

# 2020 **ONLINE**SUMMER PROGRAMS

HANDBOOK

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### 2020 'IOLANI SCHOOL

### **ONLINE SUMMER PROGRAMS**



#### **2020 SUMMER PROGRAMS DATES**

ONLINE FROM JUNE 15, 2020, TO AUGUST 7, 2020

#### **CONTACT**

'IOLANI SCHOOL 563 KAMOKU STREET HONOLULU, HI 96826

www.iolani.org/summer

**Hours:** 7:30 a.m. - 4:00 p.m.

**CAMP 'Iolani,** Entering Grades K-6 LSsummer@iolani.org

**CAMP 'Iolani Summer Programs Director** 

Melissa Matsuda mmatsuda@iolani.org

**Upper School Summer Programs,** *Entering Grades 7–12* spo@iolani.org

Upper School Summer Programs Director

Natalie Hansen nhansen@iolani.org

#### **TABLE OF CONTENTS**

Summer Distance Learning Plan 1				
	Introduction	1		
	Technology Systems	2		
	Five Guidelines for Teachers	3		
	Ten Guidelines for Parents	4		
	Roles & Responsibilities	6		
	K-6 Priorities & Considerations	8		
	7-12 Priorities & Considerations	8		
G	irades K-6 Policies & Procedures	9		
	Attendance	10		
	Student Conduct	10		
	Dress Standards	10		
	Internet Use	11		
	Daily Schedule	11		
	Supplies	11		
G	irades 7-12 Policies & Procedures	12		
	Graded Courses Policies	13		
	Behavior	13		
	Daily Regulations	16		
	Dress Standards	17		
	Use of Electronic Devices	17		
	Absences	19		
	Textbooks and Supplies	20		



## Introduction to 'Iolani Summer **Programs Distance Learning Plan**



We endeavor in our Distance Learning Plan (DLP) to accomplish three goals K-12 within a flexible framework:

- · Live Student-Teacher Contact Time
- Online Content Delivery
- Online Monitoring of Student Progress/Student Assessment

It is our intention with the DLP that we live out the 'Iolani School mission, vision, and strategic plan, which together assert that, in order to prepare our students to respond to an ever-changing world, online learning remain responsive, adaptive, personalized, and relationship-based.

This DLP describes 'Iolani's approach to distance learning, the channels we will use for communication, the online platforms we will employ by division, the roles, responsibilities, and expectations 'lolani has for faculty, parents, and summer students, and guidelines for how parents/ guardians can support their children's learning.

We extend our gratitude to the American International School in Japan, on whose plan our plan is modeled.

## Technology Systems to Support Distance Learning at 'Iolani

With regard to the school's core technological and communications systems, 'lolani offers the following FAQs to describe how we will communicate and manage online learning.

#### What will the online learning management system platforms be for Summer Programs?

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

Channel	Audience	Description & Access
Email	Faculty, Staff, Parents, Students	Email will be used for all major communications and announcements, including those from the summer directors. Faculty will also use email to communicate, although they will use other platforms to interact with their students as well.
Google GSuite	Students across Grades 4-6 and Upper School	Google GSuite (including Gmail, Docs, Classroom, etc.) will be the platform used by teachers.
Zoom	Students Grades K-12	Zoom is an online video conferencing platform that allows for live group meetings, hosted by teachers.
Seesaw	Primarily students in Grades K-3	K-3 teachers and students will use Seesaw and other web-based apps
Public Website	General public	'lolani will maintain general summer information for the public at <u>www.iolani.org/summer</u>

#### How will 'Iolani ensure that students have access to these tools from off-campus?

Most of our technology tools are not device-specific, which means students will be able to access learning through parental devices, phones, iPads, laptops, etc.

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

Non-'lolani students agreed to tech requirements when registering to provide their own, capable device (see course catalogue for details). Non-'lolani students and teachers will be given a temporary summer 'lolani email address to be used exclusively for all communication with students, faculty, staff and families.

