international students only- due within 90 days of the start of summer programs)

2. Submit Required Documents as PDFs NO EARLIER than Monday, February 22, 2021, to LSsummer@iolani.org

3. Notification of approval or denial of Required Documents will be emailed to the email address provided
   - 3.1. This notification can take up to 15 business days once the Required Documents are received
   - 3.2. **If approved, this email will include your assigned registration date and time**
     - 3.2.1. **Do NOT register before receiving the assigned registration date and time**
     - 3.2.1. **Registrations received prior to your assigned registration date and time will be denied, the student will be dropped from any courses, and a refund, less a 3% credit card processing fee will be issued**

Visa: Please check with your home country on visa requirements for travel to the United States.

LOCAL CONTACT INFORMATION

For those U.S. mainland and international day students who qualify for the on-campus classes, one must provide a valid email address, a United States phone number, and a local Hawai'i address for the primary guardians, as well as an emergency contact. The emergency contacts are required to be adults who can be reached during the school day. These people must:

- Have a United States phone number (with a U.S. area code);
- Have access to a car or transportation in order to pick up your child when the school notifies you to do so; and
- Be within 20 minutes driving distance from 'Iolani

In the interest of student safety, if at any time, you or your emergency contacts are unavailable or do not respond to our calls, your child may be requested to remain at home until you can provide us with more reliable numbers.

ENGLISH PROFICIENCY

- Students **must** possess a proficient level in English in order to attend any and all 'Iolani Summer Programs to ensure they have a safe and worthwhile summer experience. This means that they are able to comprehend and communicate effectively in English, and can do cognitively demanding work in the content areas at the appropriate grade level in English.
- No accommodations will be made for English Language Learners

For information regarding the Summer Residential Program for students ages 11–16, please visit www.iolani.org/summer/summer-residential-programs or contact Matt Rinkin, Director of Residential Summer Programs at mrinkin@iolani.org.

Lower School (K–6)

Policies and procedures apply to all Lower School Summer Programs students, including those enrolled in online and on-campus programs.

On-campus specific summer policies and procedures are highlighted here to reflect the Campus Reopening Plan for the 2020–21 school year. Please reference this for more information.

Please see "Requirements for Online Program Students" in the summer handbook for more detailed program information.

AGE REQUIREMENTS

» For students attending school in the state of Hawaii and ʻIolani applicants, boys must turn 5 (five) years old before June 30, 2021 and girls must turn 5 (five) years old before September 30, 2021 to register in any program

» Students who attend school during the regular school year OUTSIDE the state of Hawaiʻi must turn six (6) years old before June 14, 2021 and complete additional forms to register. It is highly recommended that they have completed a year of school, or currently be in school. Please see the **Requirements for the U.S. Mainland and International Day Students** section of the handbook for details.

ATTENDANCE

A day in a summer program course can be equivalent to a week in a regular semester course. All courses, enrichment and reinforcement, depend on the daily presence of each pupil. Teachers are not required to review lessons or provide work for absences.

Absences: When students will miss school, parents must contact the Lower School Summer Programs Office by 7:30 a.m. at (808) 943-2242 or LSsummer@iolani.org.

Tardiness: It is important for students to be on time for class. A student who is not present at the start time of class will be marked "unresolved" and should report directly to their teacher upon their arrival.

» Online students are expected to be in class within 5 minutes of the required log in time. Students without a valid reason for tardiness will be marked unexcused. If a student is tardy, the teacher may allow the student into the Zoom session when deemed appropriate and the least disruptive to ongoing class instruction or activities.

Early Pickup for On-Campus Programs: If a child must leave campus early, please send a note to their teacher and contact (808) 943-2242 or LSsummer@iolani.org

as soon as possible. Once parents arrive at the designated Autoline, students will be called from their class, then proceed to Autoline. If a student is picked up early, they may not return to campus without prior authorization from the summer director or assistant to the director.

Unexcused Absences: If a student has not reported to their class and if that student's parent or guardian has not previously notified SPO of the child's absence from school, the student's teacher will mark the student's attendance as "UNRESOLVED" in our attendance program. Within 15 minutes of the start of class, an email will be automatically sent to that student's parents/guardians alerting them to the student's unexplained absence. The email will prompt the parents/guardians to contact the school regarding the student's whereabouts. Please note that from time to time, an attendance email alert will issue even though the student has indeed made it safely to school. We ask that you please, do not panic. The following may have occurred:

- » The child was tardy and did not arrive at his/her class until after attendance was taken.
- » The child was tardy and the teacher did not have time to change the child's attendance status from "Unresolved."
- » Parents/Guardians notified the school of the child's excused absence, but the teacher did not receive the notification.

In any case, we ask that if you receive an attendance alert that you please contact the school office. We do want to be sure that all of our students are safe.

Returning to School: (see page 17)

CAMPUS ORIENTATION

COVID-19 Considerations

Please review the COVID-19 policy section for additional details. For summer 2021, social distancing and PPE procedures and policies from the regular school year will continue.

- » Six feet of space should be maintained at all times.
- » All are required to wear face masks and face shields indoors. While outdoors, if students are appropriately distanced, a mask break is permitted, but the face shield must remain on.
- » Students may enter buildings only to go directly to their class–no loitering in any indoor space permitted.
- » Upon entry into a building and classroom, students will use hand sanitizer.
- » Hallways will have directional markers on the ground to indicate in which direction all may walk. Please follow the correct directional flow to ensure social distancing.
- » Before sitting down, students should wipe down their work area with the provided cleaning supplies.
- » Food and drinks are not permitted indoors. Students may step outside to remove their face mask and drink water. Certain afternoon classes will have lunchtime built in, during which students will eat lunch outdoors with their face shields on under the supervision of their teachers.
- » Students must leave their classroom and building when class is over and should not loiter in rooms, hallways, foyers, or in Autoline areas.
- » Students must take all of their belongings when they leave.

Elevators

Students are not permitted to use any elevator on campus without written approval from the SPO or Infirmary.

Library

The Lower School Library will not be open for circulation during Summer Programs.

Security

Main security office is located at the entrance of the Kamoku Street parking structure.

Lost and Found

Located outside of the Lower School Office; items not picked up will be donated in early August.

Restrooms

Located throughout the campus.

COHORTING

In the Lower School, the morning class will serve as the student's first cohort. Core subject teachers will travel to cohort classrooms, or students will travel and remain in their cohorts to specials and morning recess.

Students enrolled in afternoon classes will return to their grade level tents after morning classes are completed, where they will pick up their lunch (if applicable) and be met by their afternoon class teacher or teachers' aide. There they will eat lunch with their afternoon class cohort in a designated area under the supervision of their teachers or teachers' aides while maintaining PPE procedures.

