

IOLANI SCHOOL

FAMILY HANDBOOK 2021-22

One Team · Rich in Tradition · Embracing the Future

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‘IOLANI SCHOOL

Welcome to the 2021-22 school year.

This handbook provides parents and students with information regarding ‘Iolani School’s policies and services. We ask all families to read this handbook to be familiar with the many activities and opportunities available to students, as well as what is expected of all students. Please refer to this handbook as needed throughout the school year. The school also reserves the right to modify the guidelines stated in this handbook as necessary.

We hope the information presented is helpful and contributes to a happy and fulfilling school year. Thank you.



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

2021–22 School Year

2021

Monday, August 16	Residential Life New Student Arrival and Registration
Thursday, August 19	Residential Life Returning Student Arrival and Registration
Tuesday, August 24	FIRST DAY of 2021–22 School Year
Monday, September 6	Labor Day School Holiday (Offices Closed)
Monday, September 27	Head of School Holiday (Offices Closed)
Monday, October 11	Discoverers' Day School Holiday (Offices Closed)
Wednesday, October 13	PSAT Exam/Faculty Professional Development Day Upper School Early Dismissal/No Lower School Classes
Friday, October 22	Fall Break No Upper School/Lower School Classes (Offices OPEN)
Friday, October 29	K–3 Parent-Teacher Conferences No K–3 Classes
Friday, November 5	K–3 Parent-Teacher Conferences No K–3 Classes
Thursday, November 11	Veterans Day School Holiday (Offices Closed)
Wednesday, November 24	Residence Hall Closes at 6 p.m.
Thursday, November 25	Thanksgiving Day Campus Closed — No Events
Friday, November 26	Thanksgiving Holiday School Holiday (Offices Closed)
Saturday, November 27	Residence Hall Opens at 8 a.m.
Friday, December 17	Christmas Vacation Begins (Offices OPEN)
Friday, December 17	Residence Hall Closes at 4 p.m.

2022

Saturday, January 1	Residence Hall Opens at 8 a.m.
Monday, January 3	School Resumes
Thursday, January 13	Upper School Semester Exams/Lower School Faculty Professional Development Day (No Upper School/Lower School Classes)
Friday, January 14	Upper School Semester Exams/Lower School Faculty Workday (No Upper School/Lower School Classes)
Monday, January 17	Martin Luther King Jr. Day School Holiday (Offices Closed)
Monday, February 7	Head of School Holiday (Offices Closed)
Monday, February 21	Presidents Day School Holiday (Offices Closed)
Monday, March 7	Head of School Holiday (Offices Closed)
Friday, March 18	Spring Vacation Begins (Offices OPEN)
Friday, March 18	Residence Hall Closes at 4 p.m.
Friday, March 25	Kūhiō Day (Observed) School Holiday (Offices Closed)
Saturday, March 26	Residence Hall Opens at 8 a.m.
Monday, March 28	School Resumes
Friday, April 15	Good Friday School Holy Day — Campus Closed — No Events
Friday, April 22	'Iolani Fair
Saturday, April 23	'Iolani Fair
Monday, April 25	Head of School Holiday (Offices Closed)
Friday, May 27	Last Day of Upper School Classes
Sunday, May 29	Baccalaureate Chapel — 6:30 p.m.
Monday, May 30	Memorial Day School Holiday (Offices Closed)
May 31, June 1 & 2	Final Exams (No Upper School Classes, Grade 7 Math Exam on May 31 at 7:45 a.m.)
Thursday, June 2	LAST DAY of Lower School Classes
Friday, June 3	Residence Hall Closes at Noon — Grades 9–11
Saturday, June 4	Class of 2022 Graduation — 5 p.m.
Sunday, June 5	Residence Hall Closes at Noon — Grade 12

»Visit www.iolani.org for additional calendar listings.

Important Phone Numbers

'Iolani School's main phone number is 808-949-5355. Specific office numbers are listed below.

Admission Office (Day)	943-2222
Admission Office (Boarding).	943-2279
Advancement Office	943-2327
After School Care.	943-2262
Alumni Office	943-2309
Attendance — Lower School (K-6).	943-2227
Attendance — Upper School (7-12).	943-2207
Athletic Office.	943-2208
Business Office.	943-2211
Cafeteria	943-2223
Campus Store.	943-2203
Chapel	943-2205
College Counseling	943-2268
Communications/PR.	943-2347
Counseling — Lower School	943-2393 or 943-2225
Counseling — Upper School	943-2238
Financial Aid Office.	943-2397
Fair Office	943-2339
Head of School.	943-2202
Infirmary	943-2249
Library — Lower School	943-2278
Library — Upper School	943-2215
Main Office	949-5355
'Ohana Office	943-2322
Performing Arts Office	943-2244
Residential Admission	943-2279
Residential Life.	943-2231
Residential Summer Programs	943-2231
Security	478-9253
Special Programs.	943-2262
Sullivan Center	943-2349
Summer School	943-2262

»Visit www.iolani.org for a faculty and staff directory.

Mission Statement

‘IOLANI SCHOOL is a coeducational, college-preparatory school for grades K–12 founded upon Christian principles. Its mission is to develop liberally educated, well-rounded individuals who are well prepared for higher education and for responsible, moral citizenship.

To foster academic excellence and personal growth in every individual, a school must be challenging and competitive yet compassionate and humane. The ‘Iolani motto, “One Team,” expresses the spirit of unselfish cooperation and mutual support among faculty, staff, coaches, parents and students. ‘Iolani is committed to the following ideals:

- » An education which reflects its Episcopal Church heritage and provides a spiritual foundation for the development of personal values and moral integrity.
- » An exemplary college-preparatory curriculum with small classes, personalized instruction, and frequent occasions to speak, listen, think and write.
- » The development of individuals who are creative and inquisitive, who analyze and synthesize information to solve problems, and who conduct themselves with confidence, discretion, tolerance and compassion.
- » A student body diverse in cultural, ethnic and socioeconomic backgrounds who bring the best combination of intellect, talent, character and leadership to the school.
- » Programs which offer students ample opportunity to develop their ability and confidence in intellectual, spiritual, social, artistic and physical pursuits.
- » A balance of commitment to personal growth and concern for others.
- » Lifelong learning and active, informed, productive citizenship in the local, national and global communities.

Accreditation and Memberships

Accredited by the Western Association of Schools and Colleges
Licensed by the Hawai‘i Council of Private Schools

MEMBER OF:

National Association of Independent Schools (NAIS)
Hawai‘i Association of Independent Schools (HAIS)
Secondary School Admission Test Board (SSATB)
Educational Records Bureau (ERB)
College Entrance Examination Board (CEEB)
National Association for College Admission Counseling (NACAC)
School and Student Service for Financial Aid (SSS)
National Association of Episcopal Schools (NAES)
Council for Spiritual and Ethical Education (CSEE)
The Association of Boarding Schools (TABS)

History of 'Iolani School

'IOLANI'S HISTORY is closely interwoven with the story of Hawai'i. In 1862, following a plea from King Kamehameha IV and Queen Emma to the Church of England, the first Anglican bishop and priests arrived to establish the Diocese of Honolulu. By 1863, Father William R. Scott had secured property and begun Lua'ehu School in Lahaina, Maui. This was the beginning of the present 'Iolani School.

When Father Scott returned to England due to illness, Bishop Thomas Nettleship Staley sent Father George Mason to relieve him. Father Mason continued to operate the school his predecessor founded. In 1870, when Bishop Staley left Honolulu, Father Mason was called back to the capital city. It was at this time that the school was moved to Honolulu. That same year, Queen Emma bestowed on the school the name 'Iolani, meaning "heavenly bird."

Dr. Sun Yat-sen was 14 years old when he attended the school from 1879 to 1882. He was known as Sun Tai Cheong at the time. He is often referred to as the "Father of Modern China." When the revolution put an end to the Hawaiian monarchy and Hawai'i was annexed by the United States, control of the Diocese of Honolulu passed into the hands of the Episcopal Church. 'Iolani moved from its Nu'uaniu Valley home to St. Andrew's Cathedral, where it remained until 1927 when it returned to Nu'uaniu. 'Iolani continued to function there until 1953, when the school fully relocated to its present campus location near the Ala Wai Canal. The Lower School moved to the Ala Wai campus in 1946.

From a small mission school for young men, founded during the reign of King Kamehameha IV, 'Iolani has grown into one of the largest and finest independent schools in the nation. In fall 1979, 'Iolani admitted girls and is now fully co-educational. 'Iolani remains firmly rooted in traditions related to the Episcopal Church.

Students of diverse racial and religious heritage currently attend the school's 13 grades (K-12). The students work through a curriculum preparing them for college, but the school also strives — through its academic, arts, athletic and extracurricular programs — to intensify and broaden the capacities of its students so they are prepared for the changing world that awaits them, equipped with healthy social-emotional skills, and moved with a strong sense of personal worth and responsibility to mankind.

The sustaining heart of a school is its faculty. 'Iolani's teachers come from across the country and around the world. They bring a wealth of experience and background to the community and are committed to their students.

'Iolani School Prayer

Almighty God, the fountain of all wisdom and goodness; We beseech Thee to regard with favor and to visit with Thy blessing, this school of Christian learning and truth. Endue its teachers with wisdom and sympathy, with patience and right judgment; And to all its pupils grant Thy fatherly care and protection. Give us a spirit of cheerful obedience, of faithful industry, of unselfish consideration, and of kindly courtesy. Guide us by Thy Holy Spirit into the paths of truth and goodness, that we may grow in grace and knowledge of our Lord and Savior Jesus Christ. Amen.

Alma Mater

O 'Iolani, at thy call we gather,
To pledge anew our loyalty and love.
Bound fast to thee by bonds no power can sever,
We rise for thee, our firm faith to prove.
We will stand strong and with proud hearts salute thee;
Love stands supreme, our faith shall not move.

Here friendships weave their mystic strands forever,
A fellowship that time shall not defy;
Here dreams of youth take shape and spring to being,
Eternal as the earth, sea and sky.
With vision clear, our minds, our hearts stand open;
We will keep faith, our love shall not die

— *Words by Rev. Albert H. Stone (Music to Finlandia)*

Health Policies and Procedures

» 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 and clubs, Residential Life enrollment and activities, After School Care and After School Programs enrollment and activities, and other activities.

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.

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

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

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

- » If the student or someone in his/her household tests positive for COVID-19 or is suspected of having COVID-19
- » If the student or someone in his/her household undergoes testing for COVID-19 (please note that routine or required testing as part of an individual's job or travel must still be reported, at which time specific guidance will be given based on the circumstances)
- » If the student or someone in his/her household has been in close contact with an individual infected by COVID-19. The Centers for Disease Control and Prevention (CDC) define close contact as anyone who was within 6 feet of an infected person for a cumulative total of 15 minutes or more over a 24-hour period* starting from 48 hours before the person began feeling sick until the time the patient was isolated.
**Individual exposures added together over a 24-hour period (e.g., three five-minute exposures for a total of 15 minutes)*
- » If the student or someone in his/her household is advised and/or required to quarantine by any federal, state, state department of health, and/or city law, order or directive. This includes any state-mandated travel related quarantine. In such an event, the student or someone in his/her household are required to notify the Infirmery at infirmery@iolani.org or call 808-943-2249. The student will be required to remain off campus until he/she is medically cleared and authorized by the school to return.

Fully vaccinated students may return to school immediately without the need to quarantine, but may be subject to daily COVID testing on campus. The CDC defines a fully vaccinated individual as someone who has completed two rounds of the Pfizer or Moderna vaccine at least two weeks prior but no more than six months ago unless the individual has received the booster shot. For those who took the Johnson & Johnson vaccine the single shot must have been taken at least two weeks prior and no more than two months ago unless the individual has received the booster shot.

For Upper School students, the school will work with the student and his/her parent(s)/guardian(s) to determine and coordinate continued online instruction based on the circumstances. Please note that there is no online instruction for Lower School students. Please review the Health Services section of the Family Handbook for return-to-school policies.

EXPERIENCING SYMPTOMS OF ILLNESS

According to the CDC, people with COVID-19 have experienced a wide variety of symptoms ranging from mild symptoms to severe illness. Symptoms may appear two to 14 days after exposure to the virus. People with these symptoms may have COVID-19:

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

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

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

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

» COVID-19 SPECIFIC REGULATIONS

The following rules relate to on-campus operations in the midst of the current COVID-19 pandemic. These regulations will be in force until rescinded by the Head of School.

MANDATORY COVID-19 VACCINATION POLICY

All Upper School students ages 12 or older in grades 7–12 must be fully vaccinated by August 24, 2021 — the first day of the 2021–22 school year — as a condition of enrollment, subject to any contraindication due to disability/medical condition or sincerely held religious belief. All Upper School students must submit proof of vaccination through our secure Magnus Health portal. Additional information from the Infirmary regarding this process will follow. If your student has a disability/medical condition or a sincerely held religious belief that precludes vaccination, you must contact Dean of Students Tate Brown at tbrown@iolani.org. You will be asked to submit information to verify an exemption. Exempted students may be required to undergo COVID-19 rapid testing to participate in extracurricular activities such as sports, clubs, travel, class activities and other activities.

Lower School students ages 12 or older are strongly encouraged, but not required, to be vaccinated at this time. Students who are vaccinated should submit proof of vaccination through the school's secure Magnus Health portal.

MANDATORY DAILY SELF-SCREENING FOR LOWER SCHOOL STUDENTS

All Lower School students are required to do a mandatory temperature and symptom check each day before coming to school, utilizing a secured online application to confirm that he/she is fever- and symptom-free. The online self-screening app will also ask about any known exposure to someone that has tested positive for COVID-19. The online self-screening app will be maintained by the school, and the results of each student's daily temperature and symptom check will be disclosed to and monitored by the school. The Infirmary will be notified of any student temperature outside of normal range and/or any other affirmative response to the symptom check. The Infirmary will then contact the student's parent(s)/guardian(s) while the student remains off campus.

Each family expressly understands and agrees to perform this temperature and symptom check on their child and to report the results each day accurately and truthfully prior to coming to school. Each family understands and agrees that this is a requirement of continued enrollment at 'Iolani. Failure to perform and/or provide accurate results of this daily temperature and symptom check will result in action by the school, including, but not limited, to a student's disenrollment.

All students absent from school will be required to remain off campus until they are medically cleared and authorized by the school to return.

PREVENTION STRATEGIES, INCLUDING MASKS

All Lower School students must wear a face mask both indoors and outdoors except for when they are eating in their outdoor zones.

All Upper School must wear a face mask both indoors and outdoors except when actively eating or drinking.

All students are required to abide by 'Iolani School's prevention strategies.

If a student has a disability or medical condition that may prevent him/her from wearing a mask and/or face shield, please contact Dean Melanie Pffingsten for the Lower School at pffingsten@iolani.org or Dean Brown for the Upper School at tbrown@iolani.org.

VISITORS TO CAMPUS

All visitors to campus during school hours must check-in with security before entering. 'Iolani will continue to ask visitors to complete the school's waiver form before coming onto campus. No mask will be required outdoors for those visiting the Upper School if they are able to provide a vaccination card. Those visiting the Lower School must adhere to its safety protocols and wear masks regardless of vaccination status.

All parents dropping off and picking up their students will need to wear masks and check-in with security during school hours.

Athletic spectators will be asked to wear masks both indoors and outdoors.

Occupancy at athletic events will be limited to remain in compliance with city, county and/or state guidelines.

COVID-19 WAIVER AND RELEASE OF LIABILITY

While 'Iolani School will enforce policies to prevent persons having COVID-19 symptoms from being on the school campus, there is a risk that there may be people on campus possibly infected with COVID-19 who have symptoms or who are asymptomatic.

Further, while 'Iolani School will implement safety precautions and strategies designed to mitigate the risk of COVID-19 transmission to the extent reasonably feasible, the school cannot anticipate every situation that may arise and cannot ensure that students will not be exposed and/or infected by COVID-19.

By sending your student to school on-campus, as the student's parent(s)/guardian(s), you understand, agree and hereby assume the risk that your student's attendance on campus could expose your student to persons infected with COVID-19.

By sending your student to school on-campus, you further understand, agree and hereby assume the risk that your student may be infected by COVID-19 while attending school in-person on campus.

ACCORDINGLY, AS THE STUDENT’S PARENT(S)/ GUARDIAN(S), YOU HEREBY WAIVE, DISCHARGE, COVENANT NOT TO SUE, RELEASE, INDEMNIFY AND HOLD HARMLESS ‘IOLANI SCHOOL, ITS OFFICERS, VOLUNTEERS, EMPLOYEES, BOARD MEMBERS, AGENTS AND REPRESENTATIVES FROM ANY AND ALL LIABILITY TO YOUR STUDENT AND/OR HIS/ HER REPRESENTATIVES, ASSIGNS, HEIRS AND NEXT OF KIN, FOR ANY LOSS OR DAMAGE, INCLUDING, BUT NOT LIMITED TO, BODILY INJURY OR DEATH CAUSED BY OR RELATED TO COVID-19 EXPOSURE OR INFECTION. The sole exception to this waiver and release is for any loss or damage due to gross negligence or willful or wanton conduct by ‘Iolani School.

