



IOLANI
SCHOOL

2023 SUMMER PROGRAMS

HANDBOOK

2023 '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 13–July 21, 2023*

THREE WEEK SESSIONS:

Session 1: June 13–June 30, 2023

Session 2: July 3–July 21, 2023*

** Monday, June 12, Monday, June 19, and Tuesday, July 4, 2023
are school holidays; the campus and offices will be closed*

AUXILIARY WEEKS:

July 24–July 28, 2023

July 31–August 4, 2023

'Iolani Summer Programs Office

563 Kamoku Street Honolulu, Hawai'i 96826

summer.iolani.org

Hours:

January 3–May 31, 2023: 8:30 a.m.–5:30 p.m.

June 1–August 4, 2023: 7:30 a.m.–4:30 p.m.

Lower School Summer Programs: *Entering Grades K–6*

LSsummer@iolani.org

(808) 943-2242

Upper School Summer Programs: *Entering Grades 7–12*

USsummer@iolani.org

(808) 943-2262

Director of Summer Programs:

Melissa Matsuda • mmatsuda@iolani.org • (808) 943-2357

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Welcome



'Iolani Summer Programs 2023 is pleased to offer an exciting array of classes on the 'Iolani School campus.

- » **Summer Programs** are open to current 'Iolani students who attended for the entirety of the 2022-23 school year, accepted and enrolling 'Iolani admissions students for the 2023-24 school year, siblings of current 'Iolani students, and visiting students.
- » Online instruction will not be offered during Summer Programs. Please know it is our desire and intent to provide on-campus instruction. Online instruction will be considered at 'Iolani School's sole discretion.
- » A welcome packet will be emailed to all registered families and will include details regarding our programs in late May 2023.
- » NOTE: *Monday, June 12, Monday, June 19, and Tuesday, July 4, 2023 are school holidays; the campus and offices will be closed.

This handbook provides parents and students with information regarding policies and procedures for 'Iolani Summer Programs. We ask all families to read this handbook to be familiar with the many activities available to students, as well as what is expected of all students. **Standards listed in the School Year Family Handbook apply to all Summer Programs students.** Please refer to this handbook and the Family Handbook as needed through the summer. The school reserves the right to modify the guidelines stated in this handbook as necessary.

We hope the information presented is helpful and contributes to a wonderful summer session.

*For updated information, please visit summer.iolani.org



Registration FAQ

1. Are the Summer Programs open to anyone?

2023 Summer Programs are open to current 'Iolani students who attended for the entirety of the 2022–23 school year, accepted and enrolling 'Iolani admissions students for the 2023–24 school year, siblings of current 'Iolani students, and the general public. Enrollment is limited to class availability and eligibility.

Program Eligibility

- Eligible students should enroll in courses for the grade level they will enter in the fall 2023–24 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
- Kindergarten courses are open to newly admitted and enrolling 'Iolani students **ONLY**
- Students attending school during the regular school year in the state of Hawai'i must turn 6 (six) years old before June 13, 2023 to register.
- Students attending school during the regular

school year on the US Mainland must turn 6 (six) years old before June 13, 2023, and must complete additional forms to register.

- Students attending school during the regular school year outside the US Mainland must turn 7 (seven) years old before June 13, 2023, and must upload additional forms and submissions for approval **prior to registration.**
- See **Requirements for the US Mainland and International Day Students** section of the handbook for these details.

2. Do I have to apply for Summer Programs?

No formal application is required for the day program; simply register online at your assigned date and time (see above for program eligibility). Please register your child for the grade level they will be entering in the fall of 2023.

Students who attended school during the 2022–23 school year outside of the state of Hawai'i must complete additional forms and requirements to register.

Applications for the Summer Residential Program (ages 12–16) are available online.

REGISTRATION FAQ

3. How do I help my child select their classes?

Please use the course planning worksheet to plan your child's summer schedule. It is recommended that you carefully determine a list of preferred classes, along with 1-2 alternate classes in the event the first choice class is full or waitlisted. Please do not sign up for the same class in different time periods during the same session. See below for waitlist information.

Courses with limited enrollment eligibility are noted in the course description. Current 'Iolani students will have priority for all course enrollments.

****Registration for Lower School afternoon courses is limited to students also taking morning courses.**

Lower School students may not take afternoon classes only, and must have a full morning schedule (7:30 am-11:40 am OR 7:30 am-9:25 am and 9:45 am-11:40 am).

4. When do I register?

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

Current 'Iolani students:

2/21/23 Tuesday: entering grades 4, 5 and 6

2/23/23 Thursday: entering grades 2 and 3

2/28/23 Tuesday: entering grade 1

3/2/23 Thursday: entering grades 7 and 8

3/7/23 Tuesday: entering grade 9

3/9/23 Thursday: entering grades 10, 11, and 12

Other student registration:

3/14/23 Tuesday: Siblings of current 'Iolani students

3/16/23 Thursday: Newly enrolling 'Iolani students (Grade 6-12)

3/28/23 Tuesday: Public grades 1-3

3/30/23 Thursday: Public grades 4-6

4/4/23 Tuesday: Public grades 7-12

4/18/23 Tuesday: Newly enrolling 'Iolani Kindergarten students

Registration will close on Thursday, May 11, 2023, for ALL summer programs.

No refunds starting Friday, May 12, 2023.

5. How do I register?

Registration for 'Iolani Summer Programs must be completed online via the Summer Programs Registration Portal found on the website (summer.iolani.org). Registrations will not be accepted by walk-in, email, telephone or fax. Registrations received prior to your child's assigned date and time, as well as incomplete registrations, will not be accepted. Registration fills quickly and program spaces are limited, so we recommend registering at the opening time.

Current 'Iolani Family Account Activation

The new Summer Programs Registration Portal (CampBrain) contains all current 'Iolani student basic household information. You can access your account via the Registration Portal by entering an 'Iolani School associated parent email address at Sign-in, then click "Reset password" to activate your account. Once your password is reset and the account is activated, you may proceed to course selections and payment on the designated grade level registration day.

*Siblings attending other schools may be added to the household and register for classes on the designated sibling registration day.

Visiting Students

Create a new account on the Summer Programs Registration Portal under "New user sign-up." Follow the instructions for student registration, course selections and payment on the designated grade level registration day.

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

Early registrations (prior to your child's assigned date and time above) 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.

REGISTRATION FAQ

7. 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.

8. 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 waitlist the course, for which you will not be charged. Select "Waitlist" to complete the waitlist selection. Please do not waitlist more than two courses at the same time slot. You may email the Summer Programs Office to list your priority of class choices.

If an **alternate class** 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 available (e.g. student schedule changes). The Summer Programs Office will notify the parent/guardian via email if the student clears the waitlist or if unable to accommodate the waitlist request, up to the start date of the program. If you approve the waitlist change by the given deadline, we will make the change without fees.

9. How will I know if I am registered?

Once classes are selected and payment is made, the status will be reflected with a green "Registered" icon on the Summary window. Please allow up to 24 hours for system processing.

The tuition payment in full is due at the time of online registration. You may pay by Visa, Mastercard, or American Express during online registration. Class prices are listed with the courses. Registration is not complete until paid for and submitted through the Registration Portal. Upon successful submission, you will also receive a confirmation email.

You may view your child's schedule in the Registration Portal on the Registration Details page. Schedule confirmations will be sent to registrants to the email address provided on the student's registration form in May.

10. What if my class is canceled?

Courses may be canceled due to insufficient enrollment. If this occurs, families will be notified via email and we will assist you in finding an alternative course for your child, if space is available.

11. What if I want to add, change or withdraw from a course after I register?

Please **DO NOT** go back into the Registration Portal to add, change or cancel classes as this may affect the initial selection of classes. Change requests (include your child's full name, grade and course details) should be submitted via email to:

Grades K-6: LSsummer@iolani.org

Grades 7-12: USsummer@iolani.org

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 \$100.00 charge. No course changes permitted after the first two meetings 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

REGISTRATION FAQ

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 11, 2023

No refunds starting Friday, May 12, 2023

12. What happens if I register late?

Please contact the Summer Programs Office with the student's full name, grade level, and desired course if you would like to register after Thursday, May 11, 2023. Online registration will not be available after that date.