## **Five Distance Learning Guidelines for Teachers**

Distance learning teachers will think differently about how to communicate, give instruction, and provide feedback, how to design online lessons and assignments that are authentic and meaningful, and how to ensure students continue to collaborate and communicate with others. The five guidelines provided below are intended to help teachers across all divisions reflect on designing effective curriculum for distance learning.

#### 1—Evaluate your students' environment for distance learning

Teachers should remember that each student's devices will vary and they should be cognizant about limitations or restrictions students might face. Students should be encouraged to find a designated quiet work space at a table to maximize their learning experience.

#### 2—New opportunities for learning

Teachers can design online curriculum taking a less-is-more perspective, paying particular attention to the pacing of lessons and the volume of assignments and assessments. Distance learning affords new opportunities and approaches to learning, including arts integration, media and video projects, and innovative community building activities to create classroom synergy.

#### 3—Design asynchronous learning experiences

When students are learning from various locations, teachers can still connect them asynchronously (not all students at the same time). For example, teachers can use discussion forums/thread or tools like Flipgrid and Padlet to allow student responses and dialogue during a set time period, knowing that students might not all be online at the same exact time. Independent work time can also be scheduled into the daily class schedule.

#### 4—Design synchronous learning experiences

When it comes to student engagement and learning, relationships matter as much online as they do in person. Collaboration is important and there are many ways teachers can foster it through synchronous (all students at the same time) learning.

#### 5—A new approach to assessment

Distance learning should be seen as an opportunity for students, individually or collaboratively, to complete writing assignments, design infographics, make video presentations, or complete oral assessments via video chat. Teachers are encouraged to think differently about the frequency and end goal of assessment instead of forcing a traditional assessment method that does not fit distance learning. Thinking differently about assessment will positively influence the experience for student, leverage the strengths of distance learning, and prevent frustration on the teacher's part when traditional methods do not work.

The guidelines above are modeled directly on the DLP of the American International School of Japan, with our gratitude.

## Ten Guidelines for Parents Supporting Distance Learning

Parents will need to think differently about how to support their children during online Summer Programs; how to create structures and routines that allow their children to be successful; and how to monitor and support their children's learning. Some students will thrive with distance learning, while others may struggle. The ten guidelines provided below are intended to help parents think about what they can do to help their children find success in a distance learning environment.

#### 1—Establish routines and expectations

From the first day 'lolani of summer programs, parents need to establish routines and expectations. 'lolani encourages parents to set regular hours for their children's school work. Students should plan to follow their assigned schedule, using the individualized Zoom meeting schedule. Keep normal bedtime routines for younger children and expect the same from your Upper School-aged students, too. (Don't let them stay up late and sleep in!) Your children should move regularly and take periodic breaks as they study. It is important that parents set these expectations for how their children will spend their days at the start of Summer Programs.

#### 2—Define the physical space for your child's study

Your child may have a regular place for doing homework under normal circumstances, but this space may or may not be suitable for online Summer Programs. We encourage families to establish a space/location where their children will learn most of the time. This should be a public/family space, not in a child's bedroom. It should be a place that can be quiet at times and have a strong wireless internet signal, if possible.

#### 3—Monitor communications from your children's teachers

Teachers will communicate with parents through email, when and as necessary. The frequency and detail of these communications will be determined by your children's ages, maturity, and their degree of independence. When you need to contact teachers, please remember that teachers will be communicating with many students as well as other parents and that communications should be essential, succinct, and self-aware. We also encourage parents to have their children explain the online platforms (e.g. Seesaw, Google GSuite, Showbie etc.) their teachers are using.

#### 4-Begin and end each day with a check-in

Parents are encouraged to start and finish each day with a simple check-in. In the morning, ask what is your child learning today? What are their learning targets or goals? How will they spend their time? What resources do they require? What support do they need? This brief grounding conversation matters. It allows children to process the instructions they've received from their teachers. It helps them organize themselves and set priorities. Older students may not want to have these check-ins with parents (that's normal!), but they should nevertheless. Parents should establish these check-ins as regular parts of each day. Not all students thrive in a distance learning environment; some struggle with too much independence or lack of structure. These check-in routines need to be established early, before students fall behind or begin to struggle.

