ABOUT ‘IOLANI SUMMER PROGRAM
The mission of ‘Iolani School’s Summer Program 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 10–July 19, 2019

3 WEEK SESSIONS:
Session 1: June 10–June 28, 2019
Session 2: July 1–July 19, 2019

* Thursday, July 4, 2019 is a school holiday; the campus will be closed.

AUXILIARY WEEKS:
July 22–July 26, 2019
July 29–August 2, 2019

‘Iolani Summer Programs Office
Located in the Castle Building
Office hours: 7:30 a.m. to 4:00 p.m.
(808) 943-2262

Lower School Summer Programs:
LSSummer@iolani.org

Upper School Summer Programs:
spo@iolani.org

‘Iolani School
563 Kamoku Street
Honolulu, Hawai‘i 96826

www.iolani.org

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NEW FAMILY CAMPUS ORIENTATION MORNING
For those new to our campus, the campus will be open for you to visit on Saturday, June 8th anytime between 9:00 to 11:00 a.m. to familiarize your child with key locations. Please bring your child’s schedule with you and the campus map so that you may introduce your child to where their classrooms and other key locations are. Parking will be available in the Weinberg Parking structure located on the Kamoku Street entrance of campus.

Information for the optional new family welcome will be mailed home with confirmation packets in May.

FIRST DAYS
The 2019 Summer Program classes will begin on Monday, June 10th. Classrooms will open five minutes before 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 Auto Lines.

Lower School (students entering grades K-5) parents will be permitted to park on the baseball field from 7:00–8:00 a.m. during the first day only (Monday, June 10th) to walk and drop their children off at the first morning class. Please enter through La’au Place, following the signage. Display and leave your child’s Autoline placard on your dashboard so we are able to identify cars. You will still have the option of dropping your child off.

Upper School (students entering grades 6-12) students can be dropped off at the Kamoku Street Autoline fronting the pool and gym at the Kamoku Street entrance.

For questions and guidance on the first day, please look for school employees with leis or orange vests on. They will be scattered across campus in key locations including the entrance to campus from the baseball field and the Lower School Office. They can assist you with course locations, directions to classrooms, enrollment information, and any other questions you may have. Please do not ask parking assistants questions as it holds up traffic and the Autoline.
1. Do I have to apply to Summer School?
No formal application is required for the day program; simply register online at your assigned date and time (see below). Please register your child for the grade level they will be entering in the fall.

Applications for the residential summer program are available online.

Students who attend school during the regular school year outside of the state of Hawai‘i must complete additional forms to enroll (international and mainland students). Please see the Requirements for U.S. Mainland and International Students section of the Handbook for these details. Registrations will not be processed without approval of these forms.

Courses with limited enrollment eligibility are noted in the course description.

Current 'Iolani students will have priority for course enrollments.

International students must turn five by June 10, 2019. It is highly recommended that they have completed a year of school, or currently be in school.

Students who attend school during the regular school year outside of the state of Hawai‘i must complete additional forms to enroll. Please see Requirements for U.S. Mainland and International Students section of the Handbook for these details. Registrations will not be processed without approval of these forms.

We do not make accommodations for English Language Learners (ELL) and English as a Second Language (ESL) students outside of the International Pili Program and select courses offered for the summer residential program.

Courses with limited enrollment eligibility are noted in the course description.

Current 'Iolani students will have priority for course enrollments.

2. Is Summer School open to anyone?
Boys must turn 5 (five) years old before June 30, 2019 to enroll.

Girls must turn 5 (five) years old before September 30, 2019 to enroll.
3. When do I register?
All registrations begin at noon (HT)

Current ‘Iolani students entering grades:
4, 5: Monday, Feb. 11
1, 2, 3: Wednesday, Feb. 13
6, 7, 8: Tuesday, Feb. 19
10, 11, 12: Thursday, Feb. 21
9: Monday, Feb. 25

‘Iolani kindergarten applicants for the 2019–20 school year: Friday, Feb. 15

Current ‘Iolani students’ siblings entering grades K–12: Wednesday, Feb. 27

Public (non-‘Iolani students) entering grades:
4–5: Monday, March 4
2–3: Wednesday, March 6
K–1: Friday, March 8
6–8: Monday, March 11
9–12: Wednesday, March 13

Registration will close on Friday, May 10, 2019 for all summer programs. No refunds starting Friday, May 10, 2019.