Grades K-6: LSSummer@iolani.org

Grades 7-12: USSummer@iolani.org

If there is space in the desired course after registration closes, a \$100.00 late fee per course will be assessed and the child will be placed in the course.

Meal Plan will not be available for purchase after Thursday, May 11, 2023.

Additional Questions?

Please email us at:

Grades K-6: LSSummer@iolani.org

Grades 7-12: USSummer@iolani.org

REQUIREMENTS FOR U.S. MAINLAND AND INTERNATIONAL DAY STUDENTS

PROGRAM REQUIREMENTS

Visiting students who are currently attending school outside the state of Hawai'i must upload additional documents and submissions prior to summer program registration. These families must read through the handbook and follow the instructions below. Enrollment is limited to class availability and English proficiency (for international students). For more detailed instructions, please use the "2023 Summer Registration Guide (US Mainland and International Students)" (found at summer.iolani.org)

Program Eligibility

- Eligible students should enroll in courses for the grade level they will enter in the fall 2023–24 school year
- Current 'Iolani students will have priority for course enrollments
- Kindergarten courses are open to newly admitted and enrolling 'Iolani students ONLY
- Students attending school during the regular school year on the US Mainland must turn 6 (six) years old before June 13, 2023, and must upload the Summer Program Health Form to register
- Students attending school during the regular school year outside the US Mainland must turn 7 (seven) years old before June 13, 2023, and must upload additional forms and submissions for approval **prior to registration**

US Mainland Residents

- Upload the Summer Program Health Form, TB Document F and G, completed by a U.S. licensed physician at the time of registration (found at summer.iolani.org)
- Notification of approved health form will be emailed, along with an assigned registration date
 - This notification can take up to 15 business days once the Required Documents are received
 - Do not register prior to receiving approval notification

International Students

Required Documents and Submissions must be approved by the School prior to registration

1. Required Documents and Submissions are as follows:
 - 1.1. Summer Program Health Form for International students, completed by a U.S. licensed physician (found at summer.iolani.org)

- 1.2. Copy of the student's valid passport
 - 1.3. Travel and medical insurance policy in English that indicates health coverage while the student attends 'Iolani (due within 90 days of the start of summer programs)
 - 1.4. Student Video Statement Submission (found at summer.iolani.org)
2. Upload Required Documents and Submissions starting Friday, March 3, 2023 to the student account on the Registration Portal
 3. Notification of approval or denial of Required Documents and Submissions will be emailed, along with an assigned registration date.
 - 3.1. This notification can take up to 15 business days once the Required Documents are received
 - 3.2. DO NOT register prior to receiving an approval notification
 - 3.3. Registrations submitted prior to approval of Required Documents will be returned and a 3% processing fee will be applied

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

Local Contact Information

For U.S. mainland and international day students who meet eligibility requirements, they 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.

REQUIREMENTS FOR U.S. MAINLAND AND INTERNATIONAL DAY STUDENTS

English Proficiency

- International students must possess a proficient level in English in order to attend '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
- Student Video Statement Submissions must be uploaded to the Registration Portal in the student account for review and approval.

For information regarding the Summer Residential Program for students ages 12-16, please visit www.iolani.org/summer/residential-programs or contact summerreslife@iolani.org.



Lower School (K-6)

These policies and procedures apply to all Lower School Summer Programs students. Standards listed in the School Year Family Handbook apply to all Summer Programs students.

AGE REQUIREMENTS

- Kindergarten courses are open to newly admitted and enrolling 'Iolani students ONLY
- Visiting students attending school during the regular school year in the state of Hawai'i must turn 6 (six) years old before June 13, 2023 to register.
- Students attending school during the regular school year on the US Mainland must turn 6 (six) years old before June 13, 2023, and must complete additional forms to register.
- Students attending school during the regular school year outside the US Mainland must turn 7 (seven) years old before June 13, 2023, and must complete additional forms to register.

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 student. Our time with your children is precious for their academic growth, but is especially valuable for the personal growth they gain with our daily school routines and relationship building with classmates and teachers alike. **We ask that, whenever possible, family travel or student appointments be scheduled outside of the school day during the brief summer session.** Teachers are not required to review lessons or provide work for absences.

- **Absences:** If a student is unable to attend school because they are ill or injured, the family should contact the Infirmary by 7:30 a.m.: infirmary@iolani.org or call 808-943-2249
- For absences that are not caused due to illness or injury, families must contact the Lower School Summer Programs Office by 7:30 am at (808) 943-2242 or LSsummer@iolani.org. No online instruction or makeup work will be offered for Lower School classes in the event of student absences.
- **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 noted as unresolved and should report directly to their teacher upon their arrival.

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- **Early Pickup:** The summer is a fun and busy time with many activities for children to enjoy, both on and off campus. Teachers plan for students to attend class each day for the full class time and leaving early disrupts the class dynamic, students are often unable to complete their projects, and personnel are required to escort students to Autoline outside of regular dismissal times. If you require students to be picked up early, please notify the teacher and contact (808) 943-2242 or LSSummer@iolani.org at least 24 hours in advance to request an early pickup. In an effort to maintain the classroom learning environment, early pickups will be allowed during designated time periods when there are personnel to safely staff the Autolines:

- 9:30 am–9:45 (K/1 Autoline)
- 11:40 am–12:00 pm (K/1 Autoline or Center Field Autoline)
- 1:30 pm–1:45 pm (Center Field Autoline)
- 2:25 pm–3:00 pm (K/1 Autoline or Center Field Autoline)
- 3:30 pm–3:45 pm (Center Field Autoline)

*Upon arrival at the designated Autoline, call the office (808) 943-2242 and your child will be brought out to your car.

- **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 their 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 want to be sure that all of our students are safe.

- **Returning to School:** See Health Policies and Procedures section in the Handbook

CAMPUS ORIENTATION

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 be open for circulation during Summer Programs. Students may visit the Library during scheduled Library class times or when sent by a teacher. They may also visit before school and during recess times. Students will return items in the Book Return near the Library's main entrance.

Security

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

Lost and Found

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

Restrooms

Located throughout the campus.

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 before,

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- during, and after the school 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 Programs infractions for 'Iolani students may cause impact for the academic year. Please review the 'Iolani Family Handbook for Student Rules which apply to all Summer Programs students.

'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.

DAILY REGULATIONS

School should be a place of exploration, inquiry, excitement, collaboration, socialization and learning. To make 'Iolani's school environment a place where all feel welcome and safe, the following expectations are in place to guide students:

- Students are expected to be mindful of one another; respect their teachers, classmates, and visitors; and make good choices at all times.
- Students in grades four through six are expected to stand when an adult visitor enters the classroom.
- In the interest of safety, students are expected to be considerate of themselves, others, property and the campus at all times.
- Mobile devices and other forms of technology are

to be used at appropriate times and for appropriate means. They are to be turned off and stored in their bags during the school day as well as before school and after school. For more detailed information, please refer to the "Use of Electronic Devices" section.

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

In general, these rules apply to school hours within the school day. However, students identified for misconduct off campus during school hours are subject to the same rules and corrective measures governing misconduct on campus. These rules also apply to all school functions, including school-sanctioned trips, regardless of the hour or day.

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

DRESS STANDARDS

- Appropriate attire includes: aloha, sport, dress, polo, or T-shirts; trousers, slacks, or shorts; skirts and dresses (with shorts worn underneath).
- Inappropriate attire includes: swimwear, tank tops, plain white T-shirts, and clothing with inappropriate images or language. Similarly, extreme styles and revealing clothing such as bare-midriff apparel and short shorts are inappropriate.
- Students are expected to wear footwear outside of their classroom, and must wear shoes and socks or sandals with backstraps. Slippers and sandals without backstraps 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

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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

LUNCH

Only students enrolled in BOTH 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 afternoon class lunch areas where they will meet their afternoon class teacher or TA for lunch and recess, then begin afternoon classes. Please see the Meal Plan and Lunch Procedures section of the Handbook for more information.