LOWER SCHOOL

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 Wellness Center, if medical attention is necessary
» The Lower School Office, for lost and found

CONDUCT

Students are expected to be mindful of one another, respect their teachers and classmates, and use good judgment at all times. Behavior that disrupts the learning process or fails to respect the human or property rights of others is unacceptable. Specific examples include, but are not limited to:

» Academic dishonesty such as cheating and plagiarism
» Swearing
» Theft
» Bullying, hazing, threatening, hurting, mistreating, or disrespecting others
» Vandalism, including graffiti
» Promotion, possession, use, or being under the influence of drugs or alcohol
» Computer hacking, causing a computer or computer system to become inoperable, downloading inappropriate materials, or promoting or sending inappropriate messages on the computer
» In the interest of safety, the following are not permitted:
- NO balls or Frisbees thrown at each other or outside the One Team Field House or baseball outfield
- NO cell phones or electronic devices (must be turned off and stored in school bags during the day)
- NO climbing of trees, buildings, or fences
- NO goodie bags, treats, and/or gifts for other students
- NO gum chewing
- NO large amounts of cash or valuable items should be brought to school. ʻIolani School will not be responsible for replacing lost, stolen, or damaged items
- NO running on any cemented area or playground equipment
- NO selling, trading, or playing of any type of cards
- NO skateboarding, rollerblading, scootering, or hoverboarding
- NO tackle football or rough-housing

Consequences of Summer Programs infractions for ʻIolani students may cause impact for the academic year. **ʻIolani reserves the right to disenroll summer program students at any time if they exhibit unacceptable and/or disruptive behavior. No refund will be issued.**

CURRICULUM

Teachers work diligently to create meaningful and engaging lessons and activities for every class. Curricula is based on ʻIolani School's Ins and Outs. At the same time, based on students' needs, curricula will be modified and differentiated.

Entering grade Jump Start classes may be given homework, which is assigned to support class lessons. If homework is assigned, students should meet the expectations of the assignment.

All Lower School summer courses are not for credit.

DAILY HEALTH SCREENING

All students attending school on campus will be required to complete a mandatory temperature and symptom check each day before coming to school using a secured online application to confirm that he/she is fever and symptom-free. Failure to perform and/or provide accurate results of this daily temperature and symptom check will result in action by the School, including but not limited to a student's disenrollment without refund. See "Health Policies and Procedures" and "COVID-19 Policy" for details.

DRESS STANDARDS

» Dress is informal, but must be appropriate and neat.
» Swimwear, tank tops, 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 must 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.

ELECTRONIC DEVICES

By enrolling your child in any program at ʻIolani School, you agree to ʻIolani School's Data Policy and consent to allow ʻIolani School to provide certain software and online services provided by the school or third-party vendors.

LOWER SCHOOL

Technology is an important part of the educational process and ʻIolani provides students with opportunities for students to use electronic devices (including iPads, desktop computers, laptops, 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 Summer Director, such behavior fails to respect human or property rights of others or disrupts the educational process.

Electronic devices used at school should not have any apps installed unless specifically assigned by an ʻIolani 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 ʻIolani 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 ʻIolani's network filter or firewall is prohibited.
» Only record content from ʻIolani (video, photos, audio) with the known consent of the person(s) being recorded.
» Only post ʻIolani 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. Keep the case on your iPad at all times, and treat it with care.
» 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 to the school's printers.

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 ʻIolani 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.

LOWER SCHOOL

Policies for School-Owned Devices
If a student's iPad becomes damaged or otherwise unusable, he/she should visit the Information Technology Services office to diagnose the problem; do not take it to an Apple store. ʻIolani has an internal system for repairing and maintaining school-issued iPads and devices. If a device is lost, the student should check with the Summer Programs Office or ITS to see if it has been turned in and/or use the "Find my iPad" feature by visiting iCloud.com.

ʻIolani's school-issued iPad is provided to students primarily to help with studies and communication with peers. As such, homework and other school-related activities take precedence over all others, including games and non-class-related work. iPads should be kept in their cases at all times; students should treat their school-issued iPads as they would a personally owned device. Students are expected to take proper care of their iPads, chargers, and charging cables, and charge them every night. A dead battery is not an acceptable excuse for not completing an assignment.

FIELD TRIPS

Course descriptions in the catalogue will indicate if a class will take a field trip during the summer program. A few reminders for all field trips:

- » Details regarding field trips will be sent home by teachers prior to the excursion
- » Parents and siblings are not permitted on field trips as they are intended to enhance and support the class curriculum and, also, due to additional fees, space, and transportation restraints
- » If needed, teachers will specifically request parent chaperones; not all field trips will require additional chaperones
- » Students and chaperones represent ʻIolani School on field trips and, as a result, they are required to observe school rules and behave properly
- » If a student is late to school and misses the bus, a guardian or emergency contact may be contacted to pick the child up from school
- » Parents/guardians may not drop off or pick up students from field trip locations

INTERNET USE

Per the registration form, "Said Student to have access to the Internet and/or email account designed for educational purposes. I understand that it is impossible for ʻIolani School to eliminate access to controversial materials, and will not hold ʻIolani 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 Summer Director if use is abused by the Student."

PHOTOGRAPHIC CONSENT

Per the registration form, "ʻIolani Staff regularly photographs students in classroom activities and on campus for use in promotional material either in print or on the ʻIolani School Website. It is ʻIolani's policy not to directly associate a child's name with a photograph of the child."

SCHEDULE

ʻIolani Summer Programs does not offer a before or after school program. It is highly recommended that students do not arrive on campus before 7:10 a.m., as there is no adult supervision. At 7:10 a.m. limited adult supervision will be present on campus and students will be permitted to wait quietly in their grade level waiting area. They should bring a book to read or another quiet activity for this time. Classrooms open five minutes before class time begins. Students should be in their assigned rooms by the start of the class.

A twenty-minute supervised recess will occur daily in both morning and afternoon classes. Students are encouraged to eat a nutritious snack brought from home during these times. Designated recess zones will be assigned to morning and afternoon classes.

Only students enrolled in morning and afternoon courses may eat lunch on campus. Lunch and lunch recess for students attending both a morning and afternoon class will be supervised daily. After morning classes, afternoon class students will be escorted to their grade level waiting areas where they will meet their afternoon class teacher. Students taking afternoon classes will eat lunch and recess with their afternoon class cohorts.

LOWER SCHOOL

REPORT CARDS

Following the six-week session, report cards will be emailed to the primary guardian's email address provided at registration. Report cards will contain comments only; no letter grades will be given. Sport (Tennis, Swimming, Movement Fun, Unicycle, etc.), Field-Trip and activity-focused (Kindergarten Adventures, Afternoon Adventures, Jr. Intramurals, etc.) and auxiliary classes will not provide comments.

No hard copy report card will be mailed.

SUPPLIES

On-campus program general supplies will be provided by ʻIolani Summer Programs for classroom use. It is highly recommended that students are sent to school each day with the following items from home:

- » PPE (face mask and face shield)
- » Backpack or bookbag
- » Reusable water bottle
- » Lunch mat, if desired
- » A morning and afternoon snack (if applicable)
- » Entering Kindergarten should also bring:
  - Complete change of clothes (including socks and underwear)
  - Resting mat or towel IF taking an afternoon class
  - *Note: all students are required to be fully potty trained to attend Summer Programs*
- » All items must be labeled with the student's first and last names.

TAX ID NUMBERS FOR CHILD-CARE TAX DEDUCTIONS

- » Fed ID: 990073502
- » State ID: GE-033-377-0752-01

LUNCH AND MEAL CARDS

LOWER SCHOOL LUNCH AND LUNCH RECESS

(for students registered in morning AND afternoon classes)

Students entering Kindergarten:

» Students enrolled in **BOTH** morning and an afternoon class have the option of bringing lunch from home daily or purchasing the Meal Card. Students with the Meal Card will not receive a physical meal card, but their lunch will be delivered to the K/1 Community where they will remain for lunch and recess with their afternoon class cohort.

Students entering grades 1–6:

» Students enrolled in **BOTH** morning and an afternoon class have the option of purchasing the Meal Card, for which they will receive a Meal Card attached to their name tag on the first day.