4. How do I register?
Registration for ‘Iolani School Summer Programs must be completed on ‘Iolani’s website via the My Backpack program at http://www.iolani.org/summer-school. ‘Iolani families should use their preassigned/existing user name while non-‘Iolani families will have to create a new username each year. Registrations received prior to your child’s assigned date and time (see above) as well as incomplete registrations (including non-Hawai’i registrants without the required paperwork) will not be accepted (see below).

Tuition payment in full is due at 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?
Early registrations will not be accepted. You will be notified by email if you register early, 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 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. ‘Iolani seniors, then juniors, then sophomores will be given preference in registration of credit courses within grade range, provided that all forms are submitted by March 11, 2019.

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

7. What if I’ll be missing days of a credited class?
Credit classes are only available in the Upper School. Attendance in an academic course in the Summer Program can be equivalent to a week in a regular semester course. All courses, enrichment and academic, depend on the daily presence of each student. Therefore, the only excused absences are for illness or serious difficulties (funeral, serious family illnesses). Make-up work is available for students who have an excused absence and is limited to three (3) excused absences for courses that earn credit. Teachers are not responsible for providing make-up work for unexcused absences. Unexcused absences in the Summer Program include but are not limited to, athletic games and tournaments, trips, camp, driver’s license testing and other such activities. Students with unexcused absences in credit courses may be asked to drop the course. If an absence is known in advance parents should send a note of explanation in person or via email (spo@iolani.org) to the Summer Program Office; otherwise, parents should call to report a student’s absence (943-2262).
8. The course I want is full and is listing as waitlisted, what does this mean?
   Maximum class sizes range from 12 to 24 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 you register and pay for.

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

9. 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 Program Office will notify the parent/guardian if unable to accommodate the registration of first and/or alternate choices. Current ‘Iolani students will have priority for course enrollments.

   Hard copy class schedules will be mailed to Hawai’i and U.S. Mainland registrants to the address provided on the registration form in May. Those who reside internationally may pick up their class schedule from the Summer Program Office, Saturday, June 8, between 9:00am and 11:00am, during the new family campus orientation morning.

10. What if I want to change or withdraw from a course after I register?
   Any changes should be submitted through email to spo@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 $25 for each change requested. Course changes after the course begins will incur a $50 charge.

   Students or parents who initiate course withdrawals after submitting their registration will be subject to a refund based on the date when the Summer Program Office receives written notification from parents for the student’s withdrawal. Once the registration has been processed, the maximum amount of refund will be 75% of each course.

   The following schedule determines the amount of the refund for the core six week program:
   - 75% refund until Monday, April 1, 2019
   - 50% refund until Thursday, May 9, 2019
   - No refunds starting Friday, May 10, 2019

   Courses cannot be dropped or changed online. Please email spo@iolani.org for any changes to the summer schedule. Include your child’s full name and any changes you would like to make.

11. What happens if I register late?
   Please contact spo@iolani.org with the student’s name, grade level, and desired course if you would like to register after Friday, May 10, 2019. Online registration will not be available after that date.

   If there is space in the desired course after the registration close date, a $75 late fee per course will be assessed and the child will be placed in the course.

12. Questions?
   Please email spo@iolani.org
REQUIREMENTS FOR HOMESCHOOL, U.S. MAINLAND AND INTERNATIONAL STUDENTS

‘Iolani is happy to welcome students from around the world to attend its summer programs. Before registration, please read through the following section and complete the required documents and forms.

Prior to registration, submit PDF copies of the items below to spo@iolani.org:

- Summer Program Health Form completed by a U.S. licensed practitioner (found at www.iolani.org/summerschool)
- The student’s international passport
- Travel and medical insurance policy in English that indicates health coverage while student attends ‘Iolani
- A United States phone number and a local, Hawai‘i address for the primary guardians as well as for an emergency contact.

All applicants residing and/or attending school outside the state of Hawai‘i must submit the Summer Program Health Form (found on our website) completed by a U.S. licensed practitioner (MD, DO, OA, or APRN) and a copy of the student’s international passport prior to registration. A student’s registration will not be processed until all health forms and a copy of the student’s passport are received and approved by ‘Iolani’s Director of Health Services. At the same time, registrations received prior to your child’s assigned date and time will not be accepted.