SUMMARY COMMENTS

Following each three-week or six-week session, summary comments will be made available. Summary comments will contain a brief narrative only; no letter grades will be given. Athletic (Tennis, Swimming, Fun Fitness, etc.), activity-focused (Kindergarten Adventures, Afternoon Adventures, etc.), vendor, and auxiliary classes will not provide comments. No hard copies will be mailed.

SCHEDULE

'Iolani Summer Programs does not offer a before or after school program. It is highly recommended that students do not arrive on campus before 7:00 a.m., as there is no adult supervision. At 7:00 a.m. limited adult supervision will be present on campus and students will be permitted to wait quietly in their morning class waiting areas. 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 BOTH morning and afternoon courses may eat lunch on campus. Students in morning classes only must be picked up immediately after their morning class.

Please see the Traffic and Autolines section of the Handbook for details on Drop-Off and Pick-Up instructions.

SUPPLIES

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

- Backpack or bookbag
- Reusable water bottle
- Lunch (unless Meal Plan purchased)
- Lunch mat, if desired
- A morning and afternoon snack (if applicable)
- Face masks
- 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

VISITORS TO CAMPUS

All visitors to campus during school hours must check-in with security before entering. All parents dropping off and picking up their students will need to check-in with security during school hours.

FIRST DAY

Summer Programs classes will begin on Tuesday, June 13, 2023.

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 their morning class waiting areas upon arriving to campus. 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

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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 wearing neon safety vests. They will be positioned across campus in key locations including the entrances to campus and school offices. They can assist students with course locations, directions to classrooms, registration information, and any other questions they may have. **Please do not ask parking assistants questions as it holds up traffic and the Autoline.**



Upper School (7-12)

These policies and procedures apply to all Upper School Summer Programs students. Standards listed in the School Year Family Handbook apply to all Summer Programs students.

ATTENDANCE

The school pays close attention to attendance and expects students to observe the following procedures when they are absent or late. A day in a credit or academic review course in Summer Programs can be equivalent to a week in a regular semester course. All courses, enrichment, credit and academic review, depend on the daily presence of each student. **Please also see COVID-19 specific guidelines in the Health Policies and Procedures section of the handbook.**

By choosing to attend Summer Programs, families acknowledge and understand that students are required to attend each day in order to fulfill class requirements for credit-bearing courses. Families are encouraged to review the summer and course calendar and schedule planned absences when class and exams are not in session.

Students are limited to two (2) absences total (excused and/or unexcused) for courses that earn credit. In the case of all absences, students must obtain permission from the Summer Director by having their parents email USsummer@iolani.org explaining the

reason at least one week prior to the start of Summer Programs. Permission to receive an excused absence will be issued at the discretion of the Summer Director. Additionally, students must email their teachers to request any missed assignments.

ABSENCES

Excused Absences

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 two (2) excused absences for courses that earn credit.

Once permission is granted to miss class by the Summer Director, students are required to request by email, complete and return an excused absence form from the SPO (USsummer@iolani.org) to confirm the excused absence with their teachers. Students are then responsible for making up their missed work. Teachers may require students to submit school work prior to their departure, or teachers may allow students to make up work upon their return. Failure to meet the teacher requirements may result in academic penalties for students, including not earning credit for the course.

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Unexcused Absences

Unexcused absences in Summer Programs include but are not limited to: athletic participation, family, personal or school-sponsored trips, planned appointments including physicals, driver's license testing, and other such activities.

Teachers are not responsible for providing make-up work for unexcused absence. Any unexcused absence or tardy may result in academic penalties, including but not limited to, assignments due, in-class work, quizzes, and tests.

Students who cut class without permission from the nurse or Summer Director will be given detention and sent to the Summer Director for disciplinary action. Students claiming illness during the school day must report to the Infirmary if they want to be excused from class.

Notification of Absences

If a student is unable to attend school because they are ill or injured, the family should contact the Infirmary by 7:30 a.m.:

infirmary@iolani.org or call 808-943-2249

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

7-12 Email USsummer@iolani.org or
call 808-943-2262

If a student has not reported to their class and if that student's parent or guardian has not previously notified the SPO of the child's absence from school, the student's teacher will mark the student as "UNRESOLVED" in our attendance program. 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 SPO 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 their 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 SPO. We do want to be sure that all of our students are safe.

Returning to School

A student who is ill, and who is absent from 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, they must present a doctor's note indicating that the student is well enough to attend school, otherwise they 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 their absence. 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.

AUDITING COURSES

'Iolani students may choose NOT to include their summer work in credit classes or courses with letter grades on their transcripts, but instead audit the course. The decision to audit must be made by **Friday, June 23, 2023, 4:00 p.m.** and is not reversible after this time. Unless an Audit Request Form is downloaded from our website (www.iolani.org/summer), completed by the student and parent and returned by email to USsummer@iolani.org, the grade and credit will be recorded on the transcript. **The deadline to submit an Audit Request Form to the Summer Programs Office is June 23, 2023.**

CANCELED CLASSES

Should a teacher be late to class, the class is not automatically canceled. One student should check with the SPO to find out the circumstances of the teacher's lateness. Students may not leave class without being excused by the Summer Director.

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CREDIT COURSES

Attendance Policy

Students enrolled in credit courses, including P.E., may have a maximum of two absences to remain eligible for credit. See the Attendance section above for more details. Due to the rigor of summer credit courses, students who are unable to attend the duration of the credit-bearing courses should not register for these courses. Only credit-bearing classes will be reflected on the official school transcript.

GRADING PROCEDURES

Satisfactory/Unsatisfactory (S/U) Courses

Be aware that the passing grade is 60%. Please note that for a S/U course, there is only S or U; there is no S+ or S-.

Letter Grades

For graded courses, grades are converted according to the following scale:

A+ 98 - 100	A 92 - 97	A- 90 - 91
B+ 88 - 89	B 82 - 87	B- 80 - 81
C+ 78 - 79	C 72 - 77	C- 70 - 71
D+ 68 - 69	D 62 - 67	D- 60 - 61
E 0 - 59		

'Iolani does not give a grade of F; the failing grade is E.

Interims

If a student's performance is unsatisfactory prior to grading periods, weekly interim reports may be written. Email notification will be provided.

Three Week Courses

Grades will be calculated on a weekly basis. At the end of the third week, a final grade will be calculated and a comment will be written for each student E 0 - 59.

Six Week Courses

At the end of each three week period (Marking Period 1 and Marking Period 2), the student's grades will be calculated and a comment will be written.

If the class has a final exam (please check the course description in the Summer Program Catalogue), the final exam will count for 20% of the final grade, and each marking period will count for 40%.

Report Cards

Interim and report cards will be available in the registration portal.

CAMPUS ORIENTATION

Harold K.L. Castle Building

- Students are not allowed in the building before 7:30 a.m. or during lunch. Students with a pass from a teacher may enter at the beginning of lunch period to practice or receive help.
- Students are not to loiter in the hallways or the foyer during lunch or before or after school.
- Students are not to loiter behind the building.
- Students may not eat or drink on the Castle lānai, front steps or perimeter.

Masao Nangaku Building

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

The Sullivan Center for Innovation and Leadership

- Students are not allowed in the building before 7 a.m. or after 4 p.m. on school days.
- Unless injured, students may not use the elevator during school hours.

The Harry and Jeanette Weinberg Building, Kozuki Stadium and Parking Structure

- Students are not to loiter in the stairwells.
- The parking structure is off limits to students. See Autoline section of this handbook for additional details.
- The warehouse is off limits to students.
- The second-floor balcony is off limits to students unless under the direct supervision of a teacher.

Residence Hall

- Day students are not permitted in the Residence Hall.
- Students are not to loiter behind the building.

Security

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

Forgotten clothes, lunch, money, etc. should be left at Security and will be delivered to the students by 'Iolani personnel. Parents/guardians/visitors should not enter campus and/or go directly to the classrooms or offices.

Lost and Found

Located outside of the Summer Programs Office (SPO); items not picked up will be donated in early August. There is a \$1.00 fee to pick up any items brought to the Lost and Found.

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Restrooms

Located throughout the campus.