By sending your student to school, you understand, acknowledge and consent to all of the above provisions and agree to be bound by their terms.

If you have any objections to any of the above provisions, you must notify ‘Iolani School in writing and may not matriculate your student.

» 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, his/her parent(s)/guardian(s) will be notified by Infirmary staff. The school’s Infirmary is located in the Wellness Center on the makai side of the Student Center facing the baseball field. School nurses are available from 7:15 a.m. to 6 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.

HEALTH REQUIREMENTS

Physical examinations, immunizations and TB clearance must be in compliance with Hawai‘i State Law and ‘Iolani School policy. Please refer to Magnus Health for information on the above requirements. Should you have any questions, please contact the ‘Iolani School Director of Health Services at 808-943-2249 or infirmary@iolani.org.

HEALTH RECORDS

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

» ILLNESS POLICIES AND PROCEDURES

‘Iolani School works diligently to provide a safe and healthy campus for all students. If a student is ill, we ask for parental assistance 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 he/she is medically cleared and authorized by ‘Iolani School to return.

REPORTING AN 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 close-contact situations. Students and their families should adhere to the following guidelines:

STUDENT OFF CAMPUS

A parent or guardian will need to contact the Upper School Attendance Office at 808-943-2207 or the Lower School Attendance Office at 808-943-2227 if:

- » A student is feeling ill and cannot report to school
- » 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.

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

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).*

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

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

- » If the student or someone in his/her household tests positive for COVID-19 or is suspected of having COVID-19
- » If the student or someone in his/her household undergoes testing for COVID-19 (please note that routine or required testing as part of an individual's job or travel must still be reported, at which time specific guidance will be given based on the circumstances)
- » If the student or someone in his/her household has been in close contact with an individual infected by COVID-19. The Centers for Disease Control and Prevention (CDC) define close contact as anyone who was within 6 feet of an infected person for a cumulative total of 15 minutes or more over a 24-hour period* starting from 48 hours before the person began feeling sick until the time the patient was isolated.
**Individual exposures added together over a 24-hour period (e.g., three five-minute exposures for a total of 15 minutes)*
- » If the student or someone in his/her household is advised and/or required to quarantine by any federal, state, state department of health, and/or city law, order or directive. This includes any state-mandated travel related quarantine. In such an event, the student or someone in his/her household are required to notify the Infirmary at infirmary@iolani.org or call 808-943-2249. The student will be required to remain off campus until he/she is medically cleared and authorized by the school to return.

Fully vaccinated students may return to school immediately without the need to quarantine, but may be subject to daily

COVID testing on campus. The CDC defines a fully vaccinated individual as someone who has completed two rounds of the Pfizer or Moderna vaccine at least two weeks prior but no more than six months ago unless the individual has received the booster shot. For those who took the Johnson & Johnson vaccine the single shot must have been taken at least two weeks prior and no more than two months ago unless the individual has received the booster shot.

For Upper School students, the school will work with the student and his/her parent(s)/guardian(s) to determine and coordinate continued online instruction based on the circumstances. Please note that there is no online instruction for Lower School students. Please review the Health Services section of the Family Handbook for return-to-school policies.

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 him/her 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

» CRITERIA FOR RETURNING TO SCHOOL FOLLOWING ILLNESS/QUARANTINE

RETURNING TO SCHOOL AFTER ILLNESS/TRAVEL QUARANTINE — 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:

- » Parents or guardians **MUST** call the Infirmary at 808-943-2249 the day before a potential return and be given a verbal OK by the school nurse before returning to school.
- » A physician's note of clearance is required for ALL students that have been ill and absent for three days or more.
- » 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.

A CLEARANCE PASS will be issued once a student is cleared by a nurse and meets the following guidelines:

1. Student is symptom-free
2. Student has a clearance note from his/her primary care physician (if applicable)
3. 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 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, he/she 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.

CONFIRMED POSITIVE OR POSSIBLE COVID-19 DIAGNOSIS WITH OR WITHOUT COVID-19 SYMPTOMS

Any student who has been absent from school due to a possible COVID-19 diagnosis must meet ALL of 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 experience symptoms improving over the past 24 hours
- » 5 days since symptoms first appeared
- » Primary-care physician's note clearing student to return to school
- » Must have a negative COVID test result before returning to campus
- » Parent/guardian must contact the Infirmary and speak to a nurse prior to the student's return
- » Have a clearance pass obtained from nurses on the first day back in school

Please Note: Students who meet the above requirements and choose to return after 5 days must wear a mask at all times for an additional 5 days. Prior to eating on campus, students must report to the Infirmary where they will be given space in the student center to isolate and eat. This will continue for 5 days after the student's return to campus.

CHILD EXPOSED TO A CONFIRMED COVID-19 POSITIVE INDIVIDUAL

The CDC defines close contact as anyone who was within 6 feet of an infected person for a cumulative total of 15 minutes or more over a 24-hour period* starting from 48 hours before the person began feeling sick until the time the patient was isolated. **Individual exposures added together over a 24-hour period (e.g., three five-minute exposures for a total of 15 minutes).*

A fully vaccinated student is not considered a close contact by the CDC. The CDC defines fully vaccinated individuals as someone who has completed two rounds of the Pfizer or Moderna vaccine at least two weeks prior but no more than six months ago unless the individual has received the booster shot. For those who took the Johnson & Johnson vaccine the single shot must have been taken at least two weeks prior and no more than two months ago unless the individual has received the booster shot. Any student who has been absent from school due to close contact with a known positive COVID-19 individual must meet ALL of the following criteria to return to school:

- » All students with close contact as defined above must take and present a negative COVID-19 test on Day Five

- whether asymptomatic or symptomatic
- » Stay home for 5-days minimum after last exposure to a COVID-positive individual. A negative COVID-19 test will not shorten the required 5-day quarantine
- » Fever-free (99°F or lower) for the past 24 hours without fever-reducing medication
- » No COVID-19 symptoms for the past 24 hours
- » Primary-care physician's note clearing student to return to school
- » Parent(s)/guardian(s) must contact the Infirmary and speak to a nurse prior to the student's return
- » Have a clearance pass obtained from nurses on the first day back in school

STUDENT OR HOUSEHOLD-RELATED QUARANTINE — WITH NO COVID-19 SYMPTOMS

If a student or someone in his/her household is advised and/or required to quarantine by any by any federal, state, state department of health, and/or city law, order or directive, including as a result of travel by the student or household member, the student must meet ALL of the following criteria to return to school:

- » Student and/or household member has fulfilled any government mandated quarantine
- » Student and household members must be COVID-19 symptom-free for the past 24 hours
- » Student and household members must be fever-free (99°F or lower) for the past 24 hours without fever-reducing medication
- » Student must have a negative PCR test result before returning to campus
- » Parent/guardian must contact the Infirmary and speak to a nurse prior to the student's return
- » Have a clearance pass obtained from nurses on the first day back in school.

THESE POLICIES ARE SUBJECT TO CHANGE BASED ON CURRENT CDC RECOMMENDATIONS.

» 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 he/she is 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.

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 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.

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 in Magnus Health. 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 homeroom. The pass must then be taken to the attendance window before 7:40 a.m. All passes received after 7:40 a.m. 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 attendance window. 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 who requires 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.

Admission

» DAY ADMISSION

ʻIolani School offers challenging academics, competitive athletics, and exciting performing and visual arts programs in a stimulating and supportive environment. The student body numbers approximately 2,170, with 675 students in the Lower School and 1,495 in the Upper School. The average class size is 16, and students enjoy a 10:1 student-teacher ratio. Since admission to ʻIolani is selective, early application is recommended.

Approximately 300 new students from diverse economic, cultural and religious backgrounds are admitted to ʻIolani each year. Students enter at kindergarten, sixth, seventh, eighth and ninth grades and occasionally at grades 10, 11 and 12.

When considering applicants for admission to ʻIolani, the Admission Committees look for academic promise and achievement, co-curricular involvement, creativity, good character and the desire for a college-preparatory education. The committees select those students who will benefit most from the ʻIolani program and who, in turn, will contribute to the life of the school.

Essential to the admission process are the student's academic records, teacher recommendations and test scores. Kindergarten candidates come to campus on two occasions: once for an individually administered aptitude test, and a second time for a group readiness test. Students applying to grades six through 11 take the Secondary School Admission Test (SSAT). Those applying to 12th grade submit their P/SAT or ACT scores. In addition, 12th-grade candidates must be able to meet ʻIolani's graduation requirements within one year. Personal interviews, group activities and writing samples are part of the admission procedure for older students.

Once a student is offered admission, he/she is invited to campus to sit in on classes and meet ʻIolani teachers and students. A signed enrollment agreement and a \$500 deposit are required by April 15 to hold a student's space for the fall beginning of the school year.

Parents/guardians who wish to be considered for financial aid need to apply online at sssandradsfa.force.com/familyportal. Financial documents are held in confidence and admission decisions are kept separate from any financial-aid consideration. Please refer to the Financial Aid section for more details.

Please note that there will be adjustments to the admission process, as needed, due to the COVID-19 pandemic. Some of the admission requirements may take place virtually.

Applications for the 2022–23 school year are available beginning August 1, 2021. The age guidelines for kindergarten applicants are as follows:

- » Boys must turn age five by June 30, 2022
- » Girls must turn age five by September 30, 2022

The application deadline for kindergarten is October 15. The application deadline for sixth, seventh, eighth and ninth grades is November 15. Candidates who apply after the November 15 deadline face a more competitive admission situation and are considered on a space-available basis.

For admission information and application materials for the day program, please call the Office of Admission at 808-943-2222, or go to ʻIolani's website and apply online.

- » **E-mail:** admission@iolani.org
- » **Website:** www.iolani.org/admission

ʻIolani School does not discriminate on the basis of race, color, national or ethnic origin, gender, age or disability in areas of admission, financial aid, athletics or other school administered programs.

» BOARDING ADMISSION

‘Iolani School’s Boarding Program is for grades nine through 12. It welcomes students from our neighboring Hawai‘i islands and international and mainland students with diverse backgrounds and experiences to reside in our Residential Hall and experience life as ‘Iolani students.

When considering applicants for admission to ‘Iolani, the Admission Committee looks for academic promise and achievement, co-curricular involvement, creativity, good character and the desire for a college-preparatory education. The committee selects those students who will benefit most from the ‘Iolani program and who, in turn, will contribute to the life of the school.

Essential to the admission process are the student’s academic records, teacher recommendations and the Secondary School Admission Test (SSAT) results. Applicants whose native language is not English must provide proof of English proficiency with a TOEFL, IELTS or Duolingo English Test score. An in-person or online interview is also part of the admission process.

After a student is offered admission, a signed enrollment agreement and a \$2,500 deposit are required to hold a student’s space for the fall beginning of the school year. The agreement and deposit for the 2022–23 school year are due by April 10, 2022.

Applications for the 2022–23 school year are available beginning August 1, 2021.

The application deadline for the ninth, 10th and 11th grades is January 15, 2022. Candidates who apply after the January 15, 2022, deadline face a more competitive admission situation and are considered on a space-available basis.

For admission information and application materials for the boarding program, please call the Office of Residential Admission at 808-943-2279 or go to ‘Iolani’s website and apply online.

» **E-mail:** boarding@iolani.org

» **Website:** www.iolani.org/boarding

‘Iolani School does not discriminate on the basis of race, color, national or ethnic origin, gender, age or disability in areas of admission, financial aid, athletics or other school administered programs.

» INTERNATIONAL STUDENT ADMISSION AND ENROLLMENT

As a Student and Exchange Visitor Program (SEVP)-designated school, ‘Iolani School must verify the appropriate visa status of all international students. After initial verification, it is the responsibility of the student’s family to maintain acceptable legal status.

An incoming international student must have an acceptable non-immigrant visa to attend school in the United States. Verification takes place after the student is accepted and throughout his/her enrollment at ‘Iolani. In addition, an international student in the day program must live with at least one parent/guardian for the entire time he/she attends ‘Iolani.

The purpose of this policy is to determine potential difficulties and to avoid delays, disruption, or negative perception or penalty should federal authorities determine that a student is unauthorized to be in the U.S.

ADMISSION

The ‘Iolani School admission application asks for the applicant’s country of citizenship.

If the applicant is not a U.S. citizen or Lawful Permanent Resident, the applicant must include his/her visa type and visa number on the application, if available.

After acceptance, ‘Iolani School determines if the student possesses the appropriate visa status to attend school in the U.S. As a SEVP-approved school, ‘Iolani is able to accept students for enrollment on an F-1 visa. Other visas may also be accepted for study at ‘Iolani pending verification with the proper authorities.

ENROLLMENT

Once an international student is accepted, it is his/her family’s responsibility to inform the school of any material changes to the student’s immigration status. It is also the sole responsibility of the student and his/her family to properly maintain the student’s legal status in the U.S. Failure to do so affects the student’s enrollment at ‘Iolani and can result in the termination of enrollment (until the student obtains proper status).

‘Iolani School retains the right to review a student’s immigration status and to take appropriate action in each situation.

Tuition and Fees

DAY STUDENT ANNUAL REGULAR TUITION

Grades K–6	\$26,150*
Grades 7–12	\$26,150

**includes books and supplies*

BOARDING STUDENT ANNUAL REGULAR TUITION

Grades 9–12	\$61,200
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TECHNOLOGY FEE:

Grades K–12	\$525
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Music instrument rental from the school for the academic year: \$175

Financial Aid

‘IOLANI SCHOOL is committed to enrolling qualified students from a wide range of experiences and backgrounds. To that end, the school supports an extensive need-based financial aid program to assist students in their desire to attend ‘Iolani. While financial aid resources are limited, every effort is made to bring an ‘Iolani education within reach of all who wish to enroll. ‘Iolani School does not discriminate on the basis of race, color, religion, national or ethnic origin, gender, age or disability in extending financial aid.

‘Iolani considers candidates for financial assistance on the basis of availability of funds, demonstrated financial need, academic performance, behavior and information provided in the family’s financial aid application. With current families, the school also considers tuition payment history.

Financial aid awards are made for one academic year. Families must reapply for each new school year they wish to be considered for assistance. Aid may be withdrawn or adjusted if 1) the demonstrated need of the student’s family changes;

2) the student is placed on academic or disciplinary probation; 3) the student has excessive unexcused absences; 4) the student is released from school; 5) the student’s outstanding tuition balance is not paid; or 6) the number of children attending K-12 tuition charging schools and colleges (undergraduate) changes.

Information on how to apply for financial aid can be found on the [‘Iolani Financial Aid website](#). The process is completely electronic, requiring families to complete a detailed financial statement (using an online portal) and upload numerous documents. A listing of these documents, in addition to detailed FAQs, can be found [online](#). The deadline to apply is February 15, 2022. Any questions may be directed to the Financial Aid Office at 808-943-2397 or financialaid@iolani.org.

All financial aid information is kept strictly confidential.

Payment of Tuition

The obligation to pay the tuition and fees for the full academic year is unconditional, and no portion of such tuition or fees so paid or outstanding will be refunded or cancelled notwithstanding the absence, withdrawal or dismissal from 'Iolani School of the child during the academic year.

Three tuition payment options and a Tuition Refund Plan (TRP) are available for day students and two tuition payment options and TRP are available for boarding students. The TRP provides insurance for financial losses incurred during the academic year because of withdrawal, dismissal or extended medical absence. Please refer to the Tuition Refund Plan brochure for complete details. The TRP premium is determined annually and is payable in advance. NOTE: TRP participation is required of day students under the Monthly-Payment option and boarding students under the Semester-Payment option.

ANNUAL PAYMENT – Tuition is payable in advance in a single installment and is due on or before July 30, 2021. If payment under this option is not received by the due date, the account will be placed under the Monthly Payment for day students and Semester Payment for boarding students. Terms and service charges for the remainder of the academic year will apply, and the annual TRP premium will be due.

SEMESTER PAYMENTS – Tuition is payable in advance in two installments; the first installment of at least one half of the tuition is due on or before July 30, 2021; the balance of tuition is due on or before January 3, 2022. This option includes a \$160 service fee payable in two installments. If payments under this option are not received by the due dates, the account will be placed under the Monthly Payment for day students. Terms and service charges for the remainder of the academic year will apply, and the annual TRP premium will be due.

* **MONTHLY PAYMENTS** – Tuition is payable in advance in 10 installments. Each installment of one-tenth of the tuition is due on or before the last business day of each month beginning July 30, 2021, and ending April 29, 2022. This option includes a \$350 service fee, payable in 10 installments with the tuition payment and the annual TRP premium also due.

Any additional fees are due when incurred.

A return-payment fee of \$30 will be assessed. A late fee of \$25 per month will be charged on any delinquent account from and after the date on which the account becomes delinquent, up to and including the date on which the account is paid in full. In addition to a late fee, interest at the rate of 1% per month may be charged on any unpaid delinquent amount from and after the due date of such amount until paid. Students may be suspended if payments are not made in a timely manner.

Failure to pay all outstanding tuition and fee balances in full by May 2, 2022, may result in the release of the student from enrollment. In addition, seniors may not be allowed to graduate unless all tuition fees and other delinquent accounts are paid by the above date. Delinquent accounts of released students will be turned over to a collection agency or referred to legal counsel for collection.