» Students may bring lunch from home instead, but all students enrolled in both a morning and an afternoon class must eat with their afternoon class cohort.

» After morning classes, afternoon class students will be escorted to their grade level waiting areas where they will meet their afternoon class teacher. Students taking afternoon classes will eat lunch and recess with their afternoon class cohorts.

MEAL CARD

» Meal Cards are available to students registered for morning AND afternoon classes ONLY. Students registered for only morning classes must be picked up immediately after their last class is dismissed, and are not allowed to stay for lunch.

» Meal Cards provide students one Type A hot lunch only per day (three week or six-week cards available)
- Lunch MUST be purchased using a Meal Card
- The cafeteria and snack bars will not be available for students to purchase food

» No meal service will be provided during Auxiliary weeks

» Meal Cards must be purchased during the course registration process up **until Friday, May 7, 2021**
- Meal Card refunds will incur a $25.00 processing fee up through Thursday, May 6, 2021
- No Meal Card refunds will be issued starting Friday, May 7, 2021

» Meal Cards will not be replaced or refunded, nor accepted during the regular school year. Regular ʻIolani school year meal cards are not valid during the Summer Program.

Meal Card Distribution

» Entering Kindergarten students will not receive a physical meal card, but their lunch will be delivered to their afternoon classroom daily

» Entering grades 1–6 students will receive their Meal Card attached to their name tag on the first day, and lunch will be delivered to their grade level waiting area daily

LOWER SCHOOL LUNCH SCHEDULE

Entering Grades	Supervised Lunch	Supervised Lunch Recess
Entering Grade K	11:25 a.m.–12:05 p.m.	12:05 p.m.–12:25 p.m.
Entering Grade 1	12:05 p.m.–12:25 p.m.	11:40 a.m.–12:05 p.m.
Entering Grades 2–3	11:40 a.m.–12:05 p.m.	12:05 p.m.–12:25 p.m.
Entering Grades 4–6	12:05 p.m.–12:25 p.m.	11:40 a.m.–12:05 p.m.

TRAFFIC AND AUTOLINE INFORMATION

TRAFFIC INFORMATION

ʻIOLANI SCHOOL IS LOCATED IN A DENSELY POPULATED AREA AND TRAFFIC IS A MAJOR CONCERN. YOUR ADHERENCE TO THE FOLLOWING RULES IS CRITICAL AND APPRECIATED BY THE SCHOOL AND BY OUR NEIGHBORS:

Please:

» arrive early
» be courteous to other parents, school employees, and neighborhood residents
» observe speed limits and traffic signs
» ensure car and booster seats are installed on the passenger side of the car only
» remain in your car during pick-up and drop-off and allow Autoline assistants to unload and load your child
» drop-off and pick-up in designated areas (see Autoline Information below)
» review with your children when and where they will be picked up

DO NOT:

» leave your car unattended
» get out of your car at Autoline
» drop-off anywhere other than designated zones for students' safety
» park on Lāʻau Pl.
» park on Kamoku St. between 6:30–8:30 a.m. & 11:30 a.m.–6:30 p.m. (Tow Away Zone)
» double park
» park on Lāʻau St. (private road)
» block Lāʻau St. exits - please allow residents to exit Lāʻau St.
» block driveways into private homes and condominiums

These rules are designed to provide a safe and orderly traffic pattern for you and your children. The rules will be strictly enforced by ʻIolani personnel and officers of the Honolulu Police Department.

TRAFFIC AND AUTOLINE INFORMATION

PARKING

Parking is extremely limited during the summer. **The parking structure on Kamoku Street is reserved for summer employees.** Students are prohibited from parking on campus including the parking structure. No parking available on Lā'au Place due to Autolines. If parking in the surrounding community, please observe street and parking signs.

LOWER SCHOOL AUTOLINE: DROP-OFF AND PICK-UP INFORMATION

Autoline Passes

- During the six-week session, Lower School Autolines are designated by their pass color. Please drop off and pick up your child in your designated Autoline, which will be sent with your confirmation packet in May.
- Passes are mailed home in May to families residing in Hawaii along with student schedules. If you did not receive one, please email LSsummer@iolani.org starting the Thursday before summer programs begin.
- All students must be dropped off and picked up within 15 minutes of their scheduled class times at their designated Autoline. No loitering on campus is permitted during summer programs.
- When dropping off, students must be in full PPE when exiting the car.
- If you are dropping off more than one child, please have the older child dropped off at the younger child's location if they differ. Additionally, please send a note to the older child's final teacher of the day to inform them and authorize the change.
- When arriving at Autoline for pick up, please hold the pass up for Autoline Assistants to read your child's name. Your child's name will be called and they will be walked to your car. PPE, including masks and face shields, must be worn by the student until they are in their car and the doors are closed.
- Whoever is dropping off the children should wear a mask when doing so. Please do not roll down your window without masking up first.

Pick-Up Information

- If you are picking up more than one child, please have the older child picked up at the younger child's location if they differ. Additionally, please send a note to the older child's final teacher of the day to inform them and authorize the change.
- Parking in Autoline is not allowed. All cars that arrive more than 15 minutes before their students' final release time will be asked to re-circulate.
- For safety reasons students should ONLY enter and exit the car from the passenger side of the vehicle
- Before summer programs begin, ensure that your child knows how to buckle into and unbuckle from their car/booster seat. Autoline Assistants are unable to assist in this process. If you would like to place your child in his/her car seat, please find street parking and walk to the Autoline to pick your child up.
- Whoever is dropping off the children should wear a mask when doing so. Please do not roll down your window without masking up first.
- In the event that you cannot locate your child at the designated time and location you have scheduled to pick them up, please do not leave your vehicle. Inform an Autoline Assistant on duty, identifiable by a neon work vest. They will instruct you to pull forward to a parking space while your child is brought to your car.
- **All students MUST be picked up within fifteen minutes of the end of their final class. No adult supervision will be provided after that and the Autoline Gates will be closed.** At that time, students will be taken to the Security Office at Kamoku St. Autoline Assistants will call the phone numbers listed on your registration forms to inform you that your child is being moved.

EMERGENCY PROCEDURES

In the event of a school or campus emergency, ʻIolani School will keep parents informed through a messaging service, radio broadcasts, our website (www.iolani.org), and email. The emergency broadcast station for Hawaiʻi is KSSK AM 590: FM 92.3. Parents may also call the Summer Programs Office at 943-2262, the Upper School office at 949-5355 or the Lower School Office at 943-2227.

TSUNAMI WARNINGS

ʻIolani School is not in a regular Tsunami Evacuation Zone, however it is in one of the recently designated Extreme Tsunami Evacuation Zones (XTEZs). The new XTEZs do not replace the current Tsunami Evacuation Zones, but rather adds a second zone for a potential extreme event. Extreme tsunami are low-probability, once-in-a-thousand-years occurrences, but they represent the high-impact "worst-case" scenario for Honolulu. In the unlikely event of an "Extreme Tsunami Warning" the school will evacuate inland to higher ground as instructed in the Honolulu XTEZ plan.