#### TEN DISTANCE LEARNING GUIDELINES FOR PARENTS (CONTINUED)

#### 5—Take an active role in helping your children process and own their learning

In the course of a regular school day, your son or daughter engages with other students or adults dozens if not hundreds of times. These social interactions and opportunities for mediation include turning to a peer to exchange a thought or idea, participating in small or large group discussions, asking questions for clarification, collaborating on group projects, and countless other moments. While some of these social interactions will be re-created on virtual platforms, others will not. Human beings learn best when they have opportunities to process their learning with others. Beyond the check-ins recommended at the start and end of each day, parents should regularly circle back and engage with their children about what they're learning. However, it's important that your child own their work; don't complete assignments for them, even when they are struggling.

#### 6—Establish times for quiet and reflection

A huge challenge for families with multiple children will be how to manage all of their children's needs, especially when those children are different ages and have different needs. There may be times when siblings need to work in different rooms to avoid distraction. Parents may even experiment with noise-cancelling headphones (no music necessary!) to block out distractions.

#### 7—Encourage physical activity and/or exercise

Make sure your children remember to move and exercise. This is vitally important to their health, wellbeing, and to their learning. It is important for parents to model and encourage exercise, too! Think also about how your children can pitch in more around the house with chores or other responsibilities. Don't let your children off the hook - expect them to pitch in!

#### 8—Remain mindful of your child's stress or worry

It is imperative for parents to help their children manage the worry, anxiety, and range of emotions they may experience throughout the COVID-19 pandemic. Difficult though it may be, do your best not to transfer your stress or worry to your children. They will be out of sorts, whether they admit it or not, and need as much normal routine as parents can provide.

#### 9—Monitor how much time your child is spending online

'Iolani Summer Programs does not want its students staring at computer screens for 7-8 hours a day. We encourage families to find alternative activities to give students an screen break each day.

#### 10—Keep your children social, but set rules around their social media interactions

Help your children maintain contact with friends and see them in person when circumstances permit. Please also monitor your children's social media use, especially during an extended school closure. Older students will rely more on social media to communicate with friends. Social media apps such as SnapChat, Instagram, WhatsApp, or Facebook are not official, school-sanctioned channels of communication. 'Iolani asks parents to monitor their children's use of social media. Remind your children to be polite, respectful, and appropriate in their communications and to represent your family's values in their interactions with others. A student's written words and tone can sometimes offend or cause harm to others.

The guidelines above are modeled directly on the DLP of the American International School of Japan, with our gratitude.

## Roles & Responsibilities During Distance Learning

Many stakeholders will contribute to the effective implementation of this DLP. The roles and responsibilities of students and parents are delineated below.

## School Personnel Roles & Responsibilities

#### **Summer Directors**

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

#### K-12 Teachers

- Collaborate with other members of your team or department to design distance learning experiences for your students
- Communicate frequently with your students and, as needed, with their parents
- Provide timely feedback to support your students' learning
- Reflect on the 5 Guidelines for 'lolani's Teachers shared earlier in the DLP and how you can implement them

#### Librarians

- Collaborate with colleagues to find resources for high-quality distance learning experiences and research
- Regularly check in with subject and classroom teachers to identify ways to support their design of distance learning experiences
- Maintain and update online library site for obtaining resources
- Be available for teachers and students as needed for support

#### ITS and The Tech Advisory Group

 Review and develop how-to tutorials, ensuring teachers, students, and parents have the necessary manuals to excel in a distance learning environment

- Continually monitor the needs of teachers, students, and parents and troubleshoot their challenges, as needed
- Be available in person or remotely to provide on-demand tech support help
- Audit usage to identify students or parents who may be unavailable or out of reach