** A monthly payment option is available only for day student tuition.*

Residential Life and Boarding



‘IOLANI SCHOOL’S RESIDENTIAL LIFE PROGRAM is unique in many ways and reflects the island culture of ‘ohana. While striving to preserve and expand the One Team spirit and philosophy, students in the Residential Life program learn to live together as a family and help each other find a balance to take advantage of the fullness of an ‘Iolani life — study, play and rest. The Residential Life program cultivates a heightened awareness of those around us, fosters a deeper cultural understanding, and encourages always working together to achieve the common good.

The Residential Hall is often the place where many teachable moments occur alongside meaningful conversations sharing ideas and ideals. The Residential Life team knows that students thrive when they are known and valued, and understand they are essential to the life of the community. Joined in “houses” with their peers, students are guided by house parents, faculty and staff from the ‘Iolani ‘ohana who strive to develop a community where every student feels safe and valued within the house family.

Consisting of students in grades nine through 12 from neighboring islands, the continental U.S. and countries around the world, the dormitory is a global and dynamic place. The Residential Life program is committed to the ‘Iolani ethos of One Team and offering its community members opportunities to gain a global perspective while learning from and with students from diverse cultural backgrounds.

The Residential Life program honors ‘Iolani’s One Team culture while fostering a deeper cultural understanding and offers students the opportunity to engage in a world-class education as part of a globally recognized community.

Lower School



THE LOWER SCHOOL experience at 'Iolani focuses on providing each student with individualized attention, encouragement, a sense of belonging, friendships, a variety of subjects and experiences, and the foundation to love learning throughout his or her lifetime. While Lower School encompasses kindergarten through sixth grade, the curriculum and schedule for each grade level is designed to be age-appropriate, maintain a low student-teacher ratio, and provide positive reinforcement to promote healthy self-concepts, respect and resourcefulness. As students move up in grade level, their academic, physical, social and spiritual development continues. Students engage in fulfilling activities, develop an awareness of empathy and compassion, and hone skills preparing them for their middle and high school grades. Measurements of growth are provided to parents on a regular basis. A dedicated and caring faculty works together to foster the whole child and provide students with opportunities to pursue their early interests.

DAILY SCHEDULE

The Lower School daily schedule follows a six-day cycle of A, B, C, D, E and F days. Homeroom teachers distribute daily schedules to students at the beginning of the school year. Lower School students attend chapel services once a week. **For attendance matters, parents should call the Lower School Office at 808-943-2227.**

KINDERGARTEN TO GRADE 3

Subjects in these grades include language arts, mathematics, social studies, science and special courses. In language arts, students improve their ability to recognize letters and words, read aloud, and comprehend the written and spoken word. Higher-level skills such as predicting, summarizing and inferring are introduced and developed. Students learn to craft a piece of writing across three types: narrative, information and opinion. Students learn the

purpose of each type of writing and build upon previously learned skills to strengthen their voice as an author. In mathematics, students learn numeral recognition and formation, number values and mathematical vocabulary. The spiraling curriculum reviews and expands skills and concepts in performing fundamental operations and problem-solving. The social studies curriculum aims to develop historians across four dimensions: developing questions and planning inquiries, applying disciplinary concepts and tools, evaluating sources and using evidence, and communicating conclusions and taking informed action. The science curriculum develops skills and concepts along four major domains: physical science, life science, Earth and space science, and engineering design.

GRADES 4 TO 6

Grades four to six are departmentalized and students report to different teachers for their classes. Subjects in these grades also include language arts, mathematics, social studies, science, performing arts and special courses. In language arts, students learn how to read closely, make logical inferences, cite specific textual evidence, determine central ideas or themes, summarize key supporting details and ideas, and analyze story elements. Students continue learning how to craft a piece of writing across three types: narrative, information and opinion. In mathematics, students learn how to make sense of problems and persevere in solving them, reason abstractly and quantitatively, construct viable arguments and critique the reasoning of others, model with mathematics, use appropriate tools strategically, attend to precision, look for and make use of structure, and look for and express regularity in repeated reasoning. The social studies curriculum aims to develop historians across four dimensions: developing questions and planning inquiries, applying disciplinary concepts and tools,

evaluating sources and using evidence, and communicating conclusions and taking informed action. The science curriculum develops skills and concepts along four major domains: physical science, life science, Earth and space science, and engineering design.

SPECIAL COURSES

In addition to the core subjects, 'Iolani offers students in kindergarten through sixth grade several special courses, or "specials". Teachers of these special courses focus on specific areas and work with other teachers to foster a well-rounded educational experience that engages and inspires students. These specials include dance, music, religion, STEM, technology, art, physical education and library.

PERFORMING ARTS (REQUIRED FOR GRADES 4 TO 6)

To provide students with exposure to the performing arts, all fourth, fifth and sixth graders must enroll in a course under the Performing Arts Department. The following details explain the Performing Arts Department options:

- » **Band (Grades 5 and 6)** Students receive instruction on wind and percussion instruments.
- » **Chorus (Grades 4, 5 and 6)** This group performs with the Upper School chorus as well as at several Lower School chapel services.
- » **Contemporary Jazz Dance (Grades 5 and 6)** Students perform in showcases and various venues.
- » **Hula (Grades 4, 5 and 6)** The hālau receives instruction from its kumu hula and participates in performances.
- » **Musical Theatre (Grade 6)** This class offers students instruction in singing, dancing and acting, as well as an opportunity to perform in an age-appropriate musical.
- » **Theatre (Grade 6)** This class offers students instruction in acting and stagecraft, as well as an opportunity to perform in a play during the spring.
- » **Beginning Orchestra** Students learn to play an orchestral stringed instrument and perform in programs.
- » **Advanced Orchestra** is a continuation of beginning orchestra, with the group also participating in performances.
- » **Suzuki Program (Grade 4)** Students learn to play the violin and/or cello without using written music, and also concentrate on listening to and imitating the teacher.

SOCIAL AND EMOTIONAL SUPPORT

There is a kindergarten through second-grade counselor, a grades three and four counselor, and a grades five and six counselor. Counselors provide individual support, teach age-appropriate guidance lessons for grade levels, and support ongoing team-building activities throughout the year. The Lower School Chaplain's Office is also located in the Counseling Office so students and families can seek pastoral care as well. The Counseling Department also holds weekly meetings with 'Iolani School's Director of Social and Emotional Health as well as the Associate Dean to collaborate and plan ways to support students, faculty, parents and families.

ADVISORY PROGRAM

Starting in sixth grade, students participate in the Advisory Program, which connects every student to a faculty adviser and to a supportive group of peers. The program's goals are to create safe opportunities for students to explore ethical, personal, social, emotional and academic issues to empower them as individuals within and beyond our community.

DROP-OFF AND PICK-UP

The Lower School utilizes two autolines:

- » A kindergarten through first-grade Community Autoline located on Lā'au Street for kindergarten, first-, fourth- and fifth-grade drop-off and pick-up
- » A Lower School Main Autoline located along the Ala Wai Canal on Lā'au Place for second-, third- and sixth-grade drop-off and pick-up
- » Parents shall not drop off their child at other locations (Upper School Autoline, etc.). An Upper School sibling may be dropped off at the Lower School sibling's designated autoline
- » Older siblings can be dropped off at their younger sibling's autoline

DROP-OFF

Morning drop-off for kindergarten through sixth-grade students will begin at 7 a.m. and end at 7:40 a.m. at the designated autolines listed above. Parents shall not drop off their child before 7 a.m., when there is no staff at the gate. Gates will be locked and there will not be access to campus. If arriving late, kindergarten, first-, fourth- and fifth-grade parents must pull around to the Lower School Main Autoline and drop off there. For arrivals after the Main Autoline Gate is locked, parents should park at the Lower School Main Autoline and call the Lower School Office to notify them of their arrival. Lower School staff will then meet the student at the gate to escort him or her to class.

Family members should not exit their vehicle at autoline for safety reasons. Students should sit — and car seats should be placed — on the right side of the car as this is the side pick-up and drop-off occurs on. Parents should pull forward as much as possible when dropping off or picking up. Autoline staff will help children out of their cars. Upon exiting their vehicles, students should wear their masks and walk directly to their grade-level/homeroom waiting areas. These areas are the same as their after-school waiting areas. All students will be escorted to their waiting areas for the first week of school. There will be faculty/staff members to supervise these waiting areas. Teachers will meet their students at the waiting area at 7:30 a.m. and escort them to the classroom during the first week. Students arriving after 7:30 a.m. should walk directly to their homeroom. Breakfast bentos can be preordered on the Saturday prior to the week of classes. Students will pick-up their breakfast at stations located on the way to their waiting areas and eat socially distanced at their waiting areas. The Cafeteria will not be available for breakfast.

PICK-UP

Pick-up time for kindergarten through third grades is 2:15 to 2:45 p.m., and for fourth through sixth grades is 2:45 to 3:15 p.m. All families of kindergarten through sixth-grade students must utilize the PikMyKid app to announce their arrival at autoline as well as display their autoline placard on their dashboard when approaching the gate. Please review the [PikMyKid Parent App User Guide](#) and download the app on a mobile phone to utilize at pick-up on the first day of school. Parking in autoline is not allowed. Cars arriving more than 15 minutes before their child's scheduled pick-up will be asked to recirculate.

After school, teachers will escort students to their grade-level/homeroom waiting areas. Once a student is announced on PikMyKid, they will walk to their designated autoline for pick-up.

Parents/guardians of students walking home will need to email lowerschool@iolani.org to permit their child to do so. Parents of students walking home will need to indicate this on the PikMyKid app and students must sign out daily at the Lower School Office. After School Help will run from 2:45 to 3:15 p.m. Teachers will inform students of After School Help opportunities. Teachers will escort students to their autoline upon dismissal.

All kindergarten through third-grade students not picked up by 2:45 p.m. and fourth- through sixth-grade students not picked up by 3:15 p.m. will be escorted to the Lower School Office where their parents will be called by Lower School staff. After School Care daily drop-in service will not be available. Students will need to remain in the Lower School Office until their parents/guardians arrive.

If parents/guardians would like to walk their child onto campus during their drop-off and/or pick-up times, they must park in the Kamoku Street Parking Garage. Parking is extremely limited in the garage and not guaranteed. If parking in the surrounding neighborhood, please observe and abide by all parking signs. Parents/guardians should not loiter on campus after dropping off or picking up their child. They must be off campus by 7:40 a.m. in the morning and may not enter without approval from the Lower School Office before 2:15 p.m.

LUNCH

Lunch in the Lower School will be picnic style with students eating outside. Students should bring a mat or a towel to sit on. Students will have the option of buying a type A lunch or bringing home lunch. Snack bars will not be available for students in kindergarten through sixth grade. Each morning, students in kindergarten through sixth grade will notify their teacher if they intend to purchase school lunch. Students will wear a face shield while eating lunch, whether indoors or outdoors. For this purpose, each student will be issued a face shield, which will be cleaned daily and stored in the classroom.

LIBRARY

Librarians work in partnership with classroom teachers to teach information retrieval, explore interdisciplinary units and encourage the love of reading. Reference assistance is provided individually as well as in regularly scheduled classes. The Lower School Library welcomes donations through its Birthday Book program, which expands the Lower School Library collection of more than 14,000 books, magazines and audiovisual resources.

Students may visit the Library during Library Class time or when sent by a teacher. They may also visit before school (when an adult is present), during recess times and after school until 3:10 p.m. Students must sanitize their hands when entering and leaving the Library. Library staff or students will sanitize tables when classes leave. Students will return items in the book return near the Library's main entrance.

Students will be encouraged to make use of digital library resources. Books — both digital and physical — may be placed “on-hold” via the Destiny Discover website and “hold” papers provided in the Lower School Library.

SUPPLIES

Lower School students should be sent to school daily with a backpack, reusable water bottle, snack and lunch (unless ordering lunch from the cafeteria). Students should also bring a mat or towel to sit on during lunch time.

AFTER SCHOOL CARE

After School Care (ASC) and After School Programs (ASP) will be offered for 'Iolani students. Registration begins August 3, 2021, and the catalogue will be posted on the After School Programs page on July 27, 2021. ASC activities include arts and crafts, staff-led indoor and outdoor games, and storytelling. ASC is offered from the end of the school day to 5:30 p.m. on full school days. No care is provided on holidays, vacations, early-dismissal days or other school days off. Should 'Iolani School announce additional days off or early-dismissal days, ASC will not be provided on those days.

Drop-in services are not yet available. Information regarding registering for the semester or month can be found on the After School Programs page.

Please see the [After School Programs catalogue](#) on the website.

» 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 in After School Programs. 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 Deans, 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 Deans of Lower School 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.

» GRADES K-6 PERSONAL PROTECTIVE EQUIPMENT (PPE) PROTOCOLS

Since most Lower School students are not currently eligible for the COVID-19 vaccine, students will be required to wear masks in all indoor and outdoor spaces except when eating lunch in their outdoor zones. ‘Iolani School will provide each Lower School student with two masks.

FACE MASKS – APPROPRIATE OPTIONS

If a student chooses to provide his/her own mask, he/she must adhere to **ALL** of the following guidelines:

- » Face masks need to be a singular contained face piece secured to the student’s head and completely covering the mouth and nose.
- » Pieces of clothing, like bandanas or raised T-shirts, are not acceptable. Additionally, a one-way-valve face mask that expels a person’s breath through the valve is prohibited.
- » Each face mask should pass the “candle test,” creating enough of a barrier around the mouth to make the user unable to blow out a candle with the mask on.
- » Face mask imagery should be minimal if anything at all. Any imagery must be appropriate for a learning environment and not include inappropriate language, distractive imagery or advertisements.

I FORGOT OR LOST MY PPE

Students who have forgotten or misplaced their PPE must come to their respective main offices for a temporary replacement. Students will be charged a fee to replace these items. Subsequent or repeated requests may result in disciplinary action including, but not limited to, being sent home from school, detention, required study hall and/or probation.

» DRESS STANDARDS

- » Boys may wear aloha, sport, dress, polo or T-shirts with trousers or shorts. Girls may wear dresses, blouses, polo or T-shirts with skirts, slacks or shorts. Swimwear, tank tops, plain white T-shirts and clothing with inappropriate images or language are not permitted. Similarly, extreme styles and revealing clothing such as bare midriff apparel and short shorts are inappropriate.
- » Students are expected to wear footwear outside of their classroom. Students 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.
- » Students should wear Physical Education (PE) uniforms and sneakers on PE days. ‘Iolani-related T-shirts are permissible. ‘Iolani issues one PE uniform to each student at the beginning of the school year. Additional PE uniforms are available in the campus store.

Lower School Daily Schedule

TIME	
7:35 a.m. 7:40 a.m.	Report to Homeroom Tardy Bell
7:40–8:10 a.m.	Homeroom/Chapel (<i>Chapel starts at 7:45 a.m.</i>)
8:50–9:10 a.m. 9:10–9:30 a.m. 10:10–10:30 a.m.	Kindergarten Morning Recess Grades 1–3 Morning Recess Grades 4–6 Morning Recess
11:05 a.m. 11:30–11:50 a.m.	Grades K–3 Lunch Grades K–3 Recess
11:30 a.m. 11:50 a.m.–12:10 p.m.	Grades 4–6 Lunch Grades 4–6 Recess
2:15–2:45 p.m.	*Grs. K–3 Autoline Pick-Up/Students enrolled in ASC meet supervisors at Autoline
2:45–3:15 p.m.	*Grs. 4–6 Autoline Pick-Up/Students enrolled in ASC meet supervisors at Autoline

**Students not picked up by the end of the pick-up period will be escorted to the Lower School Office to call parents.*

For attendance matters, parents should call the Lower School Office at 808-943-2227.

Upper School



SCHEDULE

The Upper School schedule will return to normal, with school beginning at 7:40 a.m. and ending at 3 p.m. Passing periods will revert to five minutes between classes.

LUNCH

Students may use outdoor spaces in the Upper School for lunch. Tents located on Upper School grounds are for general use (not designated by grade).

STUDENT PARKING

Students may use the parking stalls on Lā'au Street along the back side of the school on a first-come, first-served basis. The Lā'au corner lot will be available to seniors after applications and a lottery at the end of the first week of school.