LOCAL CONTACT INFORMATION
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 (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

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.

Passport and Visa (International Students Only)
Passport: All international students need to present a copy of their valid passport to the Special Programs Office before their first day of the Summer Program.

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

ENGLISH PROFICIENCY
Students must be proficient in English in order to attend ‘Iolani summer classes 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 in these classes.

That being said, for students ages 5–11 who are English Language Learners and are not yet proficient in English, it is highly recommended that they are enrolled in K-6 International Pili Program courses. This program will expose students to the day-to-day academic and social life at ‘Iolani and in Hawai‘i. Please see the course description under International Pili Program for additional details.

For information regarding the summer residential program, grades 7-9, please contact John Gordon at jgordon@iolani.org.
Lower School

AGE REQUIREMENTS
Students must turn five years old on the following dates for the calendar year they plan to attend ‘Iolani summer programs:

• Boys must turn five by June 30, 2019
• Girls must turn five by September 30, 2019
• International students must turn five by June 10, 2019. It is highly recommended that they have completed a year of school, or currently be in school.

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 Program Office by 7:30 am at (808) 943-2262 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 absent and should report directly to his or her teacher upon their arrival.

Early Pickup: if a child must leave school early, please send a note to his or her teacher and contact (808) 943-2262 or LSSummer@iolani.org as soon as possible. Parents must sign out students from the Special Programs Office. If a student is picked up early, he or she may not return to campus without prior authorization from the summer director or assistant to the director.
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
  » 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. ‘Iolani 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 Program infractions for ‘Iolani students may cause impact for the academic year.

‘Iolani 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 ‘Iolani School’s Ins and Outs. At the same time, based on students’ needs, curricula will be modified and differentiated.

Entering grade Review and Preview 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.

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.

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 ‘Iolani 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 'Iolani School to eliminate access to controversial materials, and will not hold ‘Iolani responsible for material acquired or strangers met on the network. Further I accept full responsibility for supervision if and when said Student’s computer use is not in a school setting. This privilege may be revoked by the computer system administrator or Summer Director if use is abused by the Student.”

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

RECESS
‘Iolani Summer Program does not offer a before 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 play in designated, supervised areas, and must follow the rules of conduct listed above. Students also have the option to wait quietly next to their playground. 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 during these times either sent from home or purchased at the snack bar (Entering Grade 4 and older only). They may play in the following areas:

- **Entering K**: Kindergarten playground only (K–1 Community)
- **Entering Grade 1**: 1st grade playground only (by regular school year Auto Line gate)
- **Entering Grades 2 to 5**: Field House, field area between -C Hall and tennis courts, Student Center playground, field area between the Chapel and Art Building

Lunch and lunch recess for students attending both a morning and afternoon class will be supervised daily. Children in grades K and 1 will be escorted to their afternoon class from their respective playgrounds. Students grades 2 through 5 are expected to arrive to their next class on time. If needed, they may ask recess supervisors for assistance in locating classes.

Supervision is provided only during recesses and lunch. **Lower School parents are responsible for supervision of breaks that are more than 20 minutes long** with the exception of the supervised recesses and lunch.

REPORT CARDS
Following the six week session, report cards will be emailed to the primary guardian’s email address provided at registration. No letter grades will be given, however, report cards will include a comment. Sport (Tennis, Swimming, Soccer, etc.), 1 week courses (Keiki Adventures, Let’s Explore, ‘Iolani Adventurers, Jr. Intramurals, Afternoon Adventures, etc.) and auxiliary classes will not provide comments.

No hard copy report card will be mailed.

SUPPLIES
General supplies will be provided by ‘Iolani Summer Programs for classroom use. It is highly recommended that students are sent to school with the following items from home, daily:

- Backpack or bookbag
- Reusable water bottle
- 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

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
Upper School

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

ATTENDANCE
A day in an academic course in the Summer Program can be equivalent to a week in a regular semester course. All courses, enrichment and academic, depend on the daily presence of each student.