Tsuzuki Group Library

The Tsuzuki Group Library is located on the second floor of the Sullivan Center for Innovation and Leadership. Its mission is to enrich the intellectual life of students by providing a warm, nurturing environment with 21st-century resources and technology. The Library has four objectives – cultivating innovation, citizenship, communication and discovery. The goal is to create independent researchers who will be able to apply the skills learned in the library to the next level of their education and beyond.

- Hours: Monday through Friday, 7:00 a.m. to 4:00 p.m. Closed Weekends / Holidays.
- Collection – 23,000 books, 95 magazines and newspapers, databases, and audiovisual resources.
- Equipment – color printer, black-and-white printer, photocopy machine, and laptops with internet access.
- Online Resources – ‘Iolani School’s online catalog, library databases, and e-books are available through the Library homepage (<https://iolani-uslib.github.io/>). E-books as well as full-text articles from journals, magazines, and newspapers are also accessible remotely from off-campus. User IDs and passwords for off-campus access can be obtained from the librarians.
- Collaboration Centers – These spaces will be used as classroom spaces or teachers may use these rooms for research-based assignments.

Conduct in the Library

- Eating or drinking is not permitted in the Library. Water in covered containers is allowed.
- The Library is a quiet area for study. Please be respectful of your fellow students.

Circulation Policy

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

Borrowing Period

- Books, pamphlets and magazines – 1 week
- Closed Reserve – Library use only
- Reference – Library use only

The final due date for all materials checked out is June 23 for Session 1 and July 14 for Session 2 and 6 week courses.

Fines

The Library does not charge fines. However, students with overdue materials will be restricted from borrowing materials. Items not returned by the last day of Session 2 will be considered lost and replacement charges apply.

Delinquent accounts will be turned over to the Summer Director. All Library materials must be returned by the deadlines listed above.

Lost Items

The Library charges for lost or damaged books. Replacement charges will be a flat fee based on the type of material. Lost book charges that are not paid in a timely manner will be billed to the student’s tuition account or an invoice will be sent to the household. Payments will be refunded if the lost material is returned in satisfactory condition.

DAILY REGULATIONS

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

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

- Students are expected to be mindful of one another, respect their teachers, classmates, and visitors, and make good choices at all times.
- While on campus, students should not have long periods of unscheduled time.
- Public display of affection is in poor taste and inappropriate in a school environment.
- Students must maintain appropriate noise levels when gathering in courtyards or hallways near classrooms.
- All books and personal belongings are to be carried

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by each student. They are not to be left in the corridors or on the lanais of any of the buildings. Anything left unattended will be picked up and may be claimed in the SPO. A fine of \$1.00 will be assessed for each infraction.

- Gum chewing is prohibited.
- Snacks and lunches may be eaten in outdoor areas of the Upper School campus except for hallways alongside classroom doors.
- Running, jumping, and ball playing are not permitted in any classroom building.
- Electronic devices (including, but not limited to, cell phones, iPods, laptops, and tablets) may be used during free 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.
- Students should not play with frisbees, tennis balls, footballs, basketballs and the like on any part of the campus.
- Students should stand when an adult enters the classroom. When spoken to by an adult, a student should reply in a clear voice referring to the person either by the last name preceded by Mr., Ms., Mrs., or Miss, Dr., or as Ma'am or Sir.
- Students are welcome to use the grassy area immediately surrounding the Sun Yat-Sen statue but should be aware the Head of School's Office and other administrative offices border this area. Loud noises and horseplay are prohibited.
- Riding skateboards and roller blading are not permitted on campus.
- Students may not ride in school elevators without permission from the school nurse or Summer Director.
- Upper School students are not to play on any Lower School courts or playground equipment during the school day or when the gates are locked.

DRESS STANDARDS

Dress standards for the Upper School (grades 7-12) are the same as in the regular school year. Neatness, cleanliness and good taste, and attire free from offensive or distracting influences, are qualities expected of Summer Programs students.

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

However, certain basic dress standards must be

followed in order to maintain a positive and productive environment which allows students to be free from offensive or distracting influences and which provides a focused atmosphere conducive to teaching and learning.

With enrollment in 'Iolani Summer Programs, 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. 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 required study hall or probation for more than three violations in one summer.

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

Appropriate tops must cover the midriff, back and shoulder areas, except for women's dress tops, which may have straps at least three fingers wide. Tops worn under an open jacket must be in dress code. Hoods on sweaters and jackets must be removed while indoors.

Inappropriate tops include T-shirts — except for 'Iolani branded shirts — tank tops, spaghetti straps, low-cut tops, see-through clothing and sleeveless athletic wear. Clothing should be free of inappropriate language, imagery or advertisements.

Appropriate pants should reach the mid-thigh area in length.

Inappropriate pants include sleepwear; athletic attire (e.g., basketball, soccer or running shorts), including team uniforms not in dress code; beach attire; and leggings, tights or yoga pants. Clothing should not be tattered or frayed.

Hair should be neatly trimmed or arranged and not extend past the collar for men. Any coloring or bleaching of hair must be in the natural range of hair color. Hats or other headgear should not be worn, other than hooded sweatshirts or jackets in outdoor spaces.

Appropriate footwear includes shoes or sandals with backstraps.

Examples

Proper Short Length

Proper Sleeveless Top/Blouse

STUDENT 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

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parking available in the Lā'au corner lot, nor on Lā'au Place due to Autoline. If parking in the surrounding community, please observe street and parking signs.

TARDINESS

Students with more than two (2) unexcused tardy slips in a summer will be assigned detention and may be sent to the Summer Director for disciplinary action.

Students are to be in class at the indicated start time. Late students are to report to the SPO on the ground floor of Castle Building for tardy slips, then report to class and present the slip to the teacher. Students without a valid reason for tardiness will be marked unexcused.

TEXTBOOKS AND SUPPLIES

Students enrolled in the Upper School should purchase their books and supplies prior to the first day of class.

Textbooks

Please refer to the Summer Programs catalogue and the course descriptions to determine if your registered courses require a textbook.

Textbooks can 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 8, 2023. Teachers will instruct students on how to purchase items not available through MBS Direct (eTexts and other materials).

Supplies

A general suggested supply list for students in grades 7-12 would be:

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

Teachers may provide a more extensive supply list at the start of their course. Additionally, some courses have additional required materials listed in their course description in the catalogue.

VISITORS TO CAMPUS

All visitors to campus during school hours must check-in with security before entering.

MEAL PLAN AND LUNCH PROCEDURES

MEAL PLAN

- Lower School Meal Plans are available to students registered for morning AND afternoon classes ONLY
- Upper School Meal Plans are available to students registered for any classes
- Meal Plans provide students one Type A hot lunch only per day (Session 1 and Session 2 plans available)
 - Meal Plans MUST be purchased on the Registration Portal
 - The cafeteria will not be available for students to purchase food during lunch
- No meal service will be provided during Auxiliary weeks
- Breakfast will not be available during Summer Programs
- Meal Plans must be purchased during the course registration process up until **Thursday, May 11, 2023**
 - Meal Plan refunds will incur a \$25.00 processing fee up through Thursday, May 11, 2023
 - No Meal Plan refunds will be issued starting Friday, May 12, 2023
 - Please see the catalogue for information regarding Meal Plan pricing
- Meal Plans will not be replaced or refunded, nor accepted during the regular school year. Regular 'Iolani school year meal cards are not valid during the Summer Program.
- Lunch Distribution
 - Lower School student lunches will be delivered daily to their afternoon classroom lunch areas and distributed per lunch rosters
 - Upper School students who purchased Meal Plans will pick up lunch from the Student Center. Lunch rosters will be posted to confirm distribution.