Upper School Schedule

A-F BASIC SCHEDULES

TIME	A	B	C	D
7:40-8:10	Homeroom/ Chapel	Homeroom/ Chapel	Homeroom/ Chapel	Homeroom/ Chapel
8:15-9:10	1	7	5	3
9:15-10:10	2	8	6	4
10:10-10:20	Break	Break	Break	Break
10:20-11:15	3	1	7	5
11:20-12:15	4	2	8	6
12:15-1:00	Lunch	Lunch	Lunch	Lunch
1:05-2:00	5	3	1	7
2:05-3:00	6	4	2	8

TIME	E	F	ALTE	ALTF
7:40-8:10	Homeroom/ Chapel	Homeroom/ Chapel	Homeroom/ Chapel	Homeroom/ Chapel
8:15-9:25	1	5	3	7
9:30-10:40	2	6	4	8
10:45-11:40	Meeting	Meeting	Meeting	Meeting
11:45-12:30	Lunch	Lunch	Lunch	Lunch
12:35-1:45	3	7	1	5
1:50-3:00	4	8	2	6

ASSEMBLY SCHEDULES

TIME	E1	F1
7:40-7:45	Homeroom	Homeroom
7:50-8:35	Chapel/ Assembly	Chapel/ Assembly
8:40-9:50	1	5
9:55-11:05	2	6
11:05-11:40	Meeting	Meeting
11:45-12:30	Lunch	Lunch
12:35-1:45	3	7
1:50-3:00	4	8

TIME	E2	F2
7:40-8:10	Homeroom/ Chapel	Homeroom/ Chapel
8:15-9:25	1	5
9:30-10:40	2	6
10:45-11:30	Assembly	Assembly
11:30-12:30	Meeting/ Lunch	Meeting/ Lunch
12:35-1:45	3	7
1:50-3:00	4	8

TIME	E3	F3
7:40-8:10	Homeroom/ Chapel	Homeroom/ Chapel
8:15-9:25	1	5
9:30-10:40	2	6
10:45-11:55	3	7
11:55-12:55	Meeting/ Lunch	Meeting/ Lunch
1:00-2:10	4	8
2:15-3:00	Assembly	Assembly

» ATHLETICS

Please note that sports schedules, practices, tournaments and related activities are being affected by COVID-19 this school year and are subject to change. Communication updates will be provided when known. Thank you for your understanding.

An important aspect of 'Iolani School is the One Team philosophy pioneered by the late Father Kenneth A. Bray, who served as 'Iolani's first athletic director from the 1930s through 1950s. It was also perpetuated by the late Edward K. Hamada, who succeeded Father Bray as athletic director and head football coach. 'Iolani One Team is the philosophical foundation of not only the athletic department but of the entire school community.

'Iolani athletics oversees more than 100 boys and girls teams at the varsity, junior varsity and intermediate levels; 300 head and assistant coaches; and hundreds of student athletes involved in 1,100 competitive events during the school year. The school's athletic facilities include a stadium, football field and track, baseball field, soccer field, Olympic-size swimming pool, tennis courts, two gymnasiums, judo and wrestling rooms, weight and training rooms, and equipment rooms.

'Iolani is a member of the Interscholastic League of Honolulu (ILH). All participants are expected to fulfill all academic requirements, always display good sportsmanship, and follow the program set forth by their coach and the athletic department. Students who do not complete their commitment to a given sport will not receive a letter or participation credit for that sport.

All students participating in interscholastic athletics are required to have an annual medical examination and medical insurance.

Forms required to be completed by the student's physician are:

- » 'Iolani School Health Form (Physical form)
- » Immunization Record

Documents requiring a parent/guardian electronic signature are:

- » Consent for Medical Treatment, Medical Disclosure Statement and Athletic Participation Waiver: This is an electronically signed document indicating that parents/guardians have read and understand the provided document and give parental consent.
- » Consent Form for Off Campus Activities, Internet Use, Use of Student's Likeness and Voice, Photographic Consent, Notice for Directory Information: This is an electronically signed document.
- » Concussion Awareness Education Program: This is an electronically signed form which must be signed by all parents/guardians. An e-signature indicates that they have reviewed the concussion information provided in the document.

- » Over-the-Counter Medication Consent: This form is required for all students. Medications will not be administered without parental consent.
- » (Upper School-only) ImPACT Concussion Management Program Consent Form: If students plan to participate in a high-risk-for-concussion sport (e.g., football, cheerleading, volleyball, water polo, basketball, wrestling, soccer, baseball, softball or judo), parents/guardians are asked to answer "yes" to the conditional question. A "yes" response will direct them to a consent form for review and an electronic signature.

ELIGIBILITY

Academic eligibility at 'Iolani School is determined on a quarterly basis. A student failing any course or any quarter of a course is rendered ineligible for the first half of the next quarter. Fourth quarter failures carry over to the first quarter of the following school year unless the failed course is passed in summer school. Not all courses are offered in summer school. English courses, for example, cannot be repeated for credit in the summer. Courses taken at other schools must have advance approval from the Dean of Upper School or Dean of Studies before grade or credit will be granted by 'Iolani School.

A student who is declared academically ineligible may not practice, rehearse or participate in any way in any extracurricular activity for the entire term of ineligibility. At the mid-quarter evaluation period, an ineligible student must earn passing grades in all courses to regain eligibility for the remainder of the quarter.

Any student who either transfers from one ILH school to another or repeats a grade is subject to special eligibility rules. Families of students in either of these situations should call the 'Iolani School Athletic Office as soon as possible and speak with an athletic director.

GIRLS

VARSDITY (9-12)

Basketball (Nov. – Feb.)
Bowling (Aug. – Nov.)
Cheerleading (Aug. – Feb.)
Cross-Country (Aug. – Nov.)
Golf (Feb. – May)
Judo (Feb. – May)
Kayaking (Aug. – Nov.)
Paddling (Nov. – Feb.)
Sailing (Feb. – Apr.)
Soccer (Nov. – Feb.)
Softball (Feb. – May)
Swimming/Diving (Nov. – Feb.)
Tennis (Feb. – May)
Track (Feb. – May)
Volleyball (Aug. – Nov.)
Water Polo (Feb. – May)
Wrestling (Nov. – Mar.)

JUNIOR VARSITY (9-11)

Basketball
Bowling
Cheerleading
Cross-Country
Golf
Judo
Kayaking
Paddling
Sailing
Soccer
Softball
Swimming /Diving
Tennis (Aug. – Nov.)
Track
Volleyball
Wrestling

INTERMEDIATE (7-9)

Basketball
Cheerleading
Cross-Country
Golf
Judo
Soccer
Softball
Swimming/Diving
Tennis (Nov. – Feb.)
Track
Volleyball
Water Polo
Wrestling

BOYS

VARSDITY (9-12) *except football*

Baseball (Feb. – May)
Basketball (Nov. – Feb.)
Bowling (Aug. – Nov.)
Cross-Country (Aug. – Nov.)
Football (Aug. – Nov.)
Golf (Feb. – May)
Judo (Feb. – May)
Kayaking (Aug. – Nov.)
Paddling (Nov. – Feb.)
Sailing (Feb. – Apr.)
Soccer (Nov. – Feb.)
Swimming/Diving (Nov. – Feb.)
Tennis (Feb. – May)
Track (Feb. – May)
Volleyball (Feb. – May)
Water Polo (Aug. – Nov.)
Wrestling (Nov. – Mar.)

JUNIOR VARSITY (9-11)

Baseball
Basketball
Bowling
Cross-Country
Golf
Judo
Kayaking
Paddling
Soccer
Swimming /Diving
Tennis (Aug. – Nov.)
Track
Volleyball

INTERMEDIATE (7-9)

Baseball
Basketball
Cross-Country
Football
Golf
Judo
Soccer
Swimming/Diving
Tennis (Nov. – Feb.)
Track
Volleyball
Water Polo
Wrestling

» EXTRACURRICULAR ACTIVITIES

Extracurricular activities are an integral part of the 'Iolani School experience. Students are encouraged to participate in a variety of activities and are offered a diverse range of opportunities. Extracurricular activities are coordinated through the Student Activities Office. These activities are organized and sponsored in four categories: (1) clubs and organizations, (2) Student Council activities, (3) class activities by grade levels, and (4) community service.

CLUBS AND ORGANIZATIONS: There are more than 75 clubs and organizations of various types and interests at 'Iolani. Each organization has a faculty advisor who consults with the Co-Directors of Student Activities for use of facilities, scheduling on the school calendar and other logistics.

Meetings are scheduled approximately once a quarter, with clubs that are more active meeting more frequently. Student officers and advisors plan various activities. Some of these events are exclusive to club members while others are open to the larger student body. Students have opportunities throughout the school year to start a club based on their interests and passions.

Examples of 'Iolani's more active clubs include language honor societies and clubs, cultural clubs, student literary publications, acolytes, Interact, "I" Club, Key Club, Leo Club, Chess Club, Gay-Straight Alliance, Speech and Debate, Math Team, Science Bowl, Science Olympiad, Robotics, 'Iolani Dramatic Players, Student Peace Institute, SyFy-Fantasy Club, Psychology, Ping Pong and Young Democrats.

Student Council activities are planned by the three elected Proconsuls with the appointed committee chairs. Committee chairs are selected by the Proconsuls each spring from the applications of interested students. All Student Council activities are under the supervision of the Student Council Advisers (Co-Directors of Student Activities).

Student Council activities include Homecoming, Spirit Days, Variety Show, Big Brother/Sister, Lower School Relations, May Day and Faculty Relations.

WINTER BALL: This is an informal event held at an off-campus location for students in grades nine through 12, and held from 5:30 to 10 p.m. Dress for this occasion is semi-formal. Cost of Winter Ball will not exceed \$75 for 'Iolani students. No flowers are allowed.

CLASS ACTIVITIES (BY GRADE LEVEL): Class activities are planned by the elected class officers with the appointed committee chairs. Committee chairs are selected by the class officers and class advisers. Each class has faculty/staff class advisers. Class advisers report to the Co-Directors of Student Activities and the Dean of Students. Grade levels are only allowed to plan the following non-school-hour events:

- » **GRADE 7** — Class Day, community service projects, 'Iolani Fair, first- and second-semester dance/activity (not to exceed \$10 per person, held on-campus, open to class members only, ending no later than 8:30 p.m.)
- » **GRADE 8** – Class Day, community service projects, 'Iolani Fair, first- and second-semester dance/activity (not to exceed \$10 per person, held on-campus, open to class members only, ending no later than 8:30 p.m.)
- » **GRADE 9** – Class Day, community service projects, Frosh Sleepover, 'Iolani Fair, end-of-the-year dance/activity (not to exceed \$25 per person, held on-campus, open to class members only, no flowers, no photographer, no favors, aloha attire, ending no later than 9:30 p.m.)
- » **GRADE 10** – Class Day, community service projects, first-semester activity, 'Iolani Fair, Sophomore Banquet (not to exceed \$55 per 'Iolani 10th grader, held off-campus, semi-formal attire, no flowers, ending no later than 9:30 p.m.)
- » **GRADE 11** – Class Day, community service projects, on-campus and off-campus first-semester activity, Ring Distribution, 'Iolani Fair, Junior Prom (not to exceed \$65 per 'Iolani 11th grader, held off-campus, formal attire, ending no later than 10:30 p.m.)
- » **GRADE 12** – Class Day, community service projects, 'Iolani Fair, Senior Trip, Senior Lū'au, Senior Prom (not to exceed \$75 per 'Iolani 12th grader, formal attire, ending no later than 10:30 p.m.), Baccalaureate, Project Graduation (all-night graduation party)

Any non-school-hour grade events other than those listed above must be approved by the Co-Directors of Student Activities and Dean of Students.



» COLLEGE COUNSELING

Tolani School's College Counseling Program is founded on the belief that the college admissions process is a match to be made as opposed to a prize to be won. The program's focus is on helping students realize their potential while finding the best fit among many fine institutions of higher education. Students begin working in earnest with their college counselor in their junior year, but exposure to the College Counseling Office and process happens earlier. Though the most important part of the college application procedure is a student's high school record, standardized tests have historically also played a significant role. Students follow the testing sequence listed below during their junior year:

October: Preliminary SAT/National Merit Scholarship Qualifying Test (PSAT/NMSQT)

November College Board SAT Reasoning

and/or

March:

April: The ACT Examination

During their senior year students may repeat some of these tests to improve their scores.

Post-secondary counseling begins in grade nine with an exploration of careers and colleges, as well as an introduction to the college application process. In grade 11, students are exposed to career options through presentations, online career exploration tools and a one-week career shadow program in June allowing them to visit different job sites. The College Counseling Office utilizes SCOIR®, an online college planning portal.

During the second half of their junior year, students have biweekly group meetings with their college counselor. Each student meets with his or her counselor twice individually, in addition to homeroom sessions, and prepares a self-evaluation in preparation for specific college planning. The college counselor guides students in their research and decision making while encouraging them to use the many resources available in the College Counseling Office. Group sessions are also held to study the various steps within the college application process and to learn more about possible schools and majors. The college counselors also conduct college essay and application workshops during the summer prior to the student's senior year.

Specialized counseling continues during the first semester of a student's senior year. Regular group meetings are held from September through January. Individual and family conferences in September, October and November finalizing the college application list help guide students toward appropriate institutions.

Applications to selective colleges and universities are usually due by January 1 or 15. Early applications to highly selective schools — as well as to several of the large, competitive state universities — should be filed in October or November. Although college application deadlines run into the spring, students are strongly encouraged to file early. All requests for transcripts and the filing of secondary school recommendation forms should be done through the College Counseling Office at least two weeks in advance of individual college deadlines.

Upper School continued

100% of students receiving an 'Iolani diploma have been accepted to four-year colleges. 'Iolani graduates currently attend a wide variety of colleges, which include the following:

American University	Loyola University Chicago	University of California, Santa Cruz
Amherst College	Macalester College	University of California, San Diego
Arizona State University	Marist College	University of Chicago
Auburn University	McGill University	University of Colorado
Babson College	Menlo College	University of Denver
Boston College	Middlebury College	University of Hawai'i at Mānoa
Boston University	Massachusetts Institute of Technology	University of Illinois
Bowdoin College	New York University	University of Miami
Brigham Young University	Northeastern University	University of Michigan
Brown University	Northwestern University	University of Nevada, Las Vegas
Bryn Mawr College	Occidental College	University of Notre Dame
Caltech	Olin College of Engineering	University of Oregon
Cal Poly San Luis Obispo	Oregon State University	University of the Pacific
Carleton College	Pace University	University of Pennsylvania
Carnegie Mellon University	Pacific Lutheran University	University of Portland
Case Western Reserve University	Pacific University	University of Puget Sound
Chapman University	Pepperdine University	University of Redlands
Claremont McKenna College	Pitzer College	University of San Diego
Clemson University	Pomona College	University of San Francisco
College of William & Mary	Princeton University	University of Southern California
Colorado College	Purdue University	University of St. Andrews
Colorado State University	Reed College	University of Texas, Austin
Columbia University	Rensselaer Polytechnic Institute	University of Toronto
Cornell University	Rice University	University of Utah
Creighton University	Ritsumeikan University	University of Washington
Dartmouth College	Santa Clara University	University of Wisconsin
Duke University	Scripps College	U.S. Air Force Academy
Emerson College	Seattle University	U.S. Military Academy
Emory University	Southern Methodist University	U.S. Naval Academy
Fordham University	Stanford University	Vanderbilt University
George Washington University	Stevens Institute of Technology	Vassar College
Georgetown University	Swarthmore College	Villanova University
Gonzaga University	Temple University	Waseda University
Grinnell College	Texas A&M University	Washington State University
Harvard University	Texas Christian University	Washington University in St. Louis
Harvey Mudd College	Trinity College	Wellesley College
Haverford College	Tufts University	Wesleyan University
Illinois Institute of Technology	University of Arizona	Whitman College
Johns Hopkins University	University of British Columbia	Whittier College
Lawrence University	University of California Berkeley	Whitworth University
Lehigh University	University of California Irvine	Willamette University
Lewis & Clark College	University of California, Los Angeles	Williams College
Loyola Marymount University	University of California, Santa Barbara	Yale University

For more information, please visit www.iolani.org/academics/college-counseling.



» THE 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 Thursday, 6:30 a.m. to 9:30 p.m.
 - » Friday, 6:30 a.m. to 6 p.m.
 - » Sunday, 7:30 p.m. to 9:30 p.m.
 - » Closed Saturdays/Holidays
-
- » Collection – 23,000 books, 92 magazines and newspapers, databases, and audiovisual resources.
 - » Equipment – color printer, black-and-white printer, photocopy machine and computers with internet access.
 - » Online Resources – ‘Iolani School’s online catalog, computer 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 from off-campus. User IDs and passwords for off-campus access can be obtained from the librarians.
 - » Collaboration Centers – These will be used as classroom spaces for the 2021-22 school year.

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 to be utilized by students, faculty, staff and administrators. Materials must be returned on time to be available for all to use and enjoy.

BORROWING PERIOD

- » Books, pamphlets and magazines — three weeks
- » Reference — Library use only

FINES

The Library does not charge fines. However, students with overdue materials will be restricted from borrowing materials. Items more than 90 days overdue will be considered lost and replacement charges apply.

Delinquent accounts will be turned over to the counselors or the Dean of Students. All Library materials must be returned by the deadline printed in the school calendar and Daily Bulletin. Students who have not cleared their accounts will not be permitted to take their final exams until their materials are returned.

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. Payments will be refunded if the lost material is returned in satisfactory condition.

» UPPER SCHOOL ONLINE ACCESS

Students absent from school will have access to class presentations and online materials. These resources will be available to support them in staying on track with their classes. Classroom teachers will remain the primary points of academic contact for students. Counseling and other academic and social-emotional support systems of the school will remain the same.

One-to-One iPad Program



‘IOLANI SCHOOL is committed to equipping students with the knowledge, skills and tools future-oriented educational outcomes require. In this context, the school has instituted a One-to-One iPad Program with a plan to replace student devices on a three-year rotation. The next hardware refresh is tentatively planned for summer 2022.