Absences: A day in a summer program course can be equivalent to a week in a regular semester course. All courses, enrichment and academic, depend on the daily presence of each student. Therefore, the only excused absences are for illness or serious difficulties (funeral, serious family illnesses). Make-up work is available for students who have an excused absence and is limited to three (3) excused absences for courses that earn credit. Teachers are not responsible for providing make-up work for unexcused absences. Unexcused absences in the Summer Program include but are not limited to, athletic games and tournaments, trips, camp, driver’s license testing and other such activities. Students with unexcused absences in credit courses may be asked to drop the course. If an absence is known in advance parents should send a note of explanation in person or via email (spo@iolani.org) to the Summer Program Office; otherwise, parents should call to report a student’s absence (943-2262).

Tardiness: Students who are tardy should report to the Summer Program Office for a tardy slip. A student who is tardy three times will be sent to the Director for disciplinary action.

BOOKS AND SUPPLIES
A list of books and supplies for Upper School courses will be posted online on Monday, May 6, 2019. Textbooks should be purchased on the MBS Direct website: http://bookstore.mbsdirect.net/iolani.htm. Select “Order Your Books” and follow the prompts. If you have any questions about ordering online please call MBS Direct Customer Service at 1-800-325-3252 or email VB@mbsBooks.com. You may begin ordering books from MBS on Monday, May 6, 2019. Items not available through MBS Direct (such as Geometry & Japanese packets, Visorgogs, and other materials) will be available in the ‘Iolani Campus Store beginning June 3, 2019, during the hours of 7:30 a.m. – 3:30 p.m., Monday through Friday. Students enrolled in the Upper School should purchase their books and supplies prior to the first day of class.
REPORT CARDS
Teachers write progress reports and give a grade (A-E or S/U) after each 3 week session. Progress reports and report cards will be available on My Backpack.

AUDITING CLASSES
Students may audit classes with letter grades. To audit a course, the student and parent must sign a waiver requesting that no grade or credit be given. Once an audit request is submitted it cannot be reversed. The deadline for audit requests is June 21, 2019.

COURSE CREDIT
Students enrolled in credit courses, including P.E., may have a maximum of three excused absences to remain eligible for credit. See the Attendance section for more details.

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

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

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

With summer enrollment in ’Iolani, students and parents agree to accept and support the dress code which reflects the standards of the school. The dress code focuses on attire and appearance which are neat and clean. Students arriving at school improperly dressed will be asked to change their clothing to conform to the dress standards of ’Iolani. Such action would also result in an unexcused absence from the classes missed. Any absence from class while a student is waiting for a change of clothes is considered unexcused and may result in academic penalties. Failure to comply with these dress standards will also result in disciplinary action, including detention.

Students should be dressed appropriately during Summer Program hours (7:45 a.m. to 3:15 p.m.) P.E. students should change into P.E. clothing prior to class and change back to regular school attire after class.

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

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

**Inappropriate attire** includes faded, tattered or frayed clothing; athletic attire; beach attire; oversized clothing; clothing with inappropriate language, imagery, or advertisements; caps or headgear of any type; dyed or bleached hair or highlights outside the range of natural hair color; ponytails or braided hair; facial piercings other than earrings or a nose stud.

**Girls**
**Appropriate attire** includes dresses, skirts, walking shorts, pants, or jeans that reach the top of the knee or longer in length; buttoned shirts with collars; turtle-neck shirts, tees, blouses and dresses with crew, modest v-neck or scoop necklines that reveal no more than the collarbone area; and sandals with back straps or shoes with socks. All tops must have sleeves and any visible clothing worn under a sweater, sweatshirts, hooded sweatshirt, or jacket (like a cami) must conform to the dress code.

**Inappropriate attire** includes low-cut tops; faded, tattered or frayed clothing, athletic attire; beach attire or boys’ style t-shirts; legging or tights; fatigues; oversized clothing; backless, see-through clothing, and bare-midriff apparel; clothing with inappropriate language, imagery, or advertisements; headgear of any type; dyed or bleached hair or highlights outside the range of natural hair color; facial piercings other than earrings or a nose stud; casual footwear with back straps like Crocs; and extremes in makeup.
DAILY REGULATIONS / BEHAVIOR

The ‘Iolani Summer Program is a pleasant, comfortable community. Students and teachers come together for the specific purpose of learning. The ‘Iolani Summer Program occupies a very short space of time to accomplish a great deal. Matters of discipline and unacceptable behavior are handled by the Director of Summer Program swiftly. ‘Iolani reserves the right to disenroll summer school students with no refund if they exhibit unacceptable and/or disruptive behavior. Students are expected to conduct themselves according to the standards of the ‘Iolani community.