LOWER SCHOOL LUNCH PROCEDURES

(for students registered in morning AND afternoon classes)

- 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.
- Students enrolled in BOTH morning and an afternoon class will have a lunch period
- K-3 students with a Meal Plan will have this indicated on their name tag which is distributed on the first day
- Students are welcome to bring lunch from home
- After morning classes, afternoon class students will be escorted to their afternoon class lunch areas where they will eat outdoors with their afternoon classmates and their teacher or TA.
- Snack bars will not be available for students grades K-6

UPPER SCHOOL LUNCH PROCEDURES

- Students grades 7-12 may purchase items at the snack bars during open hours
- Upper School Lunch Period is from 12:30 pm-1:15 pm
- Students may eat their lunch in the Upper School campus outdoor areas
- The Student Center Cafeteria and Snack Bars will be closed following Week 6 and no meal service will be provided

LOWER SCHOOL LUNCH SCHEDULE **times subject to change*

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

'IOLANI 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 no earlier than 7:00 am
- be courteous to other parents, school employees, and neighborhood residents
- observe speed limits and traffic signs
- pull all the way forward to the next car in the Autoline
- 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
- 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
- double park
- park on Kamoku St. between 6:30–8:30 am & 11:30 am–6:30 pm (Tow Away Zone)
- park on Lā'au Pl.
- park on Lā'au St. (private road)
- 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.

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 Autoline. If parking in the surrounding community, please observe street and parking signs.

DROP-OFF AND PICK-UP INFORMATION

Drop-Off Instructions

- All Lower School 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.
- 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.

Pick-Up Instructions

- Please drop off and pick up your child in your designated Autoline, which will be communicated in your confirmation packet emailed in May.
- **Autoline Placards** - Grades K-6 Autoline placard templates can be downloaded from the summer website. Please write in **bold font** your child's name, grade, and last class of the day.
- When arriving at Autoline for pick up, please hold up the Autoline placard for Autoline Assistants to read your child's name. Your child's name will be called and they will be walked to your car.
- 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 (Lower School only) 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 their 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 Lower School 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, '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 Summer Programs Office at 808-943-2262, the Upper School office at 808-949-5355 or the Lower School Office at 808-943-2227.

TSUNAMI WARNINGS

'Iolani School is not in a regular Tsunami Evacuation Zone (TEZ), but is in one of the recently designated Extreme Tsunami Evacuation Zones (XTEZs). The new XTEZs do not replace the current TEZs, but instead add a second zone for a potential extreme event. Extreme tsunamis are low-probability, once-in-a-thousand-years occurrences, but they represent the high-impact "worst-case" inundation scenario for Honolulu. In the unlikely event of an Extreme Tsunami Warning, the school will evacuate inland to higher ground as instructed in the City and County of Honolulu's XTEZ plan.

In the event of a regular 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. The O'ahu Civil Defense Agency 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. Parents should wait until the "All Clear" has been announced. Lower School children are to be picked up at the Main 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 O'ahu Civil Defense Agency through local radio broadcasts.
- If the warning is issued before school begins, classes will be canceled and the school closed. Student parents, the O'ahu 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 Oahu 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 the O'ahu Civil Defense Agency while school is in session, school personnel will remain with the students until parents can safely pick them up.

Lower School children 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. Student parents, the O'ahu 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 children 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. Student parents, the O'ahu Civil Defense Agency, and radio stations will be notified by the Head of School's Office.

CAMPUS EMERGENCY

In the event of an emergency requiring campus containment or school closure, 'Iolani School will care for students until parents can safely pick them up. Lower School children 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. Student parents will be notified through phone, text messages, 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 a fire drill. Teachers will review procedures with students beforehand.

ASBESTOS HAZARD EMERGENCY RESPONSE ACT (AHERA) NOTICE

In 1986, Congress passed the Asbestos Hazard Emergency Response Act (AHERA). This law requires all public and private schools, with grades kindergarten through 12, to be inspected for asbestos-containing materials (ACM) and to develop a management plan for controlling exposure to these materials. This law also requires that 'Iolani notify parents on an annual basis with regards to ACM at the school. The goal of 'Iolani School's asbestos program is to provide a safe and healthy environment, and to comply with all applicable laws. 'Iolani School engages a third-party service provider specializing in this area to monitor the school for compliance with AHERA regulations. A copy of the report prepared by the third-party is available for review in the Business Office.

HEALTH POLICIES AND PROCEDURES



HEALTH SERVICES

‘Iolani 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, their parent(s)/guardian(s) will be notified by Infirmary staff. The school’s Infirmary is in the Wellness Center on the makai side of the Student Center facing the baseball field. School nurses are available from 7:15 a.m. to 5:30 p.m., Monday through Friday, except on school holidays. They may be contacted by phone at 808-943-2249 or via email at infirmary@iolani.org.

PARENT NOTIFICATION

The protocol for notifying parents/guardians when a student has visited the Infirmary is as follows:

Lower School (K-6)

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

Upper School (7-12)

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

ILLNESS POLICIES AND PROCEDURES

‘Iolani School works diligently to provide a safe and healthy campus for all students. **If a student is exhibiting any signs or symptoms of illness, we ask for parent partnership in preventing the spread of illness by keeping the student at home.** Sending students to school when they are ill exposes their peers to the same illness.

Any student absent from school will be required to remain off campus until they are medically cleared and authorized by ‘Iolani School to return. If a student is unable to attend school because they are ill or injured, the family should contact the Infirmary at 808-943-2249 or infirmary@iolani.org by 7:30am.

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

K-6: Email LSSummer@iolani.org or call 808-943-2242

7-12: Email USSummer@iolani.org or call 808-943-2262

REPORTING OBLIGATIONS - ILLNESS, MEDICAL APPOINTMENT OR COVID-RELATED CONTACT

Notifying the Infirmary of any illness — whether on campus or at home — is an important element in keeping the overall community safe and healthy. In addition, families are required to report any known COVID-related diagnoses or COVID-related household members. Students and their families should adhere to the following guidelines:

HEALTH POLICIES AND PROCEDURES

STUDENT OFF CAMPUS

A parent or guardian will need to contact the Upper School Summer Office at 808-943-2262 or the Lower School Summer Office at 808-943-2242 if:

- A student is feeling ill and cannot report to school.
- A student is COVID-19 positive or a household close contact of a COVID-19 positive individual.
- A student has a physician's appointment and cannot report to school or will be tardy to school.

STUDENT ON CAMPUS

Students feeling ill while in school should do the following:

- Come to the Infirmary with teacher notification or during passing, free period or lunchtime.
- Avoid calling their parents/guardians for pick up before coming to the Infirmary.
- Nurses at the Infirmary will need to assess the student and will then call parents/guardians if the child will be going home ill.
- Nurses at the Infirmary will evaluate symptoms and determine if a child is too ill to remain in school or can be treated and return to classes.
- Students exhibiting COVID-like symptoms may be subject to testing.

All students who leave ill during the school day must have permission from the school and check-out in person with the Infirmary.

REPORTING OBLIGATIONS - NON-COVID COMMUNICABLE DISEASE

A family is required to notify the Infirmary at 808-943-2249 if their child has been diagnosed with or is being tested for any communicable disease.

Any student who has been diagnosed with the following conditions must be able to present a primary-care physician's note clearing them to return to school, and be authorized by the school to return. Parents must also contact the Infirmary and speak to a nurse prior to the student's return.

- Scabies
- Conjunctivitis (pink eye)
- Influenza
- Measles, mumps, rubella
- Chicken pox
- Mononucleosis
- Strep throat
- Scarlet fever
- Impetigo
- Live lice ('ukus)
- Fifth disease
- Active tuberculosis
- Hand-foot-mouth disease

OTHER OBLIGATIONS TO REPORT

In addition to the above listed reporting requirements, a family is required to notify the Infirmary at 808-943-2249 in the following situations. All students reporting the following must present a primary-care physician's note clearing them to return to school, and be authorized by the school to return. Parents/guardians must contact the Infirmary and speak to a nurse prior to the student's return.

- Physical injuries
- Surgeries
- Hospital/ER visits or admissions
- Newly diagnosed conditions

GENERAL SYMPTOMS REQUIRING EXCLUSION FROM SCHOOL

Students presenting any of the following symptoms may be required — after consultation with the school nurse — to be picked up and/or remain home from school:

- Temperature of 100°F or higher *
- Vomiting or has vomited during the night, has 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 *

**Possible COVID-19 symptoms (subject to change as determined by ongoing research)*

COVID-19 POLICY

As 'Iolani School continues on-campus instruction, our overriding priority is to ensure the safety and well-being of our students and families, employees, and community during the COVID-19 pandemic. We also recognize how important in-person learning, teaching, and collaboration is to education. The following guidelines, together with our prevention strategies, are designed to keep our students, faculty, and staff safe on campus.