#### **Student Roles & Responsibilities**

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

#### **Zoom Class Expectations**

When attending a Zoom class,

- Student must have a charged iPad before joining a Zoom Meeting
- Student should use earbuds or headphones during the Zoom Meeting
- Student must be in school dress code while in a Zoom Meeting
- Student will join the Zoom Meeting on time, or be marked tardy. Please make every effort to join a Zoom Meeting a few minutes early to check technology and prepare for the session.
- Student must be seated at a table/ counter with minimal distractions in the background (no lying in bed, on the couch, or outdoors)
- Student must stay muted until the teacher chooses to unmute them

#### ROLES & RESPONSIBILITIES DURING DISTANCE LEARNING (CONTINUED)

- Student must keep their video on unless directed or asked by the teacher to turn it off
- Communicate and behave with the same respect and consideration you would use in the classroom
  - Regular school and classroom rules apply while in a Zoom Meeting (no profanity, speaking out of turn, causing a disruption, etc.)
  - Follow student conduct rules and regulations (found in handbook)
- Students are **NOT ALLOWED** to create their own Zoom Meetings (teachers will invite their students to a scheduled Zoom Meeting)
- Students are **NOT ALLOWED** to use the Zoom Chat feature outside of Meetings (teachers will communicate with students through email, Seesaw, or Google Classroom)
- Students should ONLY be logged in to Zoom with their 'Iolani issued Google account

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

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

#### For queries about...

- A course, assignment, or resource: Contact the relevant teacher
- A technology-related problem or issue: Contact 'Iolani's ITS department via the emailbased support ticketing system helpdesk@iolani.org
- Attendance:

Contact the Summer Programs Office Grades K-6: LSSummer@iolani.org Grdaes 7-12: SPO@iolani.org

• Other issues related to distance learning: Mrs. Melissa Matsuda, K-6 Summer Director mmatsuda@iolani.org

Mrs. Natalie Hansen, 7–12 Summer Director nhansen@iolani.org

#### Parent/Guardian Roles & Responsibilities

Provide support for your children by adhering to the 10 Guidelines for 'Iolani's Parents, as well implementing the following:

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

### What Parents Should Know About The Zoom App

- It is possible (but not allowed) for students to create their own personal Zoom account with a personal email address and use it without yours or the school's knowledge. They can log in to the Zoom app on their school iPad with a personal Zoom account without yours or the school's knowledge. If a student is logged in to a personal Zoom account, they will not be able to join a teacher's scheduled Zoom Meeting.
- It is possible (but not allowed) for students to create their own Zoom Meetings and invite their peers and friends. We can't turn this feature off, but school administration and the Information Technology Services (ITS) department are able to track when a student creates their own Meetings within their 'Iolani issued Zoom account.
- It is possible (but not allowed) for students to use the Zoom Chat feature to text message their peers and friends.
   We can't turn this feature off, but school administration and the ITS department are able to view the history of any chat discussion and students are not able to delete their own chat history.
- Teachers are instructed to record all of their scheduled Zoom Meetings. The teacher, administration, and the ITS department will have access to these recorded Zoom Meetings for liability and safety reasons.

#### K-6 Priorities & Considerations

- The primary tools for communication between teachers and families will be Seesaw, newsletters via email, and/or Google Classroom.
- Students will have both off- and on-screen learning activities designed to engage learners in experiences that connect to the current curriculum.
- Learning tasks and activities will provide direction to families on how best to support student learning and the expected level of adult involvement. It is expected that students in grades K-2 will need higher levels of support than students in grades 3-6.