Hardware provided for the 2021-22 school year by grade level is as follows:

Grades K–2	iPad Air (6th Gen)
Grades 3–6	iPad Air (6th Gen) with keyboard
Grades 7–12	iPad Pro 12.9” (3rd Gen) with keyboard

In addition, ‘Iolani School provides a number of educational and productivity apps for the iPads. For details on technology at ‘Iolani, visit www.iolani.org/academics/technology.

For more information, contact the Information Technology Services (ITS) Department at helpdesk@iolani.org.

Student Rules

» BEHAVIOR

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 School as a 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 Head of School, acting upon the recommendation of the teachers, counselors and Deans, may dismiss a student from 'Iolani for academic or disciplinary reasons at any time when, in the opinion of the teachers, counselors and administrators, continued study at 'Iolani is not in the school's or student's best interest.

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, chapel or assembly 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 and/or 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 Dean of Students and the Head of School 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, posting, 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 Dean, 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, expulsion.

PROCESS

A student who violates rules of behavior will be referred to the Dean of Students or the Deans of the Lower School. The Dean will examine and discuss the charges with the student and investigate 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 Dean may take measures to keep students apart from one another while they are on campus. 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 by the Dean that an infraction has taken place, he or she will counsel the student and determine the corrective action, if any, to be taken. Surrounding circumstances, expectations, relationships and the age of the student involved are all factors to be weighed in any disciplinary action. In cases of expulsion, the Dean will consult with the Head of School.

HEARING

Students' explanations of their conduct before the Dean of Students or Dean of Lower School constitute a hearing.

CORRECTIVE ACTION

Corrective action for infractions shall be appropriately handled by the Dean of Students or the Dean of the Lower School. This may include, but not be limited to, detention, loss of privileges, required study hall, disciplinary probation and dismissal. 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 Dean 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 expelled 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 (such as proms and school dances) without permission from the Head of School or Dean of Students.

APPEAL

Appeals may be made only to 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.

PROBATION

A student on academic or disciplinary probation may not hold elective office (including Senior Prefects), serve as a member of prom or May Day courts, or receive school-sponsored academic, athletic or service awards. In addition, all students on probation will be placed in required study hall.

» **ACADEMIC HONESTY**

Students must maintain academic honesty in every aspect of their academic work.

In preparing schoolwork, asking for help is possible and 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. 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 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 or the Head of School). Identify the offending conduct and person(s) so a thorough investigation and evaluation can be made.

REPORTING SEXUAL MISCONDUCT

If anyone knows or has reason to suspect that sexual misconduct has occurred, he/she must notify a member of the faculty or staff and provide as much information as possible about the

misconduct or 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 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 Dean and/or 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 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 uses 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.

» UPPER SCHOOL ATTENDANCE

'Iolani School pays close attention to attendance and expects students to observe the following procedures when they are absent or late. **Please also see COVID-19 specific guidelines in the Health Policies and Procedures section of the handbook.**

UNPLANNED ABSENCES

When a student is absent from school due to illness or leaves for an appointment during the day, he/she must bring a note from a parent/guardian or have the parent/guardian call the attendance office at 808-943-2207 to explain the reason for the absence. 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. Failure to meet these requirements may result in academic penalties. In the case

of illness, students should email their teachers to get any missed assignments. If the school believes a student is chronically absent, it may require the student to submit a physician's note upon returning to school.

A student who is ill, and absent from homeroom, should not attend school that day. If the student comes to school later in the day, he/she must present a physician's note indicating that he/she is well enough to attend school, otherwise the student 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 schoolwork and arrive later in the day. Any unexcused absence or tardy may result in academic penalties, including, but not limited to, assignments due, in-class work, quizzes and tests. All students claiming illness and who arrive later in the day must check-in by noon with a physician's note in order to participate in any extracurricular activities that day. 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 must check-in at both the main office and with the Infirmary.

A student with an excessive number of absences, as determined by school administration, may be placed on an attendance contract and disciplinary probation.

PLANNED ABSENCES

While class attendance is necessary for a productive and fulfilling curriculum, the school understands that occasions may arise when students must miss class, or a day or more of school, due to legitimate and verifiable reasons. In these cases, students must obtain permission from the school by having their parents/guardians provide a written letter explaining the reason to the Dean of Students at least one week before the start of the absence. Permission to receive an excused absence will be issued at the discretion of the school. Once permission is granted to miss class, students are required to pick up, complete and return an excused travel absence form from the Main Office 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 schoolwork prior to their departure, or allow students to make up work upon their return. Failure to meet teacher requirements may result in academic penalties for students. The school has granted permission to be absent for these reasons: early release for athletic participation, planned appointments, family or personal trips, and school-sponsored trips. **In addition, given current travel restrictions due to COVID-19, students will be subject to state guidelines and school-mandated health protocols in order to return to campus.**

Missing a semester or final 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 final exam testing.

If a student must reschedule a semester or final exam due to a planned 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 school calendar and schedule planned absences when class and semester/final 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 the missed lessons and the student will need to take responsibility for that material.

TARDINESS

Students are to be in homeroom before the tardy bell rings at the beginning of the school day, regardless of their respective academic schedules. Late students are to report to the attendance window for admission slips, then report to homeroom or class and present the slip to the teacher. Students without a valid reason for tardiness will be marked unexcused. Students with more than 15 unexcused tardy slips in a school year will be placed in required study hall. Those who have committed other serious infractions may also be placed on probation.

HOLIDAYS

All school holidays are printed on the school calendar and announced by the Head of School. Senior skip day, or any unauthorized holiday planned by students, will not be sanctioned and will be treated as an unexcused absence. In such cases parents should not write an excuse unless the child is ill.

ASSEMBLIES, CHAPEL AND CLASSES

Students must attend grade-level and school assemblies, chapels and all of their classes. Students who cut any of these without permission from the nurse or Dean of Students will be placed in the required study hall. Students claiming illness during the school day must report to the Wellness Center if they want to be excused from an assembly, chapel or class.

» USE OF ELECTRONIC DEVICES

(For Upper and Lower School)

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 and laptops) throughout the campus. To promote a safe, secure and effective learning environment, the school encourages 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 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 several penalties, which can include, but are not limited to, restricted device use, detention, required study hall, probation 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 determination

of the Dean, 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, all of which are prohibited
- » Jailbreaking, and unauthorized use of and/or other modifications of an 'Iolani electronic device, all of which are 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 (e.g., video, photos and audio) with the known consent of the person(s) being recorded.
- » Only post 'Iolani 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 your iPad's case on 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 and 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, study halls and during field trips unless the student has specific same-day permission from the appropriate

teacher or proctor. Electronic devices must be turned off during assemblies, school-sponsored performances and chapel.

- » Do not post or send any message, picture, sound and/or 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 School 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. '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 Main Office or Information Technology Services 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 and 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.

» UPPER SCHOOL DAILY REGULATIONS

- » Students in grades seven to 11 are required to be on campus until school is dismissed at 3 p.m.
- » Public display of affection is in poor taste and inappropriate in a school environment.
- » Students in grades seven to 11 are not allowed in the student parking areas on Lā'au Street from 7:40 a.m. to 3 p.m. Seniors are not to loiter in any of the parking lots when entering or leaving campus during the school day.

- » Students must maintain appropriate noise levels when gathering in courtyards or hallways near classrooms.
- » All books and personal belongings are to be secured in a locker or carried by each student. They are not to be left in the corridors or on the lānais of any of the buildings. Anything left unattended will be picked up and may be claimed in the Main Office. A fine of \$1 will be assessed for each infraction.
- » Gum chewing at school 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, study halls and during field trips unless the student has specific same-day permission from the appropriate teacher or proctor. Electronic devices must be turned off during assemblies, school-sponsored performances and chapel.
- » Students should not play with frisbees, tennis balls, footballs, basketballs and the like on any part of the campus except on the athletic fields when they do not interfere with PE classes.
- » 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.
- » 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 rollerblading are not permitted on campus.
- » Students may not ride in school elevators without permission from the school nurse or Dean of Students.
- » 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.

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 5 p.m. on school days.
- » Unless injured, students may not use the elevator during school hours.
- » The third- and fourth-floor project spaces are open to students for quiet study before school, during a free period, lunch and after school only if there are no classes or events in the space.
- » Students must behave respectfully and clean up their space before they leave.
- » Students are not allowed in the building before or after school hours or on the weekends unless accompanied by an adult.

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.
- » 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

- » Students visiting the dorm during residence hours (3:15-7:30 p.m.) must be the guest of a boarding student, must be signed in with the House Faculty on duty, and are expected to follow all the residential community expectations and policies.
- » Students are not to loiter behind the building.

» UPPER SCHOOL DRESS STANDARDS

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 allowing a student to explore and define his or her own individuality.

However, certain basic dress standards must be followed to maintain a positive and productive environment providing a focused atmosphere conducive to teaching and learning.

With enrollment in 'Iolani School, 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 that 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 school year.

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.

SLIPPER PASSES

Any student requesting a slipper pass for the school day must obtain a note from the school nurse. The note must then be presented to the Attendance Office for a slipper pass BEFORE 7:40 a.m. All passes received after that will be unexcused and result in detention. A student with a slipper pass is not eligible for participation in PE or athletics for the date(s) of the slipper pass.

» STUDY HALLS

Students receive seating assignments during the first week and are to take their assigned seats upon attending study hall.

Attendance will be taken as students will be required to check in to their respective study hall location(s).

Proctors will announce additional expectations and procedures.

EXCUSE FROM STUDY HALL

Students may not be excused from study hall until attendance-taking has been completed. A student may be excused from study hall by:

- » Presenting the study hall teacher with a written excuse, signed by a teacher or administrator
- » Receiving a call slip from the office
- » Obtaining special permission from the study hall teacher

SIGNING OUT OF STUDY HALL

Students excused from study hall should sign out with the study hall teacher, indicating time of departure and destination.

Students with written excuses for the entire period must leave their excuses with the study hall teacher at the time they sign out. Students with written excuses for only part of the period, and those who receive call slips from the office, must take the excuse or call slip with them so the person to whom they report can fill in the bottom portion of the excuse and sign it, or make a similar notation on the call slip and sign it.

Students excused to use the Library must sign out and leave their excuses with the study hall teacher. They should then take Library admittance forms from the study hall teacher along with them and present them to the library proctor.

Students excused from study hall for only part of the period must sign in again with the study hall teacher before the end of the period, indicate the time of their return on the sign-out forms, and turn in their excuses to the study hall teacher.

» CANCELED CLASSES

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

» TRAVEL RULES

On all 'Iolani-sponsored trips, school rules apply from the time the student is released to the chaperones at the commencement of the trip until he/she is released to the custody of his/her parents/guardians at the end of the trip. Any student who violates any rule at any time will be subject to punishment and corrective measures governing misconduct on campus, including dismissal.

» SENIOR OPEN-CAMPUS PRIVILEGES

Seniors may leave the campus during their free time if they have open-campus privileges, and are not on academic probation or restricted for disciplinary reasons. Seniors who leave campus must carry their school identification card with them. If they encounter a police officer, they should explain that they are seniors and have off-campus privileges, and present their ID to the officer. Seniors will be required to check-out and check-in with Campus Security upon leaving and returning to campus. The school may revoke the open-campus privilege of any senior for whom a teacher or administrator feels the privilege is detrimental.

Seniors who have been denied the open-campus privilege will be placed in study halls.

Tutoring Policies

‘Iolani School prides itself on providing each student with individualized attention and academic support. In most cases, formal tutoring is not necessary because teachers are available for extra help during the day as well as after school. The school will only recommend outside tutoring for a student if all other resources at ‘Iolani have been utilized.

HIRED TUTORS

Tutors who are not ‘Iolani employees must be vetted by ‘Iolani School and complete a background check in order to tutor on campus. Hired tutors are only permitted to work with ‘Iolani students or siblings of ‘Iolani students. Tutoring non-‘Iolani affiliated students on campus is not allowed.

LOWER SCHOOL

Individual teachers are asked not to recommend tutoring to a student or family on their own. When warranted, the Lower School Student Support Team may recommend tutoring for a student. Tutoring agreements must be coordinated and monitored by the student’s family and the school. The Student Support Team will coordinate through the counselor the time and place where tutoring will occur.

UPPER SCHOOL

Individual teachers are asked not to recommend tutoring to a student or family on their own. When warranted, a counselor may recommend tutoring for a student in his/her grade. Tutoring agreements must be coordinated and monitored by the student’s family and the school. The Special Programs Office will coordinate the time and place where outside tutoring will occur.

HELP SESSIONS AND TEACHER/STUDENT CONFERENCES

Teachers in the Upper School offer extra-help sessions for students who may want to review material or to ask questions. In addition to designated days for each subject area to hold extra-help sessions, teachers may schedule additional extra-help time before or after school, as well as during free periods that the student and teacher may have in common. The designated extra-help days are:

- » Tuesdays » History and Science
- » Wednesdays » English and Math
- » Thursdays » World Language

Please note that extra-help sessions are from 3 to 4 p.m. on each assigned day.

Counseling and Guidance

THE COUNSELING DEPARTMENT promotes student success by supporting and maximizing academic achievement and fostering personal and social development.

Counselors at ‘Iolani School help students understand themselves and the challenges they face. Further concerns may be addressed by the Director of Social and Emotional Health.

There is a kindergarten through second-grade counselor, a third- and fourth-grade counselor, a fifth- and sixth-grade counselor, and a counselor for each grade level from seven through 12. Two support counselors are also available for students in grades seven through nine and grades 10 through 12. There are four college counselors who advise students in grades nine through 12. The student/counselor ratio in grades kindergarten through six is 216 students per counselor, in grades seven and eight is 135 students per counselor, and grades nine through 12 is 121 students per counselor.

The counselors meet individually with all students in their grade level during their first year together. New students and students with academic, personal or developmental concerns receive additional attention.

Counselors work closely with each other, parents, the faculty and the administration to ensure special concerns are handled appropriately and consistently.

‘Iolani offers a guidance program for all students. In grades kindergarten through six, all students have guidance lessons throughout the year. All seventh graders take a nine-week guidance course covering self-esteem, friendships, assertiveness, the changes of adolescence, and etiquette. Counselors teach lessons on course planning, GPA and the American education system during ninth-grade advisory sessions, as well as preparation for course registration. The college counselors also meet during advisory to introduce college counseling and the college admissions process.

In August, new students visit ‘Iolani to meet school personnel and other new students and to tour the campus. Counselors meet with small groups of new students in September to answer questions about academic and extracurricular activities.

VOLUNTEER TUTORING

With teacher approval, students in grades nine through 12 volunteer their time to help younger students with courses that could give them difficulty. They tutor in a proctored classroom during their study hall periods at no cost to the students or parents. Upper-class students also act as Big Brothers and Sisters to kindergarten through sixth-grade students as needed.

Community Service



‘IOLANI SCHOOL STUDENTS are encouraged to participate in on- and off-campus service to our community. With several clubs, service activities and partnerships, the school’s campus community service projects include food and personal care item drives, disaster relief efforts, environmental and sustainability initiatives, and aid to human services. Service-oriented clubs such as the Key Club, Leo Club, Interact Club, “I” Club, American Red Cross Club, Peace and Justice Club, and Global Issues Network organize and execute projects throughout the year. Several classes — including Economics and Entrepreneurship, My Life/MyWorld/My Island, and the One Mile Project — have integrated service learning into the curriculum to give students a more in-depth experience in service to their community.

Community groups ‘Iolani School students aided during the 2020-21 school year included The Institute for Human Services, Episcopal Relief and Development, Aloha Harvest, St. Elizabeth’s Episcopal Church, Family Promise, The Children’s Alliance of Hawai‘i, Hawai‘i Children’s Justice Centers, Hawai‘i Nature Center, Lyon Arboretum, and Ronald McDonald House Charities Hawai‘i.

In response to COVID-19, several students have volunteered to make and donate masks, delivered essential goods and services to those in need, and given back to the community in many ways during this unprecedented time.

Privacy and Disclosure Policies

» STUDENT EDUCATION RECORDS

In general, parents and current 'Iolani School students over the age of 18 ("Eligible Students") may inspect and review a student's education records as defined below. Parents are those identified on a student's birth certificate, as submitted during the application process. Any subsequent changes must be demonstrated by appropriate documentation (e.g., adoption or guardianship decree, court order, divorce decree). If any parent objects to 'Iolani's permitting another parent from accessing a student's education records, he or she must provide 'Iolani with a written explanation and copies of appropriate documentation. It is solely the responsibility of the parents to update 'Iolani concerning any changes.

"Education records" are records directly related to a student that are maintained by 'Iolani and presented to an outside organization (typically, a college or other school) at the request of a student. These records include, but are not limited to, grades, transcripts, class lists, student course schedules, standardized test scores, teachers comments and certain health records, and may include any official disciplinary actions taken. 'Iolani reserves the right to routinely amend and/or maintain education records, in its sole discretion, as may be appropriate in the normal course of business.