This policy applies to all aspects of instruction and school-related activities, including, but not limited to, participation in extracurricular activities, athletic programs and events, field trips and travel, off-campus school events, student activities, Summer Residential Life enrollment and activities, and other activities.

HEALTH POLICIES AND PROCEDURES

Please note that this policy is subject to change at 'Iolani School's sole discretion as the COVID-19 pandemic evolves. Although it is our desire and intent to provide on-campus instruction for the entire school year, circumstances may necessitate school operations to be conducted online for an undefined period.

COVID-19 SPECIFIC REGULATIONS

*Summer Programs students are strongly encouraged, but not required, to be up-to-date on all COVID vaccinations.

COVID-RELATED CONDITIONS REQUIRING EXCLUSION FROM SCHOOL AND PROCEDURES FOR RETURNING

A Student must remain off campus if they develop symptoms or test positive for COVID-19.

If a student or someone in their household has tested positive for COVID-19, you must notify the Infirmary immediately at infirmary@iolani.org or call 808-943-2249.

When should a student isolate?

Students that have tested positive for COVID-19 regardless of vaccination status should isolate for 5 full days. Please contact the infirmary 808-943-2249 for guidance on isolation.

When can a student return to school after isolation?

Students can return to school when all the following conditions are met:

- 5 full days have passed since symptoms first appeared (day 0 is the day symptoms started) or if asymptomatic, 5 full days after the positive test was collected; and
- 24 hours with no fever without use of fever-reducing medications; and
- Student is asymptomatic or symptoms are improving; and
- Student agrees to wear a mask when around others indoors from day 6-10 after completing home isolation

What happens when a student is exposed to someone with COVID-19?

A student may return to school after exposure to a person with COVID-19 under the following conditions:

- **No Symptoms** - A student may return to school immediately if they have no symptoms.
 - If the exposure is with a household member, the family should contact the infirmary 808-943-2249 for further guidance.
- **If Symptoms Present** - A student who feels ill

following exposure to a Covid-19 positive person, should stay home and monitor symptoms. The family should contact the infirmary at infirmary@iolani.org or call 808-943-2249, to report the illness.

All students returning from isolation will need to check in with the infirmary and obtain a pass to return to classes.

These policies are subject to change based on current CDC guidelines.

RETURNING TO SCHOOL AFTER GENERAL ILLNESS - GENERAL PROCEDURES AND CLEARANCE

The following procedures must be followed for clearance to return to school for ALL students K-12 who have been absent from school due to illness or quarantine, for any length of time:

- physician's note of clearance is required for ALL students that have been ill and absent for three days or more, except in the case of COVID-19 illness or quarantine.
- On their first day back at school, students MUST go directly to the Infirmary to be assessed by a nurse and submit any physician's notes they may have obtained. If the student is symptomatic or deemed not eligible to return by a nurse, a parent or guardian will be notified and the student will be sent home.
- Students exhibiting COVID-like symptoms may be subject to testing.

A CLEARANCE PASS will be issued once a student is cleared by a nurse and meets the following guidelines: Student is symptom-free.

- Student has a clearance note from their primary care physician (if applicable).
- Student is fever-free (see Fever Policy below).
- Students who do not have a clearance pass will not be allowed to attend classes.

GENERAL ILLNESS - NO COVID-19 SYMPTOMS, TESTING OR EXPOSURE

Any student who has been absent from school due to an illness that is not COVID-19 related must meet **ALL** the following criteria to return to school:

- Fever-free (99°F or lower) for the past 24 hours without fever reducing medication.
- Symptom-free or experiencing symptoms improving over the past 24 hours.
- **For any student absence greater than three days, parents or guardians must inform the Infirmary of the reason for the absence and obtain a note of**

HEALTH POLICIES AND PROCEDURES

clearance to return to school from the student's primary-care physician.

- Have a clearance pass obtained from nurses on the first day back in school.

FEVER POLICY FOR NON-COVID ILLNESSES

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

- Students with a fever must stay home until fever-free for 24 hours without fever-reducing medication. If a student is sent home from school with a fever, they will not be allowed to attend school the next day.
- Upon return, the student must report to the Infirmary before homeroom for a temperature check and to be cleared by a nurse to be in school.
- If the student is found to still have a temperature over 100°F (37.8°C), the student will not be allowed to attend classes and parents/guardians will be called to pick the student up.

INJURY POLICIES AND PROCEDURES

Any student who has an injury requiring accommodations while on campus must check in with the Infirmary before homeroom on the first day back in school with a note of clearance or restrictions from their primary-care physician. The note must indicate specific medical instructions and/or restrictions along with the date of the next physician follow-up. A clearance note stating that the student is cleared "with no restrictions" will be required before the student is allowed to return to any activities from which they were originally restricted (e.g., PE, sports, dance, etc.). The clearance note should be submitted to the Infirmary by the student, in-person, before homeroom, on the first day back in school.

Participation In Athletics or Extracurricular After School Activities

All students claiming illness and arriving in school later in the day must check in with the Infirmary by noon with a physician's note in order to participate in athletics or any extracurricular activities that day. The note should be submitted to the Infirmary by the student, in-person, upon arrival. Any student sent home ill during the school day may NOT participate in any extracurricular activities that day.

GENERAL HEALTH POLICIES AND PROCEDURES

Pick-Up Policy

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

Any student exhibiting COVID-19 symptoms will be fitted with a medical-grade mask and kept in an isolated area until a parent/guardian can pick them up. For all illnesses, a nurse will work with the parent/guardian regarding the pick-up location — which will be one of the Autoline locations.

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

Head Lice ('Uku) Policy

Should head lice be discovered on your child at home, please notify the school nurses at 808-943-2249 or email at infirmary@iolani.org.

Should head lice be discovered during the school day, parents will be required to pick up the child from the Infirmary.

A student can return to school once the following steps have been completed:

- Hair has been treated.
- Nits have been removed.
- A student has seen a nurse for a hair check and clearance to return.

Medications

If a student requires prescription medication during school, please notify the Infirmary nurse for specific directions and support. Students are not permitted to carry prescription medications in their backpack, without approval from the Infirmary.

All prescription medications must be stored in the nurse's office with a physician-completed Administration of Prescription Medication form on file in Magnus Health. Students must come to the office without a reminder to take their daily medications.

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

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

HEALTH POLICIES AND PROCEDURES

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

All students requiring an EpiPen must have an allergy action plan on file. Students with 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 their person, so it is readily available in an emergency. Students with EpiPens are required to have them on all field trips.

Slipper Pass (Grades 7–12)

Slipper passes for medical issues such as injuries, cuts, or blisters should be obtained from the Infirmary before the students first class. The pass must then be taken to the summer school office for approval. All passes received after the students first class will be unexcused and result in detention.

Students with broken shoes, wet shoes, or who have forgotten their shoes should request a slipper pass from the summer school office. Any student with a slipper pass for the day will not be allowed to participate in athletics that day.

Long-Term Slipper Pass

Any student requiring a long-term slipper pass for a medical issue estimated to last longer than three days must have a physician's note on file with the Infirmary. The physician's note must specify limitations and estimated duration of medical issues as well as a follow-up date for clearance.

Prevention Strategies, Including Masks

'Iolani School may impose prevention strategies, including masking policies, at its discretion. This policy would affect all those on campus, including visitors. Indoor and outdoor masking will be optional for the 2022–23 school year. On a divisional and programmatic basis, the school may implement masking requirements for specified activities.

