



HAWAII PALMS ENGLISH SCHOOL

STUDENT HANDBOOK

THE ISLAND'S OHANA SCHOOL

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MISSION STATEMENT

THE MISSION OF HAWAII PALMS ENGLISH SCHOOL IS TO PROVIDE NON-NATIVE SPEAKERS OF ENGLISH OF ALL AGES, LEVELS, AND NATIONALITIES WITH A COMFORTABLE PLACE IN WHICH TO IMMERSE THEMSELVES IN A FOREIGN CULTURE AND IMPROVE THEIR LANGUAGE SKILLS. WE STRIVE TO