In the event of a regular Tsunami Warning, ʻIolani School will adhere to the following procedures:

If a warning is issued by the Pacific Tsunami Warning Center through Oʻahu Civil Defense Agency while school is in session, school personnel will remain with the students until parents can safely pick them up. Oʻahu Civil Defense advises that parents do not leave a safe area or drive through a danger zone to pick up their child(ren) during a tsunami warning. Wait until the "All Clear" has been announced. Lower School students are to be picked up at the Autoline Gate on Lāʻau Place. Upper School students are to be picked up at the Lower Gym on Kamoku Street. The school will follow instructions from the Oʻahu Civil Defense Agency through local radio broadcasts. If a warning is issued before school begins, classes will be canceled and the school will be closed. Oʻahu Civil Defense Agency and radio stations will be notified by the Head of School's Office.

HURRICANE/TROPICAL STORM WARNINGS

The National Weather Service issues Hurricane or Tropical Storm WATCHES 48 hours prior to storm effects. Hurricane or Tropical Storm WARNINGS are issued when one of these storms could affect Oʻahu in 36 hours or less. Extreme Wind Warnings for sustained hurricane-force winds of 115 mph or greater are issued when winds are expected within an hour. When a WATCH is issued, school administrators will monitor the storm and make decisions to close the school before the issuance of a WARNING. The timing of the closure will coincide with the end of a normal school day, if possible. If a WARNING is issued by Oʻahu Civil Defense Agency while school is in session, school personnel will remain with the students until parents can safely pick them up.

Lower School students are to be picked up at the Autoline Gate on Lāʻau Place. Upper School students are to be picked up at the Lower Gym on Kamoku Street. Oʻahu Civil Defense Agency and radio stations will be notified by the Head of School's Office.

EARTHQUAKES

In the event of an earthquake of significant magnitude, ʻIolani School will care for students until parents can safely pick them up. Lower School students are to be picked up at the Autoline Gate on Lāʻau Place. Upper School students are to be picked up at the Lower Gym on Kamoku Street. Oʻahu Civil Defense Agency and radio stations will be notified by the Head of School's Office.

CAMPUS EMERGENCY

In the event of an emergency that requires campus containment or school closure, ʻIolani School will care for students until parents can safely pick them up. Lower School students are to be picked up at the Autoline Gate on Lāʻau Place. Upper School students are to be picked up at the Lower Gym on Kamoku Street. Parents will be notified through phone, email, radio broadcasts, and the school website www.iolani.org as to the time when students can be picked up from school.

DRILLS

During the summer, there will be fire and containment drills. Teachers will review procedures with students beforehand.

HEALTH POLICIES AND PROCEDURES

HEALTH SERVICES
(for on-campus students ONLY)

**ON-CAMPUS SUMMER STUDENTS will follow the school year 2020–21 health protocols. Please review the Family Handbook for Health Policies and Procedures (pages 14–20). The following are highlights from the Family Handbook.

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 are available from 7:30 a.m.–4:30 p.m. Monday to Friday, except school holidays. They may be contacted via email at infirmary@iolani.org or by phone at 808-943-2249.

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

- » Pink half sheet Infirmary Referral slips will be sent home via backpack for all minor visits to the Infirmary for students entering grades K–6; no parental notification will be made via phone unless requested.
- » Phone calls to parents/guardians for ALL major incidents and/or concerns

In the event of an emergency, an adult shall accompany the child to the source of emergency care. The adult shall stay with the child until the parent or parent's designee assumes responsibility for the child's care. The selection of the adult shall not compromise the supervision of the other children in the program.

LOCAL CONTACT INFORMATION

For on-campus students, it is essential that we have a United States phone number for the parent/guardian as well as an emergency contact on file in case of emergency.

During the registration process, one must provide a United States phone number and a local, Hawai'i address for the primary guardians as well as for an emergency contact. The emergency contacts are required to be adults who can be reached during the school day. These people must:

- » Have a United States phone number;
- » Have access to a car or transportation in order to pick up your child when the school notifies you to do so; and
- » Be within 20 minutes driving distance from 'Iolani

If at any time, your emergency contacts are unavailable or they do not respond to our calls, your child may be requested to remain at home until you can provide us with more reliable numbers. Please update LSsummer@iolani.org (K–6) or spo@iolani.org (7–12) if there are any changes to your local contact information after your initial registration.

HEALTH REQUIREMENTS

All on-campus students residing outside the state of Hawai'i must submit the Summer Program Health Form completed by a U.S. licensed practitioner (MD, DO, OA, or APRN) prior to registration. This health form (including a physical examination, immunizations, and TB clearance) must be in compliance with Hawai'i State Law and 'Iolani School policy. A student's registration

HEALTH POLICIES AND PROCEDURES

will not be processed until all health forms are received and approved by ʻIolani's Director of Health Services. The Summer Program Health Form can be found on our website: www.iolani.org/summer.

ILLNESS/INJURY POLICY AND PROCEDURE
If a student is unable to attend school because they are ill or injured, the family should contact the Infirmary at 808-943-2249 by 7:30 a.m.

For absences that are not caused due to illness or injury, families should contact the following appropriate division by 7:30 a.m.

K–6: Email LSsummer@iolani.org or call 808-943-2242 to report an absence.
7–12: Email SPO@iolani.org or call 808-943-2262 to report an absence.

PREVENTION
ʻIolani School works diligently to provide a safe and healthy campus for students. If a child is ill, we ask for parental assistance with preventing the spread of illness by keeping the child at home. Sending students to school when they are ill exposes their peers to the same illness. Due to the current COVID-19 pandemic, changes have been made to the illness policy and procedures to ensure the health and safety of the ʻIolani community. In an effort to reduce the spread of illness the following policies will be strictly enforced:

DAILY HEALTH SCREENING
All students attending school on campus will be required to complete a mandatory temperature and symptom check each day before coming to school 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. The Infirmary will then contact the student's parent(s)/guardian(s) while the student remains off-campus.

Each family expressly understands and agrees to perform this temperature and symptom check on their student and to accurately and truthfully report the results each day prior to coming to school. Each family understands and agrees that this is a requirement of enrollment in ʻIolani Summer Programs. Failure to perform and/or provide accurate results of this daily temperature and symptom check will result in action by the School, including but not limited to a student's disenrollment without refund.

All students absent from school will be required to remain off campus until he/she is medically cleared and authorized by the School to return. Online instruction will not be available for any Lower School on-campus classes.

SYMPTOMS REQUIRING EXCLUSION FROM SCHOOL
If a student presents any of the following symptoms they may be required, after consultation with the school nurse, to be picked up and/or remain home from school.

» Temperature of 100 degrees F or higher *
» Vomiting or has vomited during the night, nausea
» Diarrhea
» Shortness of Breath *
» Cough *
» Nasal Congestion *
» Sore Throat *
» Rash (unexplained cause) *
» New loss of taste or smell *
» Fatigue *
» Headache *
» Muscle or body aches *
» Poor appetite/lack of appetite *
» Non-COVID Communicable diseases: *Scabies, Conjunctivitis (pink eye), Influenza, Measles, Mumps, Rubella, Chickenpox, Mononucleosis, Strep Throat, Scarlet Fever, Impetigo, Live lice (ukus), Fifth Disease, Active Tuberculosis, Hand-Foot-Mouth Disease*

**Possible COVID-19 symptoms (subject to change as ongoing research continues)*.

Please notify the 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

Returning to School
A student who is ill, and who is absent any part of the school day, as a result, should not attend school that day. If the student comes to school later in the day, he/she must present a doctor's note indicating that the

HEALTH POLICIES AND PROCEDURES

student is well enough to attend school, otherwise he/she will receive an unexcused absence for all missed classes and will be noted as an unexcused tardy. Students are not permitted to stay home to catch up on sleep or school work and arrive later in the day.