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

The following constitute specific forms of unacceptable behavior:
- Academic dishonesty such as cheating and plagiarism
- Assault and Fighting
- Disrespect of the human or property rights of others
- Hazing
- Lying
- Theft
- Vandalism, including graffiti
- Use of fireworks
- Disrespect toward an adult or another student
- Being off campus during class time without permission from the school or missing a class, chapel or assembly
- Gambling
- Involvement in inappropriate sexual activities
- Promotion, possession, use, or being under the influence of alcohol, tobacco, e-cigarettes, or drugs at school or school functions. Drugs include marijuana, cocaine, any other illegal drug, or any legal drug judged by the Director of Summer Program and the Head of School to be used abusively
- Computer hacking, causing a computer or computer system to become inoperable, downloading profane, obscene language and objectionable materials, or promoting or sending derogatory, harassing or hate messages on the computer or any electronic device.

Other forms of misbehavior not specifically described above 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.

The following are prohibited:
- Skateboards, rollerblades, card playing, and gum chewing
- Electronic devices (including, but not limited to, cell phones, iPods, laptops, and tablets) may be used during passing 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.

While on campus, Upper School students should not have long periods of unscheduled time.

Consequences of summer program infractions for ‘Iolani students may cause impact for the academic year.

‘Iolani reserves the right to disenroll summer program students at any time if they exhibit unacceptable and/or disruptive behavior. No refund will be issued.

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 ‘Iolani School to eliminate access to controversial materials, and will not hold ‘Iolani responsible for material acquired or strangers met on the network. Further I accept full responsibility for supervision if and when said Student’s computer use is not in a school setting. This privilege may be revoked by the computer system administrator or Summer Director if use is abused by the Student.”

PHOTOGRAPHIC CONSENT

Per the registration form, “‘Iolani Staff regularly photograph students in classroom activities and on campus for use in promotional material either in print or on the ‘Iolani School Website. It is ‘Iolani’s policy not to directly associate a child’s name with a photograph of the child.”
LUNCH AND MEAL PLAN INFORMATION

MEAL PLANS
Available for purchase until Friday, May 10, 2019, meal plans will provide students one Type A hot lunch per day (3 week or 6 week plans available; see catalogue for pricing and additional information). Meal plans will not be refunded, nor accepted during the regular school year. Regular ‘Iolani School year meal plans are not valid during the Summer Program. Please see the catalogue for additional information regarding meal plans.

STUDENT CENTER CAFETERIA AND SNACK BAR
Due to limited space, the Student Center cafeteria cannot accommodate visitors. Visitors are asked to not visit campus during breaks, recess, or lunch, but rather, allow students those times to build friendships with their peers and play.

Students entering grade 4 and higher are permitted to purchase items at the snack bar behind the Student Center cafeteria during morning recess and/or lunch. Students entering grades 6 and older may purchase from any open snack bar on campus.

Due to allergy concerns, students may not share food with others.

The Student Center cafeteria and snack bars will be closed following week 6 and no meal service will be provided.

LOWER SCHOOL LUNCH AND LUNCH RECESS

Students entering Kindergarten:
» Students must bring lunch from home daily or purchase a meal plan. They will not receive a physical meal card, but their lunch will be delivered to their morning classroom daily as they will remain with their morning class through lunch.
» Students will be dismissed at 12:30 p.m. to the Center Field Auto Line or escorted to their afternoon class.

Students entering grades 1–5:
» Students enrolled in BOTH a morning and an afternoon class have the option of purchasing the meal plan, 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 in the Student Center Cafeteria at lunchtime daily.

<table>
<thead>
<tr>
<th>ENTERING GRADES</th>
<th>SUPERVISED LUNCH</th>
<th>SUPERVISED LUNCH RECESS</th>
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<tr>
<td>Entering Kindergarten</td>
<td>At a.m. teacher’s discretion</td>
<td>At a.m. teacher’s discretion</td>
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<tr>
<td>Entering Grades 1–3</td>
<td>11:45 a.m. – 12:05 p.m.</td>
<td>12:05 p.m. – 12:25 p.m.</td>
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<tr>
<td>Entering Grades 4–5</td>
<td>12:05 p.m. – 12:25 p.m.</td>
<td>11:40 a.m. – 12:05 p.m.</td>
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At 12:25 pm a bell will ring indicating the end of lunch for entering grades 1–5
» Students entering grade 1 will be escorted by teachers’ aides from their playground to their afternoon courses
» Students entering grades 2–5 will be responsible for walking themselves to their afternoon courses; they may ask a lunch supervisor for assistance if needed