- Synchronous learning will be a minimum of 40 minutes each class hour
- Asynchronous learning will be an average of 20 minutes each class hour

#### 7-12 Priorities & Considerations

- Zoom Classes Will Be Recorded in order to provide additional resources for students and to monitor behavior
- Teachers will also share resources using the Google Suite of tools (gmail, google drive, google docs, google classroom, google sites) or the online platform they have chosen to use for their course.
- Learning experiences are designed to be completed independently or in collaboration with other students. Tutoring is not recommended, nor should a parent/ guardian be too involved.
- Resources vary by class and lesson, but will include links to videos, graphic organizers, scanned material to read and engage with, independent research material via online sources or our library databases, and reading materials including ebooks.
- Students are encouraged to be proactive in reaching out to teachers when they have questions or assignments are unclear.
- Synchronous learning will be a minimum of 3 hours a week
- Asynchronous learning will be an average of 7 hours a week



## Grades K-6 Online Summer Student Policies and Procedures

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

#### **AGE REQUIREMENTS**

Students must turn five years old on the following dates for the calendar year they plan to attend 'lolani Summer Programs:

- Boys must turn five by June 30
- Girls must turn five by September 30
- International students must turn six by June 15. It is highly recommended that they have completed a year of school, or currently be in school.

#### **ATTENDANCE**

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

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

**Tardiness:** It is important for students to be on time for class. A student who is not present at the start time of class will be marked absent. Please email <u>LSsummer@iolani.org</u> to inform the office of any students who arrive late.

#### STUDENT CONDUCT

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

- Academic dishonesty such as cheating and plagiarism
- Swearing
- Theft
- Threatening, harming, mistreating, or disrespecting others
- Vandalism, including graffiti and littering inside and outside of the classroom
- 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 cell phones or electronic devices (must be turned off and stored in school bags during the day)
- NO gum chewing
- Usage of Zoom or 'lolani email address or 'lolani issued iPads for purposes other than online Summer Programs

Consequences of summer program infractions for 'lolani students may cause impact for the academic year.

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

#### **CURRICULUM**

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

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

#### **DRESS STANDARDS**

- Dress is informal, but must be appropriate and tidy.
- Swimwear, tank tops, and clothing with inappropriate images or language are not permitted. Similarly, extreme styles and revealing clothing such as bare midriff apparel and short shorts are inappropriate.
- · Hair should be neat and clean.

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

#### **DAILY SCHEDULE**

Recess and breaks will be provided at the teacher's discretion throughout morning Camp as well as during Afternoon and Auxiliary workshops. Please prepare to log in to Zoom five minutes prior to class start time to make sure all tech is working properly. Students should log in to the waiting room, and teachers will let them in at the start of the class.

While students are working independently, they should stay logged on and muted on Zoom. Teachers will be available should students need to check in or ask questions.

#### **REPORT CARDS**

Report cards will not be issued for online Summer Programs.

#### **SUPPLIES**

- Students should have access to basic school supplies (paper, writing utensils, glue, scissors, colored pencils, crayons, etc). Supply requirements are listed in the online Summer Programs Catalogue. Teachers will also provide reminders each week for supplies needed.
- Students must supply their own device for online summer programs
- All material required for online summer programs should be made available for students to download

'Iolani Summer Programs will not provide any supplemental materials for online K-6 classes.



## **Grades 7–12 Online Summer Student Policies and Procedures**

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

#### **GRADED COURSES**

#### **Credit Courses**

<u>Attendance Policy:</u> Students enrolled in credit courses, including P.E., may have a maximum of three excused absences to remain eligible for credit. See the Attendance section below for more details.

<u>Transcripts</u>: All non-'lolani and admissions students entering grades 9-12 enrolled in credit courses are required to complete the transcript request form, regardless of whether they intend to have a transcript sent or not. Completing the form will authorize 'lolani School to send the final grade(s) transcript to the school listed on the form, if indicated. The transcript will reflect every course taken during the summer. **The deadline to submit a Transcript Request form to the Summer Programs Office is June 26, 2020.** 

Students in S/U classes do not need to complete a transcript form unless they would like their records sent to their school.

#### **Auditing Courses**

'Iolani students may choose NOT to include their summer work in credit classes or courses with letter grades on their transcripts. However, this decision must be made by **Friday, June 26, 2020, 4:00 p.m.** and is not reversible after this time. Unless an Audit Request Form is completed by the student and parent and returned to the Summer Programs Office, 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 26, 2020.** 

#### **GRADING PROCEDURES**

#### **Workshops and Master Classes**

No formal grades, interims, exams or comments will be done for Workshops and Master Classes.