All students claiming illness and who arrive later in the day must first check in to the SPO by 12:00 p.m. NOON with a doctor's note in order to participate in any extracurricular activities that day (including sports practices). Any student sent home ill during the day may not participate in any extracurricular activities that day.

Upon return to school following an illness, students need to check-in at both the SPO and with the Infirmary.

Students missing part of the school day due to scheduled appointments or illness are still responsible for work due during their absence. Teachers may require students to submit work before an excused appointment. The failure to meet these requirements may result in academic penalties.

If the school believes a student is chronically absent, it may require the student to submit a doctor's note upon returning to school.

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. This emergency contact person must also have a local 808 phone number that is on file.

Any student who exhibits COVID-19 symptoms will be fitted with a medical grade mask and kept in an isolated area until a parent can pick them up. For all illnesses, a nurse will work with the parent regarding the pickup location at one of the autolines.

RETURN TO SCHOOL FOLLOWING ILLNESS

Check-in to the Infirmary, before your first class, on the first day back to school following illness or injury. Any student who has been absent for three days or more must bring a doctor's note of clearance to return to school. Students with a fever must stay home until ***fever-free for 24 hours without fever-reducing medication.***

RETURN AFTER COMMUNICABLE DISEASE

Notify the Infirmary via phone or email if your child has been diagnosed with or is being tested for any communicable disease (i.e. Chicken Pox, Measles, Mumps, Rubella, Influenza, Active Tuberculosis, Fifth Disease, Hand Foot Mouth Disease, Mononucleosis, Strep Throat, Conjunctivitis [pink eye], Scabies). Any student that has been diagnosed with a communicable disease must bring a doctor's note of clearance to return to school. Students must check-in at the Infirmary before attending class with the doctor's note.

HEAD LICE/UKUS

Should head lice be discovered on your child at **home**, please notify the Infirmary via phone at (808) 943-2249 or email at infirmary@iolani.org. Should head lice be discovered during the **school day**, parents are required to pick up the child from the Infirmary. A student can return to school once the following steps have been completed:

- » Hair treated
- » Nits removed
- » A student must see a nurse for a hair check and clearance to return

MEDICATIONS

- » If a student requires prescription medication during school, please notify the nurse for specific directions and support. Students are not permitted to carry prescription medications in their backpack.
- » All prescription medications must be stored in the nurse's office with a physician completed Administration of Prescription Medication form on file. Students must come without a reminder to take their daily medications.
- » Students who are treated for pain, either post-operatively 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 returns 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 parental consent only.
- » Any student who requires an Epipen must have an allergy action plan on file. Students who have life-threatening allergies, which may require the use of an Epipen, will be required to supply their own Epipen. Students should carry their Epipen in their bag or on person so that it is readily available in an emergency. Epipens must be taken on all field trips.

COVID-19 POLICY

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 ʻIolani 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 cancelled for an undefined period of time.

For any general questions regarding this policy, please contact communityhealth@iolani.org.

POSITIVE COVID-19 TEST, COVID-19 TESTING, SUSPECTED CASE, OR CLOSE CONTACT SITUATION

A student must remain off campus in the event of any of the following situations:

- » If the student or someone in his/her household tests positive for COVID-19 or is suspected of having COVID-19;
- » If the student or someone in his/her household undergoes testing for COVID-19 (please note that routine or required testing as part of an individual's job or travel must still be reported at which time specific guidance will be given based on the circumstances);
- » If the student or someone in his/her household has been in close contact with an individual infected by COVID-19;
- » If the students or someone in his/her household is advised and/or required to quarantine by any federal, State/Department of Health, and/or City law, order, or directive. This includes any State-mandated travel-related quarantine; or
- » If the student returns from out-of-state travel and is not subject to a State-mandated quarantine because he/she took a 72-hour pre-travel COVID-19 test, the student must still remain off campus for 10 full days (240 hours) unless he/she receives a subsequent negative COVID-19 test taken at least 5 full days (120 hours) following his/her arrival on Oʻahu.

In such an event, you are required to notify the Infirmary at infirmary@iolani.org or call 808-943-2249. The student will be required to remain off campus until he/she is medically cleared and authorized by the School to return.

During this time, the School will work with the students and his/her parent(s)/guardian(s) to determine and coordinate continued online instruction based on the circumstances for CREDIT COURSE CLASSES ONLY.

EXPERIENCE SYMPTOMS OF ILLNESS

According to the Centers for Disease Control and Prevention ("CDC"), people with COVID-19 have had a wide range of symptoms reported- ranging from mild symptoms to severe illness. Symptoms may appear 2–10 days after exposure to the virus.

People with these symptoms may have COVID-19:

- » Fever or chills
- » Cough
- » Shortness of breath or difficulty breathing
- » Fatigue
- » Muscle or body aches
- » Headache
- » New loss of taste or smell
- » Sore throat
- » Congestion or runny nose
- » Nausea or vomiting
- » Diarrhea

Please refer to www.cdc.gov/coronavirus/2019-ncov/symptoms-testing/symptoms.html for a list of the most current symptoms. This list does not include all possible symptoms and may be updated or revised by the CDC at any time.

If a student or someone in his/her household suspects they may have COVID-19 based on the CDC's list of symptoms, please notify the Infirmary at infirmary@iolani.org or call 808-943-2249.

The student will be required to remain off campus until he/she or the individual in his/her household is medically cleared and the student is authorized by the School to return.

During this time, the School will work with the student and his/her parent(s)/guardian(s) to determine and coordinate continued online instruction based on the circumstances for CREDIT COURSES ONLY.

COVID-19 POLICY

MANDATORY DAILY SELF-SCREENING FOR STUDENTS ATTENDING SCHOOL ON CAMPUS

All students attending school on campus will be required to do a mandatory temperature and symptom check each day before coming to school 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. The Infirmary will then contact the student's parent(s)/guardian(s) while the student remains off campus.

Each family expressly understands and agrees to perform this temperature and symptom check on their student and to accurately and truthfully report the results each day prior to coming to school. Each family understands and agrees that this is a requirement of enrollment in 'Iolani Summer Programs. Failure to perform and/or provide accurate results of this daily temperature and symptom check will result in action by the School, including but not limited to a student's disenrollment without refund.

All students absent from school will be required to remain off campus until he/she is medically cleared and authorized by the School to return.

During this time, the School will work with the student and his/her parent(s)/guardians(s) to determine and coordinate continued online instruction based on the circumstances for CREDIT COURSE CLASSES ONLY.

PREVENTION STRATEGIES, INCLUDING MASKS AND FACE SHIELDS

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 Melissa Matsuda for the Lower School at mmatsuda@iolani.org or Natalie Hansen for the Upper School at nhansen@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.

TRAVEL

All students attending school on campus are encouraged to avoid any non-essential out-of-state travel. Please notify Melissa Matsuda for the Lower School at mmatsuda@iolani.org or Natalie Hansen for the Upper School at nhansen@iolani.org regarding any out-of-state travel.

If a student and/or a member of his/her household travels and is subject to quarantine, the student must remain off campus until cleared to return.

During this time, the School will work with the student and his/her parent(s)/guardians(s) to determine and coordinate continued online instruction based on the circumstances for CREDIT COURSE CLASSES ONLY. All non-credit classes will not provide online instruction and students will not be provided make-up work.

Please review 'Iolani's Impact Level scale online at: www.iolani.org/2020-21.

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.