LOWER SCHOOL LUNCH AND LUNCH RECESS
The Student Center cafeteria is open to Upper School students between 12:30 p.m. - 1:15 p.m. for lunch.
LIBRARIES

Lower School
» Open on school days during the six week summer program (June 10th to July 19th) from 7:30 a.m. to 4:00 p.m. (closed at lunch 11:30 a.m. - 12:30 p.m). Teachers will coordinate class visits to the library.
» Book borrowing is limited during the summer:
  » Kindergarten, 1st, and 2nd grade students may not borrow books for home
  » 3rd, 4th, and 5th grade students as well as parents may borrow books for home
    · No more than two books out at a time for a week
    · Book borrowing ends on Friday, July 5th
    · Fines for overdue materials will be assessed

Upper School
» Open on school days during the six week summer program (June 10th to July 19th) from 7:30 a.m. to 4:00 p.m.

Lost and Found located outside of the Summer Programs Office, and the Main Office; items not picked up will be donated in early August.

Office Telephones (reserved for emergencies only); after school plans must be made before arriving to school.

Restrooms are located in the Lower School P.E. building and chapel on the Lower School campus and throughout the Upper School campus.

VISITORS
‘Iolani is a closed campus. No visitors are allowed except parents and guardians. Visitors must report to the Summer Program Office for permission to remain on campus and an identifying badge. ‘Iolani reserves the right to refuse visitors. At the end of the visit, visitors must report back to the Office, sign out, and return the visitor’s badge.

While on campus, visitors are expected to follow school rules. To minimize disruption, no visits to the classrooms are permitted without the teacher’s request. Additionally, the Student Center Cafeteria cannot accommodate visitors. Visitors are asked to not visit campus during breaks, recess, or lunch, but rather, allow students those times to build friendships with their peers and play.

Forgotten clothes, lunch, money, etc. should be left at the Summer Program Office and will be delivered to the students by ‘Iolani personnel. Please do not go directly to the classroom.
TRAFFIC AND AUTO LINE INFORMATION

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 pickup 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

» carpool or use public transportation
  » The Bus public schedule/information: 848-5555
  » Roberts private school bus service: 954-8650
  » Bicycle parking is available in the Kamoku St. parking structure (first floor)

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 Lā’au 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
» drive or park on Lā’au St. (private road); it is for the private use of residents
» block Lā’au St. exits—please allow residents to exit Lā’au 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 ‘Iolani personnel and officers of the Honolulu Police Department.
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 INFORMATION
Auto Line 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 home with your confirmation packet in May.
» Passes are mailed home in May to families residing in Hawai‘i along with student schedules. If you did not receive one, please visit the Summer Program Office starting the Thursday before summer school begins.
» 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.
» Whenever parking your car on campus, place your pass on the passenger side dashboard of your car.

Pick Up Information
» If you are picking up more than one child and would like to meet them at the same place, 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 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.
» 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 Shack at Kamoku St. Autoline Assistants will call the phone numbers listed on your registration forms to inform you that your child is being moved.

TRAFFIC AND AUTO LINE INFORMATION
EMERGENCY PROCEDURES

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

TSUNAMI WARNINGS
‘Iolani School is not in a tsunami inundation zone and does not have to evacuate. In the event of a Tsunami Warning, ‘Iolani School will adhere to the following procedures:

If a warning is issued by the Pacific Tsunami Warning Center through Oahu Civil Defense Agency while school is in session, school personnel will remain with the students until parents can safely pick them up. Oahu 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 Lā‘au Place. Upper School students are to be picked up at the Lower Gym on Kamoku Street. The school will follow instructions from the Oahu 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. Oahu 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 36 hours prior to storm effects. Hurricane or Tropical Storm WARNINGS are issued when one of these storms could affect O‘ahu in 24 hours or less. 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 Oahu Civil Defense Agency while school is in session, teachers 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 Lā‘au Place. Upper School students are to be picked up at the Lower Gym on Kamoku Street. Oahu 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, ‘Iolani 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 Lā‘au Street. Upper School students are to be picked up at the Lower Gym on Kamoku Street. Oahu 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, ‘Iolani 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 Lā‘au 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 summer, there will be fire and containment drills. Teachers will review procedures with students beforehand.
HEALTH POLICIES AND PROCEDURES