INSPECTION AND REVIEW

'Iolani will respond to any written request to inspect and review a student's education records within 45 days of the day it receives the request for access. Parents or eligible students should submit to the Dean of Studies (for Upper School) or Dean of Lower School a written request identifying the records they wish to inspect. The school will arrange for access and notify the parents or eligible student of the time and place where the records may be inspected.

REQUESTS FOR CORRECTION

If a parent or eligible student believes the student's education records are inaccurate or misleading, they may request that 'Iolani correct the records that are believed to be inaccurate or misleading. Parents or eligible students should write to 'Iolani in care of the Dean of Studies and 1) clearly identify the portion of the education records they want corrected, 2) specify why they believe the records are inaccurate or misleading, and 3) articulate how they would like the records to be corrected. If 'Iolani decides not to amend the record as requested by the parent or eligible student, the school will notify the parent or eligible student of the decision and advise them of the availability of a hearing regarding the amendment if a hearing is requested. Additional information regarding the hearing procedures will be provided to the parent or eligible student if they are notified that a hearing is available.

DIRECTORY INFORMATION

'Iolani may disclose certain Directory Information about students as reviewed and approved by his or her parent(s) in the 'Iolani School New Parent/Legal Guardian Consent and Release Form without requesting or receiving additional written consent. 'Iolani uses Directory Information — personally identifiable information about the student that is generally not considered harmful or an invasion of privacy if released — primarily in school transcripts, certain school publications, media displays and press releases, both printed and electronic. Examples include:

- » The school's student directory
- » The school newspaper
- » The school yearbook
- » The school graduation program
- » The school website
- » Academic honors recognition lists
- » Playbills showing the student's role in a play
- » Sports activity lists, such as rosters showing weight and height of team members
- » Press releases from the school
- » Newspaper, magazine or television features on the school
- » Other school publications and presentations

Directory Information may also be disclosed to certain outside organizations without the prior written consent of a parent of eligible student. Outside organizations include, but are not limited to, companies that manufacture class rings or publish yearbooks.

If a parent does not want 'Iolani to disclose all or certain pieces of Directory Information about his or her child without prior consent and did not direct 'Iolani accordingly in the 'Iolani School New Parent/Legal Guardian Consent and Release Form, the parent must notify 'Iolani in writing by the first day of instruction for the regular school year, addressed to the Dean of Studies with specific instructions as to which pieces of the student's Directory Information he or she does not want disclosed. 'Iolani has designated the following information as Directory Information of a student:

- » Name
- » Address
- » Telephone listing
- » Electronic mail address
- » Date and place of birth
- » Dates of attendance
- » Grade level
- » Participation in school activities and sports
- » Weight and height, if a member of an athletic team
- » Photograph, film, digital and video images
- » Honors and awards received
- » College of attendance

**CONSENT FOR DISCLOSURES AND
MANDATORY REPORTING**

Except for Directory Information as described above, 'Iolani requires a parent's or eligible student's consent to disclose personally identifiable information contained in a student's education records outside the school, except as required to comply with state or federal law or to protect the health and safety of all members of the 'Iolani community. Specifically, 'Iolani must report any reasonable suspicions of child abuse or neglect to Child Welfare Services. The law does not require 'Iolani School to obtain parental consent before making a report. Once a mandatory report is made, 'Iolani School will not take further action except as permitted to do so by a government agency with the appropriate authority. Such reports, and records of reports, are highly confidential and 'Iolani School will not disclose whether a report has been made unless required by law.

Note that 'Iolani, in its sole discretion, may share information contained in a student's education records with persons associated with 'Iolani for the purposes of instruction or in furtherance of the legitimate educational interests of 'Iolani. Persons associated with 'Iolani include those employed by the school as an administrator, supervisor, instructor, coach or support staff member (including health or medical staff and law-enforcement unit personnel); a person serving on 'Iolani's Board of Governors; a person or company with whom 'Iolani has contracted to perform a special task (such as an attorney, auditor, medical consultant or therapist); and a parent or student serving on an official committee or assisting another person associated with 'Iolani in the performance of his or her tasks.

‘Iolani ‘Ohana Parent Organization

Established in 1986, the ‘Iolani ‘Ohana is the official parent organization of ‘Iolani School and welcomes all parents and guardians as members. It seeks to instill a sense of inclusion and belonging for all parents and families as it builds a vibrant and supportive community through social activities and programs.

The ‘Iolani ‘Ohana Council is a leadership group of ‘Iolani School and consists of approximately 45 members who serve as officers, committee chairs and grade-level representatives. These members oversee the planning of parent and family events, and coordination of parent involvement in social activities and programs. Each grade level, kindergarten through grade 12, is represented by two to three parent representatives. Throughout the year, parents will receive information and invitations from their respective grade-level parent representatives.

In addition to the above, the council serves as a liaison between the administrators and parent community to maintain open communication regarding school initiatives and projects.

Being a part of the council is a wonderful opportunity to get actively involved in our community. It’s also a great way to develop lasting relationships with the families in your child’s grade while providing an important service to the school. Please consider sharing your time and talents by volunteering with the ‘Iolani ‘Ohana Council. Volunteers are also needed to assist with classroom and grade-level activities.

To learn more about becoming a member of the ‘Iolani ‘Ohana or other parent volunteer opportunities, contact the ‘Ohana Liaison at liaison@iolani.org.

‘Iolani Fair

One of the most exciting and fun-filled events of the year for our students, families, faculty, staff and community is the two-day ‘Iolani Fair. For more than 26 years, the annual fair has been the school’s largest school-community fundraiser. Proceeds raised at the fair help to directly fund student travel initiatives for dozens of classes and programs.

With high vaccination rates and improved community conditions, we are planning to hold the ‘Iolani Fair this school year. The theme of this year’s fair is “Ships Ahoy.” We will have more details about the size of the event and possible attendees as we get closer to the date of the fair. But please mark your calendars for Friday, April 22 and Saturday, April 23, 2022, from noon to 10:30 p.m.

Creating a fun, safe and successful fair requires the help of thousands of volunteers. All families, students, faculty and staff are asked to help support this important event for our school by volunteering for one or more shifts. Your participation is integral to our success. There are hundreds of different volunteer opportunities to match the time and/or talents families may have to share. Some examples include:

- » Volunteering to help chair a booth
- » Joining the leadership team to help oversee a division
- » Signing up to work a shift and/or help at a pre-fair workshop

- » Encouraging your company to be a corporate sponsor
- » Making fresh-baked goods to sell in the fair’s General Store
- » Helping to quilt blankets and sew crafts
- » Getting together with fellow parents to create a unique basket for the silent auction

We need volunteers in all of these ‘Iolani Fair areas:

- » Games
- » Food
- » Silent Auction
- » Marketplace
- » Keiki Kountry
- » Support
- » Administration (manpower, donations)

Beginning in the fall, the ‘Iolani Fair team will reach out to see what area(s) of the fair volunteers may be interested in supporting. Signing up is easy and can be done online. If you would like to volunteer or get involved at a leadership level by becoming a chair or shadow for a booth or division, please contact the ‘Iolani Fair Office directly at 808-943-2339 or email fair@iolani.org.

Fundraising Policies

» OBJECTIVES

‘Iolani School recognizes and appreciates the significant financial investment our families make in their child’s education. Acknowledging this commitment, the school makes every effort to use operating funds to alleviate additional costs for extracurricular activities, including assistance with overall travel costs (for performances, games, competitions, etc.), reductions in costs of Class Camps (for grades four, six and 12), and aid for miscellaneous costs for student activities.

As such, ‘Iolani School does not allow miscellaneous fundraising on or off campus. Instead, advisors, faculty and coaches can make requests per the guidelines that follow, and the school will make every effort to assist with the costs in a way that will provide equivalent financial support without relying on contributions from families or the community.

These guidelines will identify channels available to faculty, advisors and parents to request funds and ensure ‘Iolani School is in compliance with federal guidelines, policies and best practices with regard to fundraising in a manner that is fair and consistent for all students.

‘Iolani School remains committed to supporting extracurricular activities enhancing the student life experience on campus. It offers the following opportunities for financial support:

SCHOOL-GENERATED FUNDS – ‘IOLANI FAIR

Each year, the net proceeds generated from the ‘Iolani Fair are placed into a school account to help offset the costs of travel for ‘Iolani School teams, clubs and classes. The fair helps support dozens of classes, teams and programs including:

- » Academic teams
- » Athletic team trips
- » College counseling trips
- » Fourth-Grade Camp (Big Island trip)
- » Imua and Yearbook
- » Performing arts
- » School clubs
- » Senior Camp
- » Sixth-Grade Camp

The funds are dispersed in priority order as follows:

1. To cover the costs of chaperones for student travel
2. To reduce the costs of class camps for all participating students
3. To reduce the cost of all remaining trips to a level that ‘Iolani Fair proceeds can support

‘Iolani School has established processes for faculty and advisors to request needed funds for travel. **In accordance with this policy, members of the ‘Iolani community should refrain from soliciting or directly accepting contributions for individual programs and activities.** These guidelines are in place to serve our families as well as to ensure ‘Iolani School is in compliance with federal policies and best practices with regard to fundraising for the school, both on and off campus.

» OTHER

In specific cases, there may be opportunities for participation in fundraising activities created by ‘Iolani School. Some examples include:

SCHOOL PERFORMANCES

From time to time, performing arts or other groups may consider charging for a performance as a fundraiser for upcoming travel. Requests for this should be made to the appropriate Academic Dean.

COMMUNITY SERVICE FUNDRAISERS

During the school year, students may request to hold campus events addressing a community or global need and may consider fundraising as part of this learning experience. These community service-type fundraisers must first be reviewed and approved by the appropriate Academic Dean and should be consistent with the school’s mission and values with a focus on service learning and not financial contributions.

EDUCATIONAL CAMPS AND CLINICS

Camps and clinics that provide instruction may charge participants. Requests for these activities should be submitted to the Academic Dean overseeing the event.

ACCOUNTABILITY AND FINANCIAL REPORTING

Any checks, sponsorship dollars, or other funds received by a school club, team, parent or group must be addressed to ‘Iolani School and immediately submitted to the ‘Iolani Advancement Office for proper accounting and reporting.

The funds will then be held by the Business Office and allocated for the group’s purpose and distribution. This ensures proper stewardship of those dollars both in reporting back to the donor(s) and per legal regulations. All funds collected for any school or extracurricular school purpose are subject to regular audit and accountability requirements.

My BackPack and My BackPack Mobile

‘IOLANI SCHOOL UTILIZES Community Brand’s Senior Systems as a student information system. There are two methods to access information attached to students’ accounts — My BackPack, which is a web portal, and My BackPack Mobile, which is a mobile device app. Both offer the same information, but My BackPack Mobile also offers:

Home Screen of the app:

1. **Summary** presents an overview of your child’s information. Use the tab on the upper right to access another child if you have more than one child at ‘Iolani.
2. **Schedule** includes a list of your child’s Upper School teachers for each of the year’s four quarters and by class period, as well the name of your child’s Lower School homeroom teacher.
3. **Balance** provides the current account balance from the school’s Business Office.

Bottom or Footer of the app:

1. **Directory** is a parent/student directory search function sharing information that families have granted consent to share through the Magnus Health student information forms. If you would like to change any of your family’s information, please use the link under Contacts and Links on the app to update or change information.
2. **Contacts and Links** include the most commonly accessed numbers on the Contact tab. Under the Links tab, the school has included links to the ‘Iolani website, faculty directory, and a link to change the information included in the directory.
3. **Settings** allow parents to reload the app if needed and to sign out. The app does not time out so parents must logout to close it.



Directions to Install the My BackPack Mobile App (Senior Systems)

1. Install the app from one of its **Google Play** or **iTunes** links.
2. Launch app and use the school code: Iolani.
3. Log in using your My BackPack username and password. The site to access My BackPack is at <https://mbp.iolani.org/>.

If you do not remember your username and/or password, please choose the option on the bottom of the sign-in box to reset one or both.

IMPORTANT: The app does not logout after a period of inactivity, so you must logout after each use for the app to fully close.

Special Programs

AFTER SCHOOL PROGRAMS

‘Iolani School offers After School Program classes that take place after the regular school day ends during the regular school year, including After School Care for students in kindergarten through sixth grade. For more information, visit www.iolani.org/after-school-programs.

SUMMER PROGRAMS

The mission of ‘Iolani Summer Programs is to continue the tradition of leadership and academic excellence by offering students from the community and abroad an opportunity to enrich their knowledge and curiosity through engaging curriculum and interactive learning environments that foster lifelong learners ready to engage their world in new and innovative ways.

Summer Programs include a variety of daily enrichment courses in the arts, athletics, STEM and academics for students entering grades kindergarten through 12. Classes and excursions invite students to develop their knowledge and curiosity through innovative subject matter and experiential learning. For more information, visit www.iolani.org/summer.

SUMMER RESIDENTIAL PROGRAMS

‘Iolani Summer Residential Programs’ holistic approach offers students ages 11 to 16 the opportunity to engage in hands-on learning through classes designed for academic review and enrichment, extracurricular activities, and exciting field trips around O‘ahu. The goal of each program is to find balance between academic pursuits and extracurricular activities.

In addition to a learning environment taking advantage of the tremendous resources on campus, Residential Summer Programs utilize the school’s geographic location in Honolulu to create unique opportunities for personal growth and development through exposure to Hawaiian culture, as well as local attractions and events. For more information, visit www.iolani.org/summer/summer-residential-programs.

Plant and Facilities



‘Iolani School is situated on a 25-acre campus a few miles from Diamond Head, the Honolulu Zoo and the University of Hawai‘i at Mānoa. The campus is nestled in the neighborhood of McCully-Mō‘ili‘ili and is near the neighborhoods of Kaimuki and Kapahulu. The school provides a safe, well-secured campus for students and families while also serving as a welcoming community gathering place. Some of the most visited sites on campus include:

ARCHIVES

Archives collects, organizes and preserves ‘Iolani School documents, artifacts and other primary source materials that promote an understanding and appreciation for the history of the school. The Archives is located on the second floor of the Sullivan Center for Innovation and Leadership and may be reached by calling 808-943-2336 or emailing archives@iolani.org.

ART BUILDING

A comprehensive art building houses facilities for ceramics, photography, painting, drawing, glass and metal work, and 3D design. A Lower School Art Room and the school’s Art Gallery are situated on the ground floor.

ATHLETIC FACILITIES

With the completion of the Father Kenneth A. Bray Athletic Center in 1980, and additions in 1989, ‘Iolani possesses one of the finest athletic complexes in the state, featuring two gymnasiums, physical conditioning and physical training rooms, a racquetball

court, and space for wrestling, gymnastics and dance. Outdoor facilities include the Kozuki Stadium facilities — completed in 2003 — an Olympic-size swimming pool, six tennis courts, two football and soccer fields, a track, a superb baseball diamond, and the One Team Field House, completed in 2005.

CLASSROOM FACILITIES

The Harry and Jeanette Weinberg Building, completed in 2003, provides 32 classrooms, four physics suites, an AP biology/chemistry lab and a computer lab. The building also houses the College Counseling Department, Seto Hall (a large multipurpose meeting, assembly and banquet room), the Media Services (Audiovisual) Department, and a snack bar.

In 2003, the Castle Building was renovated to provide additional classrooms and four science rooms. The Nangaku Building was also renovated to house the Admission Office, Institutional Advancement Office, Business Office and Campus Store.

The I Building is home to Upper School classrooms as well as offices for the Head of School, Dean of Students, Dean of Studies and Dean of Upper School, as well as the Upper School Main Office and the Counseling Department.

The second floor of the Nangaku Building is where the Communication and Residential Admission Departments and several classrooms are located. The Nangaku Building’s first floor houses the Ranzman Board Room, Campus Store, Business Office, and Day Admission and Advancement Departments.

K-1 COMMUNITY

The K-1 Community features 10 classrooms in five buildings uniquely blending outdoor learning spaces with indoor instructional areas. Each classroom has floor-to-ceiling windows looking out to a large natural playground. There are gardening spaces, outdoor lānais and “reading trees” in the first-grade classrooms, and the natural playground is designed with activity stations encouraging collaboration, discovery, growth and expression.

LOWER SCHOOL

Two new facilities in Lower School help fulfill an important aspect of ‘Iolani’s strategic plan to create leading-edge facilities and provide spaces for discovery, growth and expression where students can develop unique talents and skills to share with the world. The Sidney and Minnie Kosasa Performance Studios feature high ceilings and added space for music and dance classes. The two-story Kaneshiro Science and Innovation Center includes large spaces on the ground floor for science, and a large fabrication and computer lab, flex space, and religion and English classrooms on its second floor.

LIBRARIES

The Tsuzuki Group Library (for grades seven through 12), located on the second floor of the Sullivan Center for Innovation and Leadership, and the Lower School Library (for grades kindergarten through six) in the Lower School provide a well-balanced collection of materials and technology to support student learning and enrich the curriculum.

RESIDENCE HALL

The dormitory is a modern, secure and well-designed five-story residential hall housing 112 students in grades nine through 12 as well as House Parents who reside on the ground level. A common area on each floor and on the ground level are also available for supervised student use. There are strict rules regarding entering the dormitory.