COVID-19 POLICY

The School will provide newly accepted students and siblings of currently enrolled, returning students registered for on-campus courses with 2 face masks and 1 face shield. Currently enrolled students should utilize their masks and shield from the 2020–2021 school year.

As with school-issued i-Pads, 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.

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 ʻIolani 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 faceshield 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.

Campus Cleaning and Sanitization

As is the case with hand hygiene, our enhanced 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.

COVID-19 POLICY

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.

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 for morning and afternoon classes.

In the Lower School, the morning class will serve as his or her first cohort. Core subject teachers will travel to cohort classrooms, or students will travel and remain in their cohorts to specials and morning recess.

Students enrolled in afternoon classes will return to their grade level tents after morning classes are completed, where they will pick up their lunch (if applicable) and be met by their afternoon class teacher or teachers' aide. There they will eat lunch with their afternoon class cohort in a designated area under the supervision of their teachers or teachers' aides while maintaining PPE procedures.

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 Wellness Center, if medical attention is necessary
- The Lower School Office, for lost and found

COVID-19 POLICY

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 now included in the Family Handbook. 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

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. See section III of the Family Handbook COVID-specific policy for greater detail.

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.

Appendix III: Health Policy for Family Handbook details all health-related policies. Here is the section on reentry to the school after an illness or COVID-related event:

Student or Household-Related Travel Quarantine - WITH NO COVID-19 SYMPTOMS
If a student or someone in his/her household is advised and/or required to quarantine by any federal, State/ Department of Health, and/or City law, order, or directive, because of travel by the student or household member, the student must meet ALL of the following criteria to return to school:

- » Student and/or household member has fulfilled the government mandated quarantine,
- » Student and household members must be COVID-19 symptom free for the past 24 hours,
- » Student and household members must be fever free (99.0°F or lower) for the past 24 hours without fever reducing medication,
- » Parent must contact the infirmary and speak to a nurse prior to the child's return, AND
- » Clearance pass obtained from nurses on first day back to school

General Illness - No COVID-19 symptoms, testing or exposure
Any student who has been absent from school due to illness, non-COVID related, must meet ALL of the following criteria to return to school:

- » Fever free (99.0°F or lower) for 24 hours without fever reducing medication,
- » Symptom free for 24 hours,
- » For any absence greater than 3 days, parents must inform the infirmary of the reason for the absence and obtain a note of clearance to return to school from the child's primary care physician (PCP), AND
- » Clearance pass obtained from nurses on first day back to school

Possible or Confirmed Positive COVID-19 Diagnosis WITH COVID-19 SYMPTOMS
Any student who has been absent from school due to a possible or known positive COVID-19 diagnosis, must meet ALL of the following criteria to return to school:

- » Fever free (99.0°F or lower) for 24 hours without fever reducing medication,
- » Symptom free for 24 hours,
- » 10 days since symptoms first appeared,
- » Primary care physician's note clearing child to return to school,
- » Parent must contact the infirmary and speak to a nurse prior to the child's return, AND
- » Clearance pass obtained from nurses on first day back to school

Confirmed Positive COVID-19 Diagnosis WITH NO COVID-19 SYMPTOMS
Any student who has been absent from school due to a known positive COVID-19 diagnosis yet has no COVID-19 symptoms, must meet ALL of the following criteria to return to school:

- » Fever free (99.0°F or lower) for the last 24 hours without fever reducing medication,
- » No current COVID-19 symptoms,
- » 10 days have passed since positive test,
- » Primary care physician's note clearing child to return to school,
- » Parent must contact the infirmary and speak to a nurse prior to the child's return, AND
- » Clearance pass obtained from nurses on first day back to school

Child Exposed to a Confirmed COVID-19 Positive Individual
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

COVID-19 POLICY

began feeling sick until the time the patient was isolated. Any student who has been absent from school due to close contact with a known positive COVID-19 individual must meet ALL of the following criteria to return to school:

- » Stay home for 10 days after last exposure to COVID positive individual,
- » Fever free (99.0°F or lower) for 24 hours without fever reducing medication,
- » Symptom free,
- » Primary care physician's note clearing child to return to school,
- » Parent must contact the infirmary and speak to a nurse prior to the child's return, AND
- » Clearance pass obtained from nurses on first day back to school

Testing

Regarding COVID-19 testing, it is a finite resource in our community and appropriately available to best serve the entire community. Currently, testing centers require symptoms and an MD approval to get a test. It is recommended to get tested in the event that any COVID-19 symptoms present and it may be required as part of the process of reentering school after an absence due to a COVID-19 related event. School nurses will work with families to help coordinate necessary steps.

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.

The pick-up and drop-off of students during the school day will take place at the Upper and Lower School autolines just as is the case before and after school. In instances where students are being picked up due to illness or a medical appointment, students will be escorted to autoline by a staff member.

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.

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 and may not matriculate your student.

ONLINE PROGRAM GUIDELINES

ONLINE PROGRAM REQUIREMENTS

Registration Criteria
The Summer Online Program is open to any eligible student based on the following:

- » Students are eligible to enroll in courses for the grade level they will enter in the fall 2021–2022 school year
- » Students who have been dismissed from ʻIolani for disciplinary reasons may not enroll in Summer Programs unless they have been readmitted to ʻIolani School and have approval by their Dean
- » Courses with limited enrollment eligibility are noted in the course description
- » Current ʻIolani students will have priority for course enrollments
- » For students attending school in the state of Hawaiʻi and ʻIolani applicants, boys must turn 5 (five) years old before June 30, 2021 and girls must turn 5 (five) years old before September 30, 2021 to register in any program
- » Students who attend school during the regular school year outside of the state of Hawaiʻi must turn 6 (six) years old before June 14, 2021 to register in the Online Program
- » Review the additional requirements listed below

Required Technology for Non-ʻIolani Students

- » **Students must supply their own device.** A device capable of running a current version of Zoom is required. Most modern devices can handle the requirements - MacOS/Windows/iOS are generally supported. Details here.
- » **Internet connection with minimum speeds of 10Mbps download/5Mbps upload.** Internet speed is important to maintain a stable Zoom session. Check current connection speeds by going to www.speedtest.net
- » Above device must have the following apps installed:
  - Zoom
  - Chrome
  - See course description additional app requirements
- » A functional understanding of Zoom and Internet usage
- » Summer students will be issued an email address that must be used for all class communication, Zoom meetings, and work submissions.
  - Grades K–3 will not have access to email with this Google account. They will use this account to login to Zoom.
  - Grades 4–6 will not have access to email with this Google account. They will use this account to login to Zoom and Google Classroom.
  - Grades 7–12 will have access to email with this Google account. They will also use this account to login to Zoom and Google Classroom.

Required Technology for ʻIolani Students
Current ʻIolani issued school iPads will meet requirements for online summer programs.

ONLINE PROGRAM GUIDELINES

Required Materials and Texts

» Individual classes may require textbook or material supplies. This is notated in their course description.
» Students should have access to basic school supplies (paper, writing utensils, glue, scissors, colored pencils or crayons, etc.)