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.-4:00 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 minor visits to the Infirmary for students entering grades K-5
- 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 day 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 or spo@iolani.org if there are any changes to your local contact information after your initial registration.
HEALTH POLICIES AND PROCEDURES

HEALTH REQUIREMENTS
All applicants residing outside the state of Hawai‘i must submit the Summer Program Health Form (click HERE) 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 will not be processed until all health forms are received and approved by ‘Iolani’s Director of Health Services.

PREVENTION
The Wellness Center staff works diligently to provide a safe and healthy campus for students and asks for parental assistance to help prevent the spread of illness by keeping children at home if they are ill.

Illness/Injury Policy and Procedure
K–5 Email LSsummer@iolani.org or call the Summer Program Office at 808-943-2262 to report absence.

6–12 Email SPO@iolani.org or call the Summer Program Office at 808-943-2262 to report absence.

If your child has been absent due to illness for three days or more or if your child is absent due to an injury, please also email infirmary@iolani.org or ask to be transferred to the Infirmary.

PICKUP POLICY
If you are notified that your child is ill and must go home, please arrange to have him or her picked up from the Infirmary within one hour. We will try to accommodate special situations, but please arrange for an emergency contact person who is available for child pick up if you are unavailable. This emergency contact person must also have a local 808 phone number that is on file.

RETURN TO SCHOOL FOLLOWING ILLNESS
Any student who has been absent for three days or more 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. Students must be fever and symptom free for 24 hours without fever reducing medications before returning to school.

RETURN AFTER COMMUNICABLE DISEASE
Please contact the Infirmary if your child has been diagnosed with any communicable disease (Chicken Pox, Measles, Conjunctivitis [pink eye], Mumps, Scabies, Rubella, Influenza, Active Tuberculosis, Fifth Disease, Hand Foot Mouth Disease, Mononucleosis, Strep Throat). 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
Please notify the Infirmary and obtain clearance from nurse once the following steps have been completed:
» Treat hair,
» Remove all nits,
» See nurse for hair check before attending any classes upon return

MEDICATIONS
» If a student needs to be in school on a prescription medication and needs a dose during the day, please notify the nurse for specific directions and support.
» 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’s return to school. Students are NOT allowed to be in school while taking narcotic medications.
» All insulin-dependent diabetic students must have an action plan on file with the nurse.
» Nurses will dispense over-the-counter medications to students with parent consent only.
» Epi-Pens: Any student who has an epi-pen prescribed, must submit the proper paperwork to the infirmary at the Wellness Center.
» Automated External Defibrillators (AED) are located around campus.
CAMPUS MAP

ADMISSION OFFICE
ADVANCEMENT OFFICE
ART GALLERY
ATHLETIC OFFICE
BUSINESS OFFICE / CAMPUS STORE
CAFETERIA OFFICE
CHAPLAIN OFFICE
COLLEGE COUNSELING OFFICE
COMMUNICATIONS OFFICE - 2ND FLR
COUNSELING - GRADES 7 AND 8
COUNSELING OFFICE
COUNSELING - LOWER SCHOOL
FAIR COTTAGE
FAIR OFFICE
HEAD OF SCHOOL'S OFFICE
INFIRMARY / WELLNESS CENTER
INFORMATION TECHNOLOGY

'IOLANI BANYAN
LIBRARY / ARCHIVES - 2ND FLOOR
LIBRARY - LOWER SCHOOL
MAIN OFFICE - LOWER SCHOOL
MAIN OFFICE - UPPER SCHOOL
PERFORMING ARTS DEPT. OFFICE
PHYSICAL PLANT DEPARTMENT
RANZMAN BOARD ROOM
RESIDENCE HALL
RESIDENTIAL LIFE OFFICE
SECURITY OFFICE
SENIOR BENCHES
SETO HALL
STUDENT ACTIVITIES OFFICE
SULLIVAN CENTER
SUMMER SCHOOL / SPECIAL PROGRAMS
TENNIS OFFICE / FAB LAB

RESTROOMS
WOMEN
MEN
ACCESSIBLE
ELEVATOR