THE STUDENT CENTER

This large, versatile building is used as a cafeteria as well as a snack and study area during the academic day. In the evening, it is a site for dances, large meetings and banquets. A snack bar is open during the school day.

ST. ALBAN’S CHAPEL

Among the first buildings to be completed at the Ala Wai site, the chapel was dedicated in 1953. The spiritual center of the school, St. Alban’s Chapel has undergone major renovations beginning with the gift of an Allen Digital Computer Organ, installed in 1990. In 1993, a stained- glass window designed for the front of the chapel was added. In 1995, all pews and furnishings were redone in koa, and in 2005, a trellis was constructed. St. Alban’s Chapel seats 500 students and is used every weekday morning for school services.

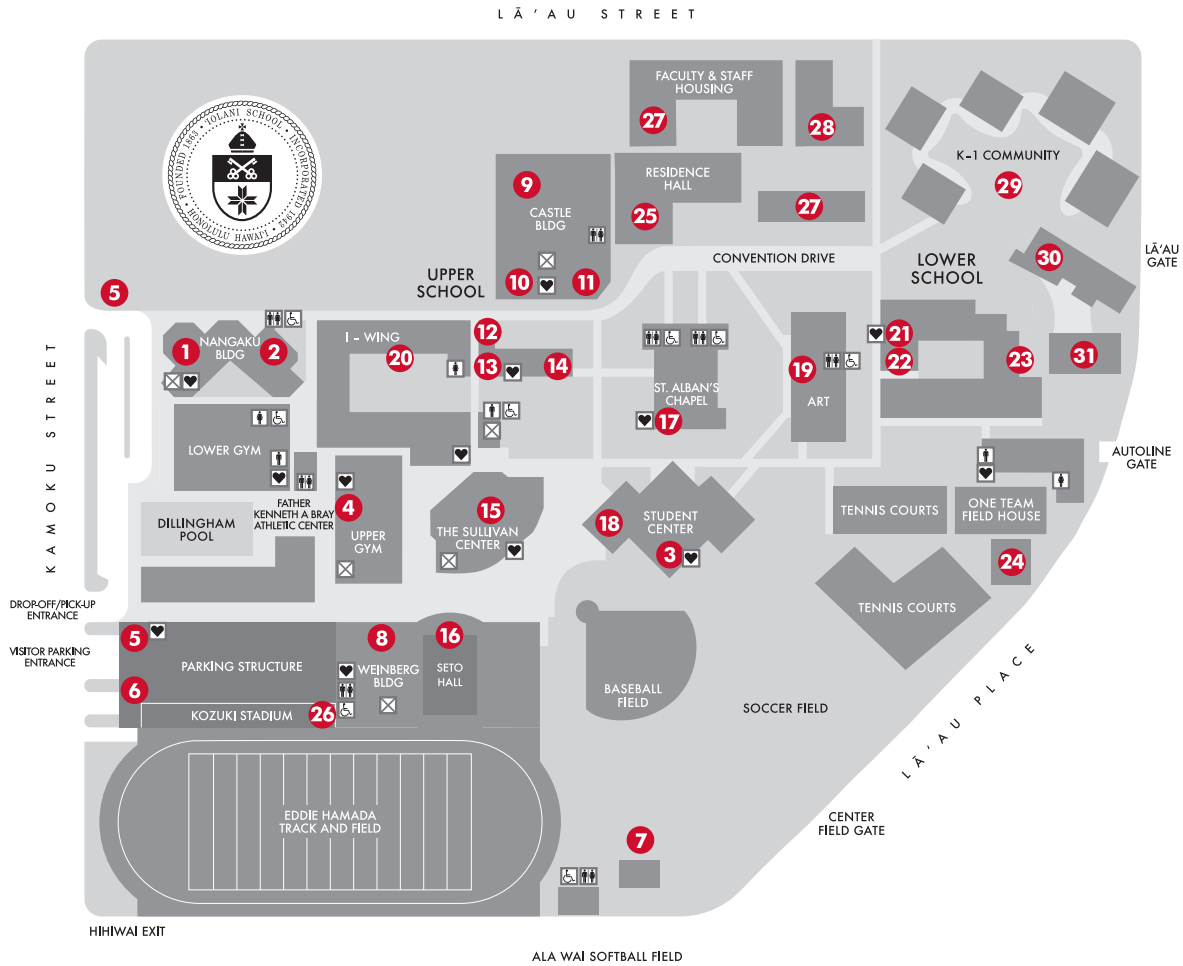
SULLIVAN CENTER FOR INNOVATION AND LEADERSHIP

The Sullivan Center for Innovation and Leadership at ‘Iolani School is a sustainably-designed 40,000-square-foot, four-story facility dedicated to citizenship, applied technology, scientific discovery and digital communication. Focusing on 21st-century learning skills, the Sullivan Center includes an innovation lab, a modern library, flexible project spaces, collaboration classrooms, a digital media lab, a rooftop garden and a research lab.

FOOD SERVICE

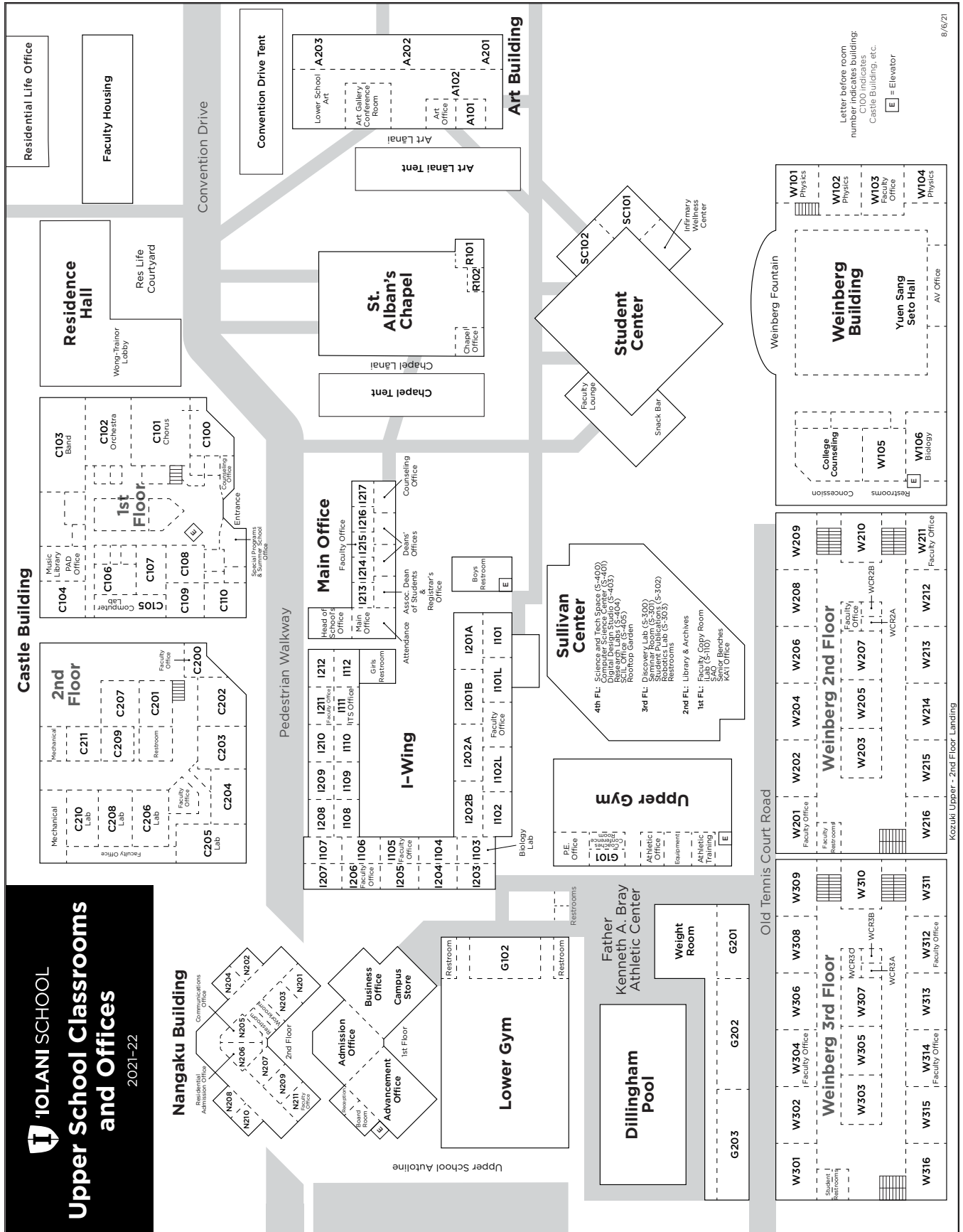
Sodexo operates the school’s cafeteria and snack bars. Meals may be purchased with cash or by using a debit account accessed by the student’s fingerprint or ID card. Money may be placed in a student’s account beginning in August.

Campus Map

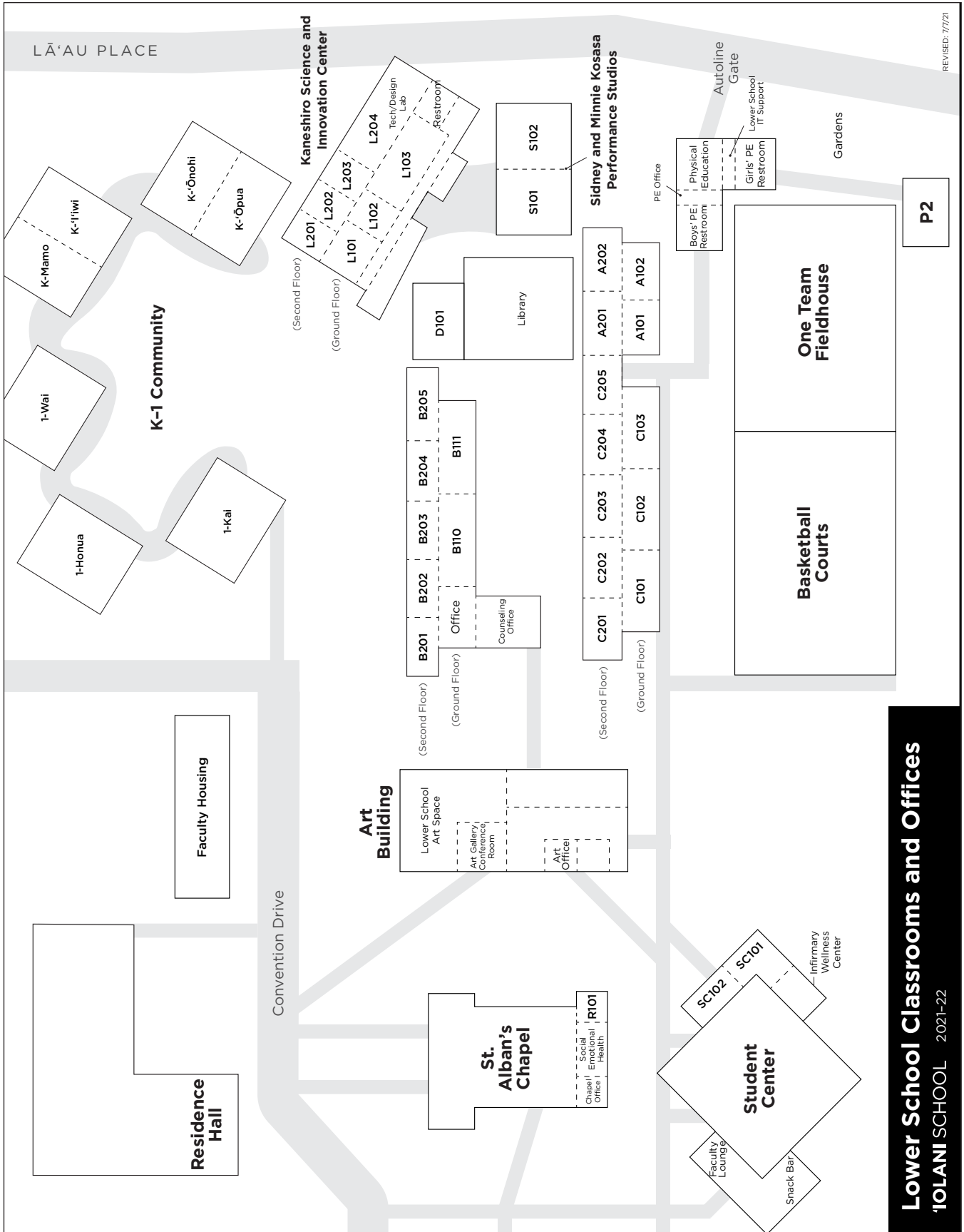


ADMISSION OFFICE	1	KA'I OFFICE	15	RESTROOMS
ADVANCEMENT OFFICE	1	KANESHIRO SCIENCE & INNOVATION CENTER	30	WOMEN
ART - KANESHIRO ART GALLERY	19	KOSASA PERFORMANCE STUDIOS	31	MEN
ATHLETIC OFFICE	4	LIBRARY / ARCHIVES - 2ND FLOOR	15	ACCESSIBLE
BUSINESS OFFICE / CAMPUS STORE	2	LIBRARY - LOWER SCHOOL	23	ELEVATOR
CAFETERIA OFFICE	18	MAIN OFFICE - LOWER SCHOOL	21	AED
CHAPEL OFFICE	17	MAIN OFFICE - UPPER SCHOOL	13	
COLLEGE COUNSELING OFFICE	8	PERFORMING ARTS DEPT. OFFICE	9	
COMMUNICATIONS OFFICE - 2ND FLR	1	PHYSICAL PLANT DEPARTMENT	6	
COUNSELING - GRADES 7 AND 8	11	RANZMAN BOARD ROOM	1	
COUNSELING OFFICE	14	RESIDENCE HALL	25	
COUNSELING - LOWER SCHOOL	22	RESIDENTIAL ADMISSION - 2ND FLR	1	
FACULTY & STAFF HOUSING	27	RESIDENTIAL LIFE OFFICE	28	
FAIR COTTAGE	7	SECURITY OFFICE	5	
FAIR OFFICE	26	SENIOR BENCHES	15	
HEAD OF SCHOOL'S OFFICE	12	SETO HALL	16	
INFIRMARY / WELLNESS CENTER	3	STUDENT ACTIVITIES OFFICE	15	
INFIRMARY - RESIDENCE HALL	25	SULLIVAN CENTER	15	
INFORMATION TECHNOLOGY	20	SUMMER PROGRAMS / SPECIAL PROGRAMS	10	
K-1 COMMUNITY	29	TENNIS OFFICE / FAB LAB	24	

Upper School Classroom Map



Lower School Classroom Map



Lower School Classrooms and Offices
 'IOLANI SCHOOL 2021-22

Emergency Procedures

In the event of a school closure 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 and FM 92.3. Parents may also call the Upper School office at 808-949-5355 or the Lower School office at 808-943-2227.

TSUNAMI WARNING

'Iolani School is not in a regular O'ahu 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-year 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 the O'ahu Civil Defense Agency while school is in session, school personnel will remain with students until parents can safely pick them up. The O'ahu Civil Defense Agency advises that parents 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 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 WARNING

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 O'ahu in 36 hours or less. Extreme Wind Warnings for sustained hurricane-force winds of 115 mph or greater are is-

sued 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 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.

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.

KA'I Programs

The KA'I Programs at 'Iolani School are committed to the long-term empowerment and positive growth of Pālolo Valley youth. Now in its 12th year, KA'I has grown to comprise four components meeting the needs of Pālolo Valley youth from early childhood through postsecondary education completion.

THE SUMMER KA'I (Kūkulu Alaka'i 'Iolani, The Creation of Leaders) Program is a partnership between 'Iolani School and Jarrett Middle School designed to counteract the learning loss that underserved youth experience over the summer by engaging students in a free, high-quality, six-week summer program at 'Iolani School during their middle and high school years. This program, now in its 12th year, currently supports 76 students in grades seven through 12 and 63 graduates. The Summer KA'I Program provides two meals a day, academic enrichment courses, Hawai'i State Department of Education credit courses for KA'I high school students, a leadership class, and college and career counseling. The Summer KA'I Program has produced an overall 95% retention rate of its students over its 12 years and an overall attendance rate of 98% during the summer.

THE KA'I KEIKI PROGRAM, a partnership between 'Iolani School and the Pālolo 'Ohana Learning Center, was established to provide early childhood education to preschool-aged children living in the Pālolo Valley Homes public housing. Programming focuses on developing social, emotional and cognitive skills necessary for school readiness in a welcoming and joyful school environment. This program, which has served more than 220 children ages two through five in the past seven years, works with Head Start and Pre-School at Pālolo Elementary School to help families register their children ages three and four so they can continue their learning during the school year. The KA'I Keiki Program is the early childhood program serving the greatest number of preschool-aged children from Pālolo Valley Homes public housing.

THE SCHOOL YEAR TUTORING PROGRAM was established in 2017 to provide personalized weekly academic tutoring and support for all KA'I students during the school year. Through this program, KA'I students receive an additional 150 to 175 hours of academic tutoring throughout the school year, particularly in the areas of math, reading and writing. The program strives to improve students' academic skills and personal resilience, and better prepare them for success in high school, their postsecondary education, their careers and beyond.