TIME COMMITMENT

» All times are Hawai'i Standard Time (HST)
» No school Monday, July 5, 2021 in observance of Independence Day
» Online enrichment courses will run for 3-week sessions:
  - June 14–July 2, 2021
  - July 6–July 23, 2021
  - Review course descriptions carefully when scheduling course dates and times
» Synchronous and Asynchronous Learning
  - Lower School online programs primarily use synchronous learning, meaning students are expected to log into Zoom and will receive instruction from the teacher at that time
  - A minimum of seventy-five (75) minutes will be synchronous in a two-hour class
  - Individual work time and breaks are integrated into the schedule and will combine some asynchronous and synchronous learning

WAIVERS AND LIABILITY

'Iolani School's Data Policy

By enrolling your child in any program at 'Iolani School, you agree to 'Iolani School's Data Policy and consent to allow 'Iolani School to provide certain software and online services provided by the school or third-party vendors.

Internet Use

Students must have access to the Internet and/or email account designed for educational purposes. You 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, you 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 Summer Director if use is abused by the student.

Photographic Consent

'Iolani Staff regularly photographs 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.

Handbook

Please read through the handbook for additional details regarding student conduct and behavior

ONLINE PROGRAM GUIDELINES

ONLINE LEARNING MANAGEMENT SYSTEM PLATFORMS

ʻIolani Summer Programs will use the following channels for normal day-to-day communications with parents, students, and faculty/staff. All of these systems are remotely accessible. All students and teachers should have proficient knowledge of how to use these apps. The table below describes these systems:

Channel	Audience	Description & Access
Email	Faculty, Staff, Parents, Students	Email will be used for all major communications and announcements, including those from the summer directors. Faculty will also use email to communicate, although they will use other platforms to interact with their students as well.
Google GSuite	Students across Grades 4–6 and Upper School	Google GSuite (including Gmail, Docs, Classroom, etc.) will be the platform used by teachers.
Zoom	Students across K–6 and Upper School	Zoom is an online video conferencing platform that allows for live group meetings, hosted by teachers.
Seesaw	Primarily students in grades K–3	K–3 teachers and students will use Seesaw and other web-based apps.
Public Website	General public	ʻIolani will maintain general summer information for the public at www.iolani.org/summer

How will ʻIolani ensure that students have access to these tools from off-campus?
Most of our technology tools are not device-specific, which means students will be able to access learning through parental devices, phones, iPads, laptops, etc.

Currently enrolled and incoming ʻIolani students will be provided a school device.

Non-ʻIolani students agreed to tech requirements when registering to provide their own, capable device (see the Requirements to Register section above for details).

Non-ʻIolani students and teachers will be given a temporary summer ʻIolani email address to be used exclusively for all communication with students, faculty, staff and families.

ONLINE PROGRAM GUIDELINES

ROLES & RESPONSIBILITIES

School Personnel Roles & Responsibilities

Summer Directors

» Establish clear channels of communications between faculty, staff, families, and students
» Support faculty and students/families in an online learning environment
» Help teachers ensure a high-quality learning experience for all students

K–12 Teachers

» Collaborate with other members of their team or department to design online learning experiences for your students
» Communicate frequently with students and, as needed, with their parents
» Provide timely feedback to support students' learning

ITS and The Tech Advisory Group

» Review and develop how-to tutorials, ensuring teachers, students, and parents have the necessary manuals to excel in an online learning environment
» Continually monitor the needs of teachers, students, and parents and troubleshoot their challenges, as needed
» Be available in person or remotely to provide on-demand tech support help
» Audit usage to identify students or parents who may be unavailable or out of reach

Student Roles & Responsibilities

» Establish daily routines for engaging in the learning experiences (e.g. following your daily schedule)
» Identify a comfortable, quiet space in your home where you can work effectively and successfully
» Regularly monitor online platforms (Seesaw, Google Classroom, showbie, email, etc.) to check for announcements and feedback from your teachers
» **Attend class meetings via Zoom** according to your class schedule and available through the Zoom scheduler app on your iPad

Zoom Class Expectations

When attending a Zoom class,

» Student must have a charged device before joining a Zoom Meeting
» Student should use earbuds or headphones during the Zoom Meeting
» Student must be in school dress code while in a Zoom Meeting
» Student will join the Zoom Meeting on time, or be marked tardy. Please make every effort to join a Zoom Meeting a few minutes early to check technology and prepare for the session.
» Student must be seated at a table/counter with minimal distractions in the background (no lying in bed, on the couch, or outdoors)
» Student must stay muted until the teacher chooses to unmute them
» Student must keep their video on unless directed or asked by the teacher to turn it off
» Communicate and behave with the same respect and consideration you would use in the classroom
  - Regular school and classroom rules apply while in a Zoom Meeting (no profanity, speaking out of turn, causing a disruption, etc.)
  - Follow student conduct rules and regulations (found in the handbook)
» Students are **NOT ALLOWED** to create their own Zoom Meetings (teachers will invite their students to a scheduled Zoom Meeting)
» Students are **NOT ALLOWED** to use the Zoom Chat feature outside of Meetings (teachers will communicate with students through email, Seesaw, or Google Classroom)
» Students should ONLY be logged in to Zoom with their 'Iolani issued Google account

Teachers are instructed to communicate any rule violations to parents and administration. Administration will follow up with parents and the student through normal discipline procedures.

» **Zoom Classes Will Be Recorded** in order to provide additional resources for students Grades 7–12 and to monitor behavior
» Complete assignments with integrity and academic honesty, doing your best work
» Do your best to meet timelines, commitments, and due dates
» Communicate proactively with your teachers if you cannot meet deadlines or require additional support
» Collaborate and support your 'Iolani peers in their learning
» Comply with 'Iolani's Acceptable Use and Data Policies (found in the handbook, catalogue and registration form), including expectations for online etiquette
» Proactively seek out and communicate with other adults at 'Iolani as different needs arise (see below)

ONLINE PROGRAM GUIDELINES

For queries about,

» a course, assignment, or resource…
contact the relevant teacher

» a technology-related problem or issue…
contact ʻIolani's ITS department via the email-based support ticketing system helpdesk@iolani.org

» attendance…
contact the Summer Programs Office:
K–6 LSsummer@iolani.org
7–12 spo@iolani.org

» other issues related to online learning…
contact Mrs. Melissa Matsuda, *K–6 Summer Director*
mmatsuda@iolani.org
Mrs. Natalie Hansen, *7–12 Summer Director*
nhansen@iolani.org

Parent/Guardian Roles & Responsibilities

Provide support for your child with the following:

» Establish routines and expectations
» Define the physical space for your child's study
» Monitor communications from your child's teachers
» Begin and end each day with a check-in
» Take an active role in helping your child process their learning
» Establish times for quiet and reflection
» Encourage physical activity and/or exercise
» Remain mindful of your child's stress or worry
» Monitor how much time your child is spending online
» Keep your child social, but set rules around their social media interactions