#### Satisfactory/Unsatisfactory (S/U) Courses

Be aware that the passing grade is <u>70%</u>. Please note that for a S/U course, there is only S or U; there is no S+ or S-.

#### **Credit Courses**

<u>Letter Grades Courses</u>: For graded courses, grades are converted according to the following scale:

A+ 98-100 B+ 88-89 C+ 78-79 D+ 68-69 E 0-59

A 92-97 B 82-87 C 72-77 D 62-67

A- 90-91 B- 80-81 C- 70-71 D- 60-61

'lolani 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.

#### **Grades and Comments**

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 (except for P/SAT & ACT Prep, Master Classes, Workshops).

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%.

#### My Backpack

Interim and report cards will be available in your My Backpack account.

#### **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 'lolani as a student is a privilege, not a right. Students must abide by the rules set forth herein and are expected to conduct themselves according to the standards of the 'lolani community. Behavior that disrupts the educational process or fails to respect the human or property rights of others is unacceptable.

The following constitute some specific forms of unacceptable behavior:

- » Academic dishonesty such as cheating, copying homework, giving one's work to others, and plagiarism
- » Assault or fighting
- » 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, 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. If an accused student chooses not to cooperate with the school's investigation into a violation of the rules of behavior, he or she may be placed on suspension pending the findings of the investigation. If it is determined that an infraction has taken place, the Summer Director 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 'lolani students, the Summer Director will consult with the Dean of Students 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 'lolani 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 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 'lolani functions, without permission from the appropriate Dean, Head of School or Summer Director.

#### Appeal

Appeals may be made to the Summer Director. Youngsters in this community will grow and function well where rules are stated clearly and enforced consistently. Teachers and students will perform better in an environment that is conducive to teaching and learning.

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

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

#### HARASSMENT POLICY

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

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

#### **SEXUAL MISCONDUCT POLICY**

**Definitions:** Sexual misconduct includes both sexual assault and sexual harassment.

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

"Sexual harassment" is a specific type of prohibited conduct defined as behavior involving a single instance or repeated instances of unwanted sexual advances or other unwanted or offensive visual, verbal, or physical conduct of a sexual nature or based on sex or gender that unreasonably interferes with a student's opportunity to receive an equal education. Examples include, but are not limited to: unwelcome sexual contact or advances; pressure for sexual activity; obscene or suggestive remarks or jokes; verbal or written insults or abuse of

a sexual nature; display of sexually-explicit materials; spreading sexual rumors; flashing or mooning; and/or other conduct of a sexual nature which has the purpose or effect of:

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

#### **Application**

If one feels sexually harassed, he/she should do the following:

- » Let the offending person(s) know that the conduct is offensive and that the behavior must stop, unless doing so may put the student feeling harassed in danger.
- » 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. 'lolani School values the privacy and safety of its students and will respect the wishes of any person who comes forward to report an allegation of sexual misconduct to keep such a report confidential, unless disclosure is necessary to comply with the law or to ensure the safety of all students and employees of the school.

If any person comes forward in earnest to report an allegation of sexual misconduct, even if the school later determines that there is not sufficient evidence to support the allegation, or if any person honestly participates in an investigation of an allegation, any action taken in retaliation against that person is strictly prohibited and will not be tolerated. Any person found

to have engaged in retaliatory actions will be subject to immediate and appropriate disciplinary action, including possible expulsion.

If the allegations include violations of other school rules, the 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.

'lolani 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**

All students and families should review the DLP for explicit information on online learning. School should be a place of exploration, inquiry, excitement, collaboration, socialization, and learning. In order to make our school environment a place where all feel welcome and safe, we have the following expectations to guide students.