VISITING STUDENTS (OUT-OF-STATE) HEALTH REQUIREMENTS

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

STUDENT RULES



BEHAVIOR

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

'Iolani Summer Programs is a pleasant, comfortable community. Students and teachers come together for the specific purpose of learning. 'Iolani Summer Programs occupy a very short space of time to accomplish a great deal. Matters of discipline and unacceptable behavior are handled by the Summer Director swiftly. The Summer Director, acting upon the recommendation of the teachers, counselors, and other staff, may dismiss a student from 'Iolani Summer Programs for academic or disciplinary reasons at any time when, in the opinion of the teachers, counselors, and staff, continued study at 'Iolani Summer Programs is not in the school's or student's best interest. **'Iolani reserves the right to disenroll Summer Programs students with no refund if they exhibit unacceptable and/or disruptive behavior. Consequences of Summer Programs infractions for 'Iolani students may cause impact for the academic year.**

A school is a community. All who work within that community are expected to conduct themselves in an

appropriate manner, to observe both the law of our land and the code of behavior the school sets forth, to respect the rights of others, and thereby to maintain the best possible atmosphere for learning. Attending 'Iolani as a summer student is a privilege, not a right. Students must abide by the rules set forth herein. Behavior that disrupts the educational process or fails to respect the human or property rights of others is unacceptable.

The following constitute some specific forms of unacceptable behavior:

- Academic dishonesty such as cheating, copying homework, giving one's work to others, and plagiarism
- Assault or fighting
- Attendance - being off campus or missing a class without permission from the school
- Disrespect of the human or property rights of others
- Disrespect toward an adult or another student
- Drugs and alcohol - Promotion, possession, use, being under the influence of alcohol, tobacco, e-cigarettes, vaporizers, or drugs at school or school functions; drugs include marijuana, cocaine, any other illegal drug, or any legal drug judged by the Summer Director to be used abusively
- Electronic Misconduct - unauthorized hacking of any electronic device (including, but not limited to,

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computers, cell phones, iPods, laptops and tablets); causing an electronic device or computer system to become inoperable, downloading or sending profane, obscene language and other sexual or objectionable materials, or promoting or sending derogatory, harassing, or hate messages on the computer or any electronic device

- Fireworks - the possession or use of fireworks or other dangerous items
- Gambling
- Harassment - unwelcome physical, verbal, written, or electronic action that undermines the personal rights of another individual, including bullying, hazing, and sexual misconduct
- Lying
- Sexual activities - involvement in inappropriate physical, verbal, or electronic sexual activities
- Theft
- Vandalism, including graffiti

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

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

Process

A student who violates the rules of behavior will be referred to the Summer Director. The Summer Director will examine and discuss the charges with the student and conduct an investigation if deemed necessary. Investigations of possible infractions can be disruptive to the educational process. A thorough investigation is eventually completed as expeditiously as possible, involving as few persons as possible either within or outside of the school. During any investigation, the Summer Director may take measures to keep students apart from one another while both are on campus. If an accused student chooses not to cooperate with the school's investigation into a violation of the rules of behavior, they may be placed on suspension pending the findings of the investigation.

If it is determined by the Summer Director that an infraction has taken place, they will counsel the student and determine the corrective action, if any, to be taken. Surrounding circumstances, expectations, relationships, and the age of the students involved are all factors to be weighed in any disciplinary action. In cases of dismissal for 'Iolani students, the Summer Director will consult with the Dean of Students, Dean of Lower School, and the Head of School.

Hearing

Students' explanations of their conduct before the Summer Director constitute a hearing.

Corrective Action

Corrective action for infractions shall be appropriately handled by the Summer Director. This may include, but not be limited to, detention, loss of privileges, required study hall, disciplinary probation, suspension and dismissal for the summer and possibly the regular school year for 'Iolani students. For all forms of unacceptable behavior, students found to have committed infractions may be dismissed immediately. Second chances will be given only at the discretion of the Summer Director, Dean of Students, Dean of Lower School, or the Head of School. However, for drug, alcohol, and tobacco offenses, or for flagrant disregard for the human and property rights of others, such as theft, assault, and computer abuse, and inappropriate sexual activities, students could be dismissed immediately, barring unusual or mitigating circumstances. A student who is dismissed for disciplinary reasons is not permitted on campus, nor may that student attend 'Iolani functions, without permission from the Dean of Students, Dean of Lower School, Head of School or Summer Director.

Appeal

Appeals may be made to the Summer Director or the Head of School, who is the final authority in all disciplinary cases. Youth in this community will grow and function well where rules are stated clearly and enforced consistently. Teachers and students will perform better in an environment that is conducive to teaching and learning.

ACADEMIC HONESTY

Students must maintain academic honesty in every aspect of their academic work. In preparing school work, asking for help is possible, even desirable at times, from a parent, friend, teacher, or librarian. The goal in an assignment, however, is not only to find the right answer, but also to understand the problem.

Copying assignments or giving another person a

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copy of one's work, whether in paper form or electronic, is academic dishonesty. Academic deception to gain an unfair advantage, including, but not limited to, digital academic applications and online services (such as the Photomath app or Pinetools) also constitutes academic dishonesty.

Plagiarism (taking someone else's work or idea and offering it as one's own) is academic dishonesty. Examples include copying someone else's work word-for-word, paraphrasing, and borrowing ideas and putting them in different words. Cutting and pasting material found on the Internet is another common example of plagiarism.

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

HARASSMENT POLICY

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

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

SEXUAL MISCONDUCT POLICY

Definitions

Sexual misconduct includes both sexual assault and sexual harassment.

"Sexual assault" means any criminal sexual offense recognized by Hawai'i law, including unwanted touching or grabbing of sexual parts.

"Sexual harassment" is a specific type of prohibited conduct defined as behavior involving a single instance or repeated instances of unwanted sexual advances

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

- 1) causing the recipient to feel discomfort or humiliation;
- 2) interfering with the recipient's academic performance;
- 3) creating an intimidating, offensive, or hostile environment for the recipient;
- 4) creating a situation where an academic evaluation, status, progress, or noncurricular decisions affecting the recipient depends on their submitting to and/or not objecting to the behavior.

Application

If one feels sexually harassed, they should do the following:

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

Reporting Sexual Misconduct

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

If any person comes forward in earnest to report an allegation of sexual misconduct – even if the school

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

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

BULLYING AND HAZING

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

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

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

DAILY REGULATIONS

See Lower School and Upper School Policies and Procedures for more information

USE OF ELECTRONIC DEVICES

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.

Technology is an important part of the educational process and ‘Iolani School provides students with opportunities for them 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 responsibility of all students 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, required study hall, probation, 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 ‘Iolani teacher, that have a description listed under its rating that is deemed as inappropriate by the school. Students in doubt about an app should check with their teachers. Descriptions of apps that would be deemed inappropriate by the school include, but are not limited to, phrases such as:

- Alcohol, tobacco, or drug use or References
- Profanity or crude humor
- Cartoon or fantasy violence
- Creating, sending, accessing, uploading, downloading or distributing offensive, profane, harassing, threatening, pornographic, obscene, violent or sexually explicit material is prohibited
- Jailbreaking, unauthorized use for, and/or other modifications of an ‘Iolani electronic device is not permitted

Respect

- Only touch another person’s electronic device when invited to do so by the device’s owner.
- Only use your own account and device(s) to access only your content unless you are granted permission by the owner(s).
- Only access areas of the network you have been given permission to access. Circumventing ‘Iolani’s network filter or firewall is prohibited.
- Only record content from ‘Iolani (video, photos, audio) with the known consent of the person(s) being recorded.
- Only post ‘Iolani School content to the internet with the express permission of the school.
- Only post content about others to the internet with their permission. Also secure permission from your parents/guardians, and the parents/guardians of others involved. Always keep your iPad’s case on and treat it with care.
- Do not forward or send any content not directly associated with your learning (e.g. advertisements,

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games, pictures). “Spamming” or stealthily following someone online (“stalking”) are prohibited.

- Do not deliberately or negligently spread viruses, malware, or spyware.
- Do not run a business or seek to make a profit using the school’s network, unless you have express permission from the school to do so.
- Do not print anything non-school related on the school’s printers.

Consideration of Others

For Upper School students, 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 school-sponsored performances and events.

- Do not post or send any message/picture/ sound/ video that is obscene, rude, harassing or insulting to anyone or any group.
- Do not attack, threaten or intimidate another student via technology (or any other means).
- Do not take up ‘Iolani network bandwidth by downloading movies, music, pictures, or by playing online games not directly connected to your learning or sanctioned by a teacher.

Honesty

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

Policies for School-Owned Devices

If an ‘Iolani’s student’s iPad becomes damaged or otherwise unusable, they should visit the Information Technology Services office to diagnose the problem. Do not take it to an Apple store. ‘Iolani 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.