What Parents Should Know About The Zoom App

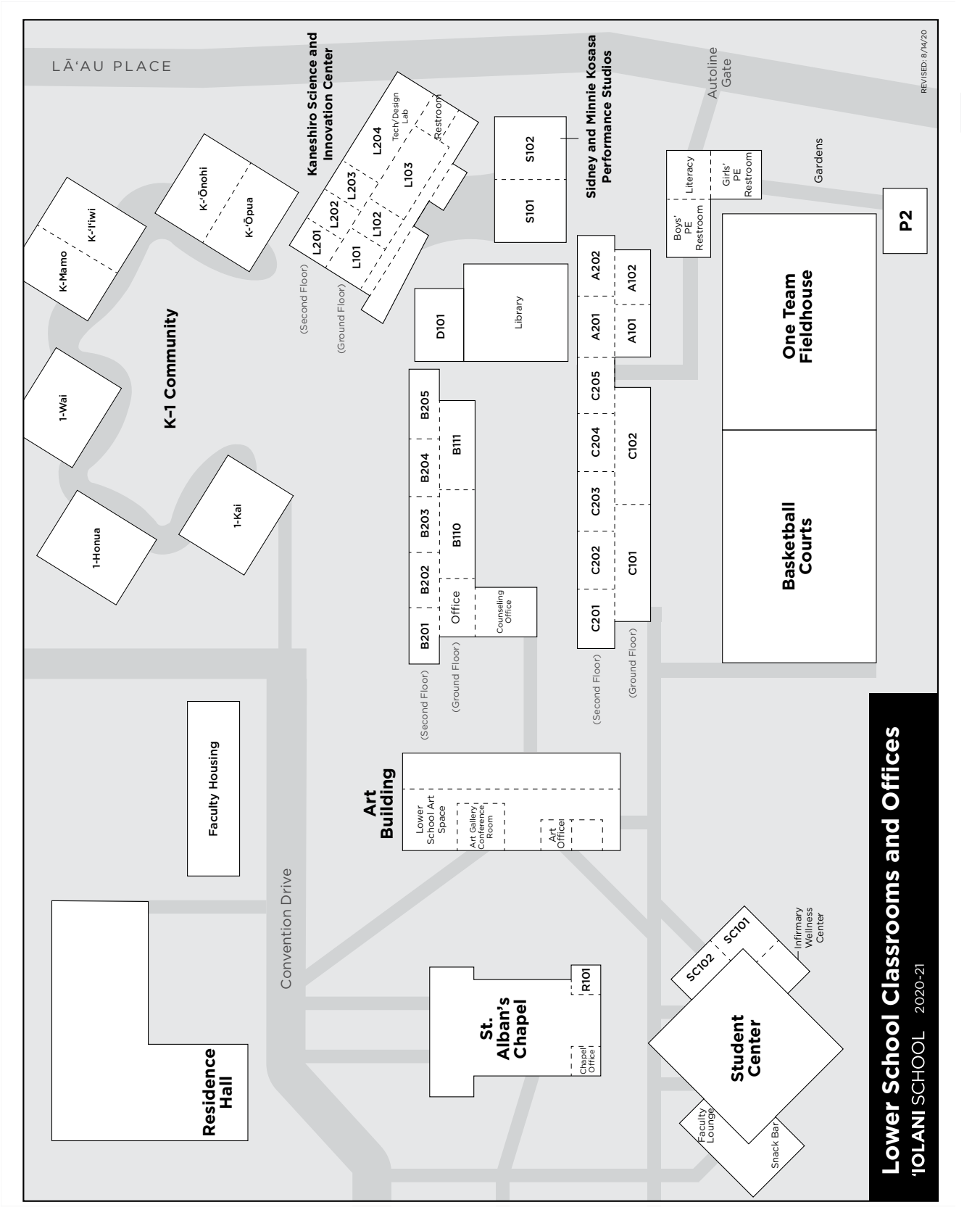
» **It is possible (but not allowed) for students to create their own personal Zoom account with a personal email address and use it without yours or the school's knowledge.** They can log in to the Zoom app on their school iPad with a personal Zoom account without yours or the school's knowledge. If a student is logged in to a personal Zoom account, they will not be able to join a teacher's scheduled Zoom Meeting.

» **It is possible (but not allowed) for students to create their own Zoom Meetings and invite their peers and friends.** We can't turn this feature off, but school administration and the Information Technology Services (ITS) department are able to track when a student creates their own Meetings within their ʻIolani issued Zoom account.

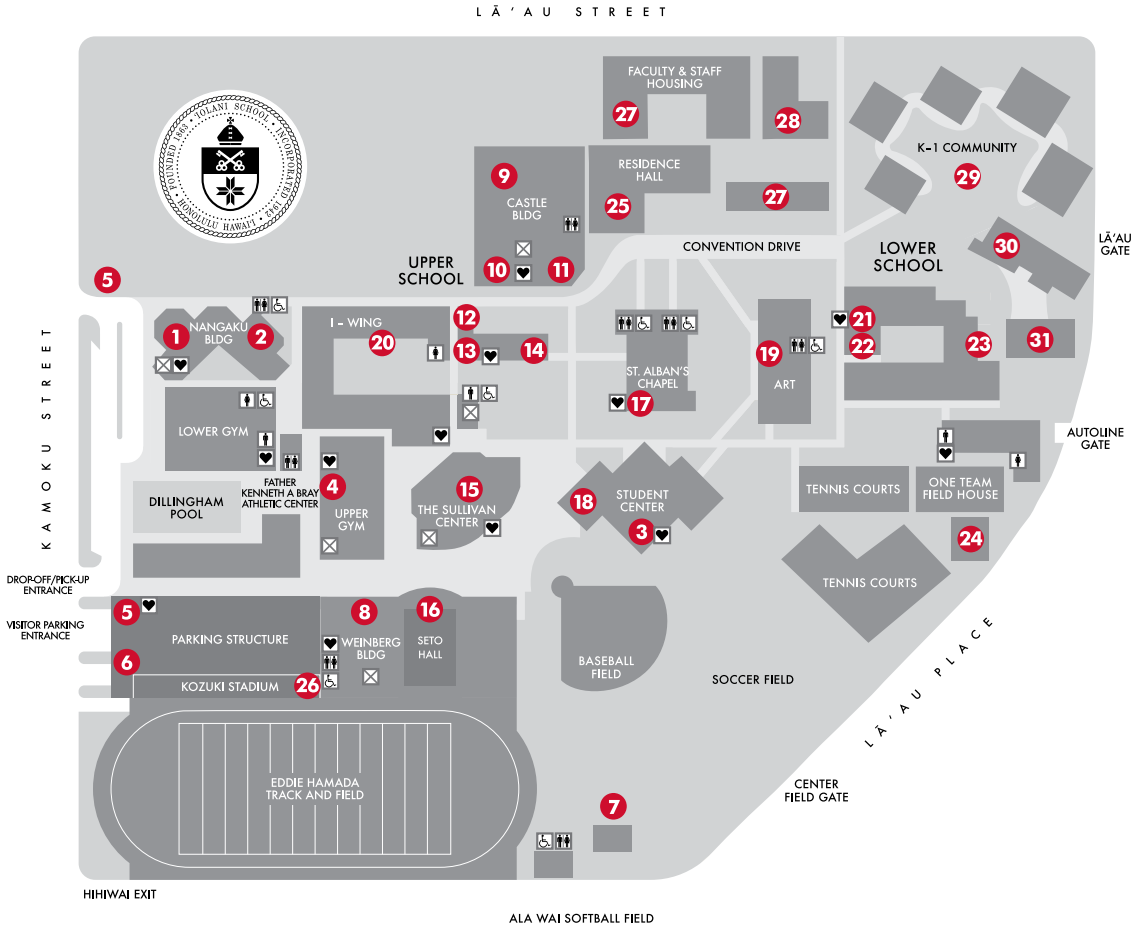
» **It is possible (but not allowed) for students to use the Zoom Chat feature to text message their peers and friends.** We can't turn this feature off, but school administration and the ITS department are able to view the history of any chat discussion and students are not able to delete their own chat history.

» **Teachers are instructed to record all of their scheduled Zoom Meetings.** The teacher, administration, and the ITS department will have access to these recorded Zoom Meetings for liability and safety reasons.

LOWER SCHOOL CLASSROOMS



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