THE KA'I KŪLANA PROGRAM supports KA'I graduates through the critical next phase of their educational journey. The program's mission is to match students with appropriate postsecondary options and support students to and through their pathways to completion with minimal or no debt. Compared with Hawai'i state averages, KA'I has been significantly more successful in helping students graduate from high school, and especially successful in supporting students in postsecondary matriculation. KA'I students have an 85% college enrollment rate upon their completion of high school.

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Director of External Education Programs

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Director of Counseling

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Director of Admission;
Director of Financial Aid

Michael Lomuscio,

Dean of Studies

Wendell Look,

Co-Athletic Director

Maurice Maggiolino,

Co-Athletic Director

Edwin Maruyama,

Co-Athletic Director

Melissa Matsuda,

Director of Special Programs

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Kimberly Nguyen,

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Admission

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Director of Library Services

Melanie Pfingsten,

Dean of Lower School

Matthew Rinkin,

Director of Residential
Summer Programs

Scott Weaver,

ITS Manager

Erik Yamamoto,

Associate Dean of Students

Chaplains

Andrew Arakawa,
Lower School Chaplain

Timothy Morehouse,
Upper School Chaplain

Lower School Faculty

Lyndsey Arakawa,
Sixth Grade
Marci Awaya,
Third Grade
Margaret Carpenter,
Kindergarten
Aaron Chaney,
Science and Physical Education
Bonny Chikamori,
First Grade
Louise Ching,
Orchestra
David Chun,
Fifth Grade
Sandra Chun,
Second Grade
Cynthia Chung,
Second Grade
Shelby Cotham,
Second Grade
Rosa Dayao,
Second Grade
Steven Doi,
Fourth Grade
Asia Doike,
Orchestra
Keenan Dolan,
Chorus
Deborah Duval,
Sixth Grade
Robin Dyrensberg,
Sixth Grade
Helen Edamura,
Second Grade
Jennifer Emde,
First Grade
Michael Fricano,
Education Innovation Lab Tech
Erin Fujikawa,
Kindergarten
Colleen Fujikawa-Chang,
First Grade

Catherine Fuller,
Sixth Grade
Daisy Heimerdinger,
Fourth Grade
Robin Hiraki,
Fifth Grade
Tobi Hirata,
Kindergarten
Krislyn Hong,
Second Grade
Robyn Ide,
Fifth Grade
Kristi Kai,
Third Grade
Nicole Kajiyama Charos,
Kindergarten
Jessica Katayama,
Third Grade
Lesley Kawahara,
First Grade
Jaimie Kennedy,
Kindergarten
Addie Kim,
Fourth Grade
Daryl Kobata,
Sixth Grade
Jewel Lee,
Kindergarten
Susan Maeda,
Third Grade
Linda Miyata,
Religion
Jami Muranaka,
Science
Tara Lyn Nakamoto,
Design Lab
Eric Perkins,
Physical Education
Lindsay Rabe,
Music
Elizabeth Reilley,
Art

Lauree Sakaida,
Third Grade
Erin Sayegusa,
First Grade
Lisa Simon,
Dance
Jessica St. Sure,
Kindergarten
Ivan Suzuki,
Physical Education
Katherine Tierney,
Science
Katherine Warner,
Science
Shannon Winpenny,
Theater
Kate Wong Gavrilchik,
Art
Eutine Wong-Yi,
Kindergarten
Tyler Yamamoto,
Third Grade
Dean Yonamine,
Sixth Grade
Krysti Yoshimura,
First Grade

Upper School Faculty

Curtis Abe,
Performing Arts

Katie Adams,
Science

Susan Akamine,
World Language - Japanese

Tomoko Akemoto,
World Language - Japanese

Aldene Albinio,
History

Sara Allan,
Science

Michael Among,
English

Jeffrey Andrews,
English and Test Prep Coordinator

Ernette Au,
Mathematics and Psychology

Luz-Marina Barnard,
World Language - Spanish

Andrea Barnes,
Science

Yuki Basso,
English

Risa Beer,
iDepartment

John Bickel,
History

Rebus Bonning,
History

Steve Borick,
Science

Greg Bowman,
Religion

Mark Brasher,
History

Sophie Bretel Conger,
World Language - French

David Buchanan,
Religion

Christopher M. Butler,
iDepartment

John Carter,
Mathematics

C. Lehua Carvalho,
Performing Arts

Yvonne Chan,
Science

Hamilton Chang,
English

Jennifer Chen,
Mathematics

Amanda Christie,
English

Holly Chung,
Art

Lisa Cockett,
Mathematics

Samuel Cropsey,
Mathematics

Manuel Dayao,
Performing Arts

Amanda Di Bella,
English

Robert Duval,
Performing Arts

Martin Emde,
Sullivan Center Project Engineer/
iDepartment

Theresa Falk,
English

Sara Lynn Finnemore,
Science

Kimi Frith,
History

Pamela Fujinaka,
Science

Janis Furuya,
Art

Peter Greenhill,
English

Joseph Guillou,
Mathematics

Katharine Hafner,
Performing Arts

Paul Heimerdinger,
Science

Anna Heshiki,
Robotics Coordinator/iDepartment

Frederick Heyler,
Science

Mary Hicks,
Performing Arts

Jade Higa,
English

Michelle Hill,
English

Ivy Hou,
World Language - Chinese

Carey Inouye,
iDepartment and Science

Chiharu Iwamoto,
World Language - Japanese

R. Ryan Johnson,
Art

Sarah Johnson,
History

Andrew Jones,
Psychology

Christeana (Maka) Jones,
History

Julia Kameron,
Mathematics

Megan Kawatachi,
iDepartment

Nan Ketpura-Ching,
Science

Adrian Khactu,
English

Richie Kibota,
History

Gilson Killhour,
Sullivan Center Project Engineer/
iDepartment

Jena Kline,
Mathematics

Jarett (Ku) Koanui-Souza,
Performing Arts

Sheri Ann Kobata,
Mathematics

Jacquelin Kojima,
World Language - Japanese

Ian Kusao,
Science

Michael LaGory,
English

Ryan LeBeau,
Mathematics/
KA'I Postsecondary Coach

Edward Lee,
English

Lara Lee,
Science

Hannah Lim,
History

Rebecca Lin,
World Language - Chinese

Donald Marshall,
Mathematics

David Masunaga,
Mathematics

Kristin Masunaga,
Physical Education

Sarah McCormick,
English

Calvin McMillin,
English

Dee Ray Mecham, Jr.,
Economics

Maria Guia Melo,
World Language - Spanish

Upper School Faculty *(continued)*

William Milks, History	Michael Park, Mathematics	Patti Anne Tamura, History
Debbie Millikan, Sustainability Specialist	Jeffrey Pearson, World Language - Latin	Dana (DJ) Tano, Mathematics
Kathryn Mitchell, Science	Alexander Peña, Director of Orchestra	Delbert Tengan, Physical Education
Joseph Monaco, Mathematics	Melissa Perkins, History	Robin Tokin, Mathematics
William Monaco, History	Alexandra Pleus, Science	Ann Tomatani, World Language - Japanese
Malia Morales, World Language - Hawaiian	Lisa Preston, World Language - Spanish	Bertha Tomiyasu, Science
Lauren Morimoto, History	Karen Roberts, World Language - Latin	Janelle Torres, Science
Russell Motter, History	Ryan Roberts, Art	Evan Tottori, Art
Daniel Muenzer, English	Tom Robinson, Religion	Bonnie Traymore, History
Lynn Muramaru, Performing Arts	Scott Rountree, Science	Lisa-Anne Tsuruda, English
Heather Muraoka, History	James Rubasch, Mathematics	Janis Furuya, Art
Ashley Murray, English	Reid Sagawa, Health Education Coordinator	Alison Uyehara Ngo, Art
Rhonda Nagao, History	Andrew Sakaguchi, Performing Arts	Meliame Uyema, Mathematics
Erin Nagoshi, Mathematics	Kristi Sakaguchi, Mathematics	Zachary VanKirk, Science
Douglas Nakoa, Physical Education	Ryan Sasaki, Mathematics	Catherine Waidyatilleka, English
Ryler Nielsen, World Language - Japanese	Jessica Lynn Saylor, Science	Laura Wang, English
Kathleen Nirei, Mathematics	Kyla Shaw, English	Peter Webb, English
Tora Nishimiya, Reading Specialist/English	Teresa Shimamoto, Science	Joan Wehrman, Performing Arts
Kainoa Obrey, Physical Education	Brad Shimizu, Mathematics and Performing Arts	Chase Wiggins, English
Cy Ohta, History	Stephanie Simms, Science	Joseph Won, English
Cyrenne Okimura, Performing Arts	Jennifer Stevens, World Language - French	Taylor Wong, Art and iDepartment
Jacqueline Okumura, iDepartment and Mathematics	Alan Suemori, History	Reid Wyatt, History
Clint Onigama, Mathematics	Corey Sumida, Mathematics	Nancy Wysard, World Language - Spanish
Dena Ono, Science	Lance Suzuki, History	Gabriel Yanagihara, iDepartment
Debra Otsu, English	Ngan Ha Ta, World Language - Chinese	Jon Yasuda, World Language - Hawaiian
Miho Pagliarini, World Language - Japanese	Kendall Tacon, Mathematics	Alan Yeh, Mathematics
Yakshi Palmer, English	Lance Takeuchi, Mathematics	Amy Yonashiro, Mathematics

Upper School Faculty *(continued)*

Michelle Yoshioka,
Science

Ian Young,
English

Nathan Zee,
English

Professional Staff

Jennifer Agena,
Upper School Librarian

Jo Ann Agena,
Library Technician

Lei Ahina-Dawson,
Director of Social and Emotional Health

Dominic Ahuna,
Conditioning Coach

Lori Arai-Shiraishi,
Performing Arts Operations Assistant

Deanne Arita,
Athletics Department Operations Assistant

Leilani Arita-Takayama,
Associate Director of College Counseling

Kelly Asato,
Upper School Counselor

Joy Au,
Lower School Helper

Tara Bagoyo,
Lower School Librarian

Ivan Batsanov,
Pool Manager

Phillip Buchanan,
Director of Security

Christopher J. Butler,
Director of Campaign Strategy and Initiatives

Geri Ching,
Organist

Chris Chock,
Administrative Assistant to the
Director of Admission, Upper School

Aimee Choy,
User Support Specialist

Edean Demello,
Executive Assistant to the
Dean of Lower School

John Benjamin Douglass,
Media Services Specialist

Lara Feldhaus,
Upper School Counselor

Babette Fergusson,
Health Services Nurse - Residential Life

Leilani Fortuno,
Database Coordinator

Shelley Fuller,
Registrar's Office Assistant

Charles Gima,
Athletic Trainer

Lori Hadlock,
Admission and Financial Aid
Administrative Assistant

Leoni Harbottle,
Lower School Administrative Assistant

Jeri Hattori,
Sullivan Center Operations Assistant

Brennan Hee,
Data Analytics Database Assistant

Jason Hew,
Upper School Specialized
Support Counselor

Colleen Inaba,
Administrative Assistant, Gift Processing

Kory Kado-Fukuda,
Upper School Counselor

Kings Kalohelani,
Sound Engineer

Eric Kam,
Lower School Mathematics Coach

Deanne Kanekuni,
Lower School Counselor

Joan Kaneshiro,
Lower School Curriculum Coordinator

Ashley Kaonohi,
Upper School Counselor

Ian Kennedy,
Garden Specialist

Ricky Key,
Superintendent of Physical Plant

Darryl Kimura,
Network Specialist

Melanie Kimura,
Cashier/Campus Store Assistant

Ralynn Kobashigawa,
Registrar

Joanna Kobayashi,
iDepartment Staff

Scott Kominkiewicz,
Associate Director of College Counseling

Dane Kurihara,
Manager of Media Services

Misako Kurokawa,
Lower School Library
Technician

Gina Kusao,
Executive Assistant to the
Dean of Upper School

Jennifer Lallier,
Chapel and Service Operations
Assistant

Brian Lee,
Pool Director

Hera Lee,
Upper School Counselor

Laurie Lee,
Administrative Assistant,
Residential Admission

Sue Lee,
Administrative Assistant to the
Director of College Counseling

Wei Lee-Yonamine,
Controller

Berta Liao,
Associate Director of College
Counseling

Kenedi Lopes,
Kindergarten Teacher's Aide

Haryson Lum,
Communications/
Graphics Assistant

Lori Lum,
Lower School Literacy Coach

Carin Makishima,
Health Services Nurse

Stuart Matsunami,
Athletic Department
Event Manager

Lurline Mau,
Executive Assistant to the
Dean of Students

Shantha McKinlay,
Assessment Specialist

Mitchel Merrick,
Assistant Videographer

Carrie Miwa,
Upper School Librarian

Professional Staff *(continued)*

- Kyle Miyamoto,**
User Support Specialist
- Sasha Mizuguchi,**
After School Care Coordinator
- Melanie Mizumoto,**
ITS Specialist
- Raynee Mochizuki,**
Administrative Assistant,
Advancement Office
- Mecca Monson-Gere,**
Associate Director of Admission
and Financial Aid
- Michelle Morioka,**
Co-Director of Student Activities
- Toby Morioka,**
Administrative Assistant, Annual
Fund and Liaison to the 'Ohana
- Leigh Morrison,**
Director of Visual Design
- C. Michael Moses,**
Director of the Annual Fund
- Alyson Nakagawa,**
Upper School Counselor
- Jeri Nakakura,**
Executive Assistant to the Dean of
Students and Dean of Studies
- Sandra Nakao,**
Executive Assistant to the
Dean of Admission
- Sheri Nakaya,**
Human Resources Generalist/
Payroll Specialist
- Joline O'Leary,**
Executive Assistant to the Head of School
- Jackie Oda,**
Library Support Assistant
- Carrie Ohira,**
Attendance Specialist
- Catherine Ohta,**
Events Manager
- Wrenn Okada,**
Lower School Teacher's Aide
- Ricky Okazaki,**
Computer Support Specialist
- Lisa Oshiro-Tamura,**
Lower School Support Specialist
- Jeanne Papayoanou,**
Executive Assistant to the
Dean of Upper School
- Vaneza Pereira,**
Administrative Assistant,
Admission and Financial Aid Department
- Alexis Perez,**
Health Services Nurse - Residential Life
- Gabrielle Perry,**
KA'I College Access Coach
- Teddi Pila,**
Equipment Manager, Athletic Department
- Saphyre Rezendes,**
Special Programs Coordinator,
Upper School Summer
- Reed Riggs,**
Evening/Weekend Library Assistant
- Candice Sakuda,**
Director of Community and
Civic Engagement
- Joann Shigeta,**
Executive Assistant to the
Chief Financial Officer
- Chris Shimabukuro,**
Director of Legacy Giving
- Dean Shimamoto,**
Computer Support Specialist
- Kathy Shiraishi,**
Administrative Assistant to the
Director of Counseling
- Kori Shlachter,**
Associate Director of College Counseling
- Jamie Shoma Loo,**
Lower School Counselor
- Emilyann Shupe,**
Lower School Counselor
- Megan Small,**
Executive Assistant to the
Dean of Residential Life
- Joseph Smeraldi,**
Kindergarten Teacher's Aide
- Henry Somerville,**
Director of Tennis
- Leslie So'oalo,**
Stewardship Manager
- Mona Streng,**
Registrar's Office Assistant
- Devynne Sue,**
Special Programs Coordinator,
Lower School Summer
- Karen Suehisa,**
Accountant
- Michelle Sugihara,**
Human Resources Generalist/
Benefits Specialist
- Michele Takahashi,**
Health Services Nurse
- Trisha Takehara,**
Director of Leadership Giving
- John Tamanaha,**
Director of Interactive Media
- Shari Ann Tapper,**
Alumni Relations Manager
- Louise Tatekawa,**
Athletic Trainer
- Georgina Tom,**
Archivist
- Patrick Tom,**
Upper School Counselor
- Kevin Tomisato,**
Events Coordinator
- Eric Tong,**
Genomics Program Specialist
- Clarissa Torres,**
Lower School Assistant
- Carlene Toshi,**
Administrative Assistant, Physical Plant
- Rene Totoki-Enomoto,**
Campus Store Manager
- Joilene Toyama-St. Sure,**
Accounts Payable Specialist
- Mary (Katie) Trupiano,**
Residential Life Wellness Coordinator
and Counselor
- Eland Tsubata,**
Residential Operations Assistant
- Garvin Tsuji,**
Athletic Trainer
- Carter Uechi,**
Kindergarten Teacher's Aide
- Kirk Uejio,**
KA'I Program
- Alyssa Ujimori,**
Kindergarten Teacher's Aide
- Caden Waidyatilleka,**
Lower School Teacher's Aide
- Melanie Wakita,**
Receptionist
- Kelly Weaver,**
Co-Director of Student Activities
- Eric Wehner,**
Communications Specialist
- Chad Willing,**
Campus Operations and
Housing Manager
- Michael Wong,**
Lower School Support Assistant
- Nancy Wong Mitsunaga,**
Accounts Receivable Specialist
- Steven Yamashiro,**
Database Analyst
- Shannon Yonamine,**
Director of Health Services