- First two repairs: \$50
- Third repair: \$250
- Subsequent repairs/replacements: full iPad cost (\$599)
- Lost iPad: full iPad cost (\$599)

‘Iolani’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.

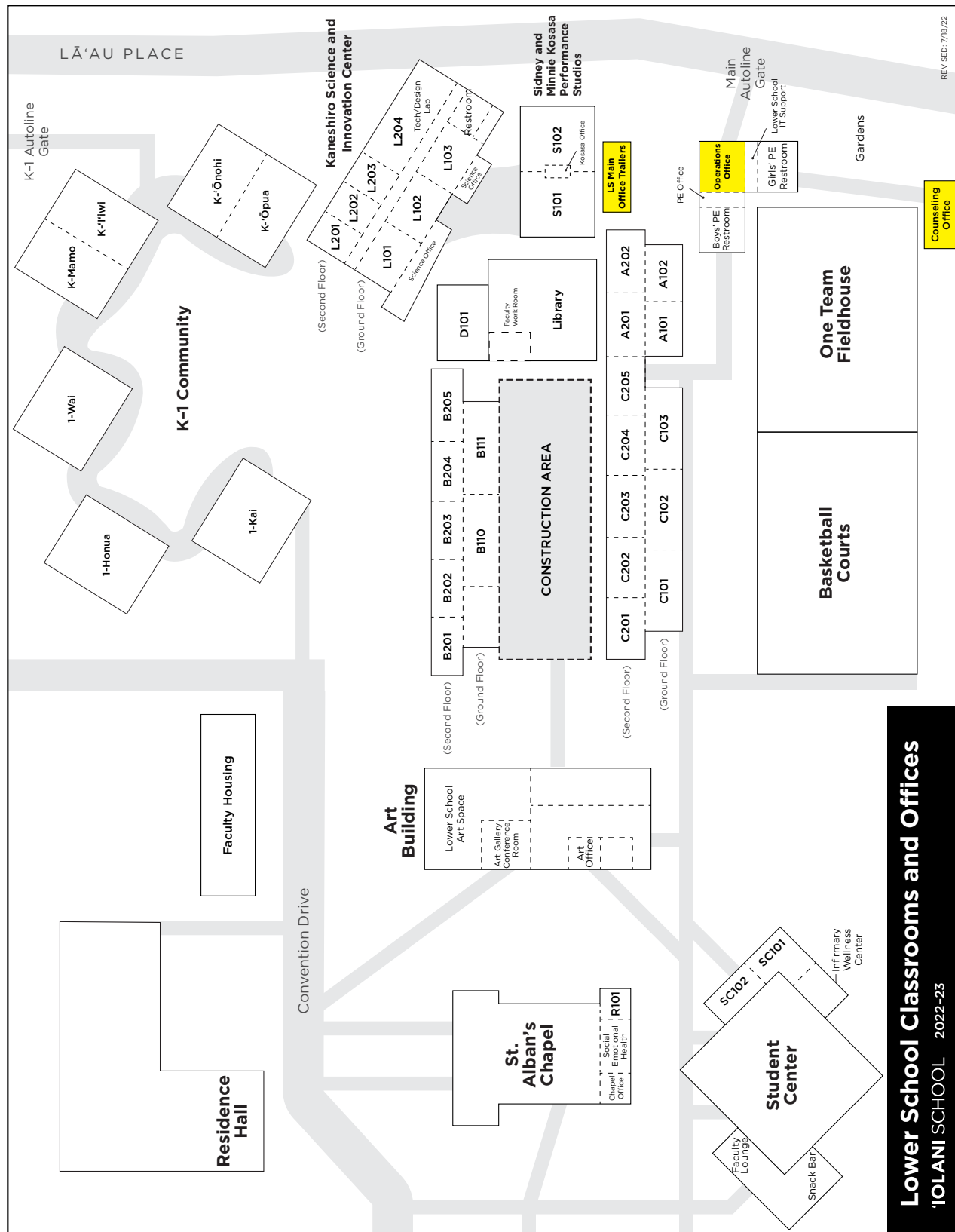
INTERNET USE

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 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.”

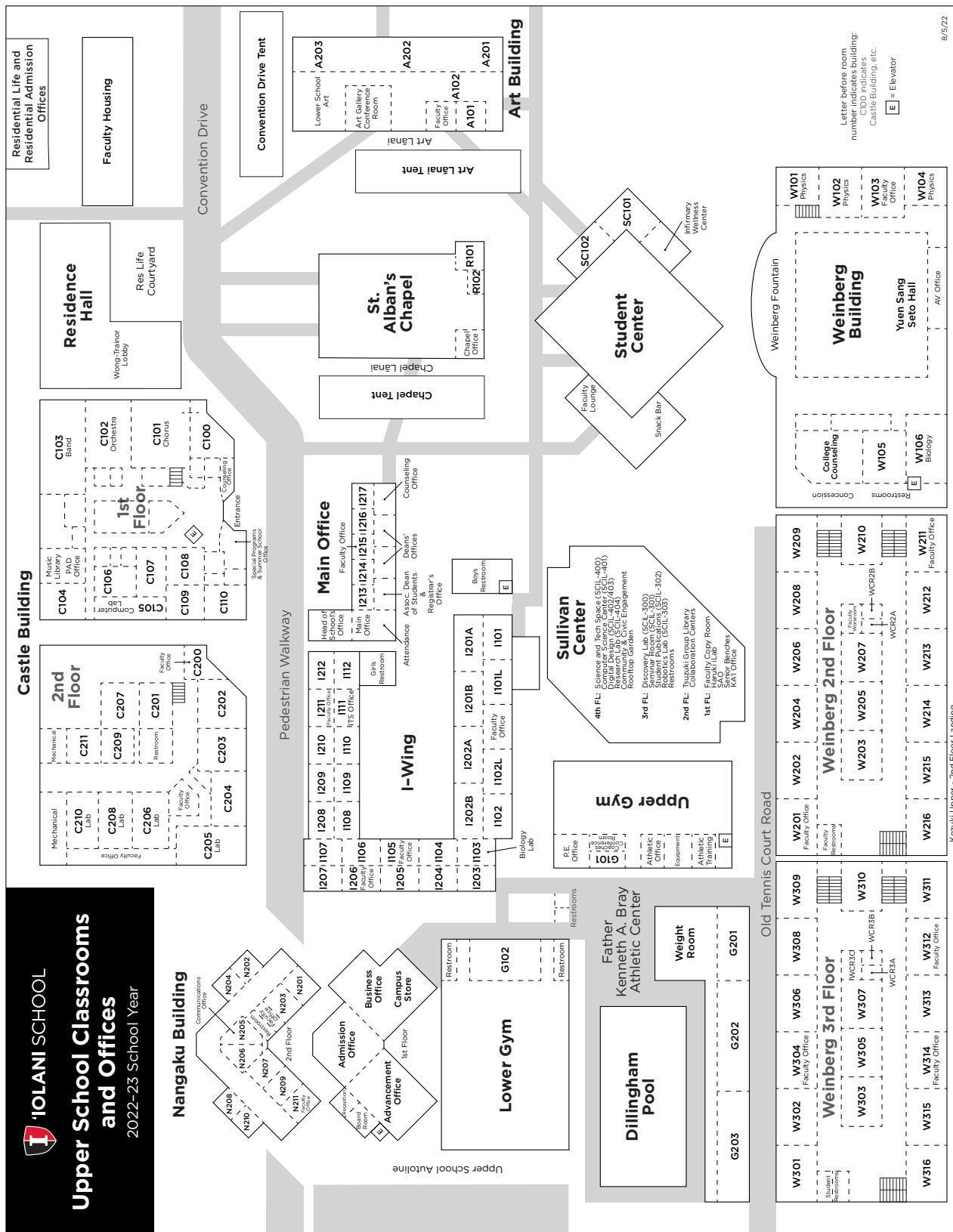
LOWER SCHOOL CLASSROOMS



Lower School Classrooms and Offices

'IOLANI SCHOOL 2022-23

UPPER SCHOOL CLASSROOMS



CAMPUS MAP