- » Students are expected to be mindful of one another, respect their teachers, classmates, and visitors, and make good choices at all times.
- » Public display of affection is in poor taste and inappropriate in a school environment.
- » Gum chewing at school is prohibited.
- » Students should stand when an adult enters the classroom. When spoken to by an adult, a student should reply in a clear voice referring to the person either by the last name preceded by Mr., Ms., Mrs., or Miss, or as Ma'am or Sir.

#### **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 his/her own individuality.

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

With enrollment in 'lolani, 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 'lolani. 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.

#### **Boys**

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

Inappropriate attire includes faded, tattered or frayed clothing; athletic attire, including team uniforms not in dress code, leggings, tights, or yoga pants; beach attire; oversized clothing; fatigues; clothing with inappropriate language, imagery, or advertisements; caps or headgear of any type, including hoodies worn with the hood on the head; dyed or bleached hair or highlights outside the

range of natural hair color; pony tails or braided hair; and facial piercings other than earrings or a nose stud.

#### Girls

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

Inappropriate attire includes low-cut tops; faded, tattered or frayed clothing; athletic attire, including team uniforms not in dress code; beach attire or boys' style t-shirts; leggings, tights, or yoga pants; fatigues; oversized clothing; backless, see-through clothing, and bare-midriff apparel; clothing with inappropriate language, imagery, or advertisements; headgear of any type, including hoodies worn with the hood on the head; dyed or bleached hair or highlights outside the range of natural hair color; facial piercings other than earrings or a nose stud; casual footwear with back straps like Crocs; and extremes in makeup.

#### **USE OF ELECTRONIC DEVICES**

Please also read through the DLP.

Technology is an important part of the educational process and 'lolani provides students with opportunities for students to use electronic devices (including iPads, desktop computers, laptops, etc.) throughout the campus. In order to promote a safe, secure, and effective learning environment, we encourage all students to use safe practices and good judgment when using such devices. It is the students' responsibility to understand that any behavior unacceptable in person is also unacceptable when using an electronic device, whether with a personal device or a school-owned one, regardless of whether or not students are on campus.

Any student who fails to use good judgment when using an electronic device is subject to a number of penalties (which can include, but are not limited to, restricted device use, detention, suspension, or expulsion); the school policy regarding academic dishonesty applies to iPads and other electronic devices.

The following constitutes specific misuse of electronic devices. Other forms of misuse not specifically described below will be subject to the same corrective action if, in the determination of the Summer Director, such behavior fails to respect human or property rights of others or disrupts the educational process.

Electronic devices used at school should not have any apps installed, unless specifically assigned by an 'lolani teacher, that have a description listed under its rating that is deemed as inappropriate by the school. When in doubt about an app, check with your teacher. Descriptions of apps that would be deemed inappropriate by the school include, but are not limited to, phrases such as:

- » Alcohol, Tobacco, or Drug Use or References
- » Profanity or Crude Humor
- » Cartoon or Fantasy Violence
- » Creating, sending, accessing, uploading, downloading or distributing offensive, profane, harassing, threatening, pornographic, obscene, violent or sexually explicit material is prohibited
- » Jailbreaking, unauthorized use for, and/or other modifications of an 'lolani 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 'lolani's network filter or firewall is prohibited.
- » Only record content from 'lolani (video, photos, audio) with the known consent of the person(s) being recorded.
- » Only post 'lolani School content to the Internet with the express permission of the school.
- » Only post content about others to the Internet with their permission. Also secure permission from your parents/guardians, and the parents/guardians of others involved. Keep the case on your iPad at all times, and treat it with care.
- » Do not forward or send any content not directly associated with your learning (e.g. advertisements, games, pictures); "spamming" or stealthily following someone online ("stalking") are prohibited.
- » Do not deliberately or negligently spread viruses, malware, or spyware.
- » Do not run a business or seek to make a profit using the school's network, unless you have express permission from the school to do so.

» Do not print anything non-school related on the school's printers.

#### **Consideration of Others**

Electronic devices (including, but not limited to, cell phones, iPods, laptops, and tablets) may be used during free periods and lunch. Earphones must be used when listening to music or videos. All electronic devices are to be turned off in the library, classrooms, labs, and during field trips unless the student has specific sameday permission from the appropriate teacher or proctor. Electronic devices must be turned off during assemblies, school-sponsored performances and chapel.

- » Do not post or send any message/picture/ sound/ video that is obscene, rude, harassing or insulting to anyone or any group.
- » Do not attack, threaten or intimidate another student via technology (or any other means).
- » Do not take up 'lolani 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 a student's iPad becomes damaged or otherwise unusable, he/she should visit the Information Technology Services office to diagnose the problem; do not take it to an Apple store. 'lolani 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.

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

#### **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 an academic course in Summer Programs can be equivalent to a week in a regular semester course. All courses, enrichment and academic, depend on the daily presence of each student.

In the case of all absences, students must obtain permission from the Summer Director by having their parents provide a written letter emailed to <a href="mailto:spo@iolani.org">spo@iolani.org</a> explaining the reason at least one week before the start of the absence. Permission to receive an excused absence will be issued at the discretion of the Summer Director. Additionally, students must email their teachers to get any missed assignments.

#### **ABSENCES**

#### **Excused Absences**

The only excused absences are for illness or serious difficulties (funeral, serious family illnesses) and is limited to three (3) excused absences for courses that earn credit. Students with more than three (3) excused absences in credit courses will be asked to drop the course and will not earn credit.

Once permission is granted to miss class by the Summer Director, students are required to pick up, complete and return an excused travel absence form from the SPO to confirm the excused absence with his/ her 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.

#### **Unexcused Absences**

Planned absences are considered unexcused and are only permitted for non-credit courses. **Students with unexcused absences should not take credit courses, as they will be asked to drop the course and will not earn credit.** 

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

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

Missing an exam, however, is a different issue. Teachers may have to rewrite tests to ensure standards for academic honesty are maintained. Proctors must also be hired for alternate exam testing. If a student must reschedule an exam due to an unexcused absence, these tests must be taken prior to the regularly scheduled exam days. Families will also be assessed proctoring fees based on the cost of proctors and the number of make-up exams taken. Families are encouraged to review the summer and course calendar and schedule planned absences when class and exams are not in session. Should a family still plan a trip when school is in session they must understand that teachers will not be able to reteach all of the missed lessons and the students will need to take responsibility for that material.

Students must attend all of their classes. Students who cut 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 Wellness Center if they want to be excused from class.

#### **Parent Notification of Absences**

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

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

#### **Returning to Class**

A student who is ill, and who is absent any part of the school day as a result, should not attend school that day. If the student comes to class later in the day, he/she must present a doctor's note indicating that the student is well enough to attend class, otherwise he/she will receive an unexcused absence for all missed classes and will be noted as an unexcused tardy. Students are not permitted to stay home to catch up on sleep or school work and arrive later in the day.

All students claiming illness and who arrive later in the day must first check in with 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 class following an illness, students need to check-in with both the SPO and with the Infirmary.

Students missing part of the school day due to scheduled appointments or illness are still responsible for work due during their absence. Teachers may require students to submit work before an excused

appointment. The failure to meet these requirements may result in academic penalties.

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

#### **Tardiness**

Students are expected to be in class within 5 minutes of the required log in time. Students without a valid reason for tardiness will be marked unexcused. If a student is tardy, the teacher may allow the student into the Zoom session when deemed appropriate and the least disruptive to ongoing class instruction or activities. Students with more than two (2) unexcused tardy slips in a summer will be sent to the Summer Director for disciplinary action.

#### **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.

#### **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: <a href="http://bookstore.mbsdirect.net/iolani.htm">http://bookstore.mbsdirect.net/iolani.htm</a>. 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 <a href="https://www.wbs.new.ordering.new.ordering.new.ord

#### **Supplies**

A general suggested supply list that should be sent with students grades 7–12 would be:

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

Teachers may provide a more extensive supply list at the start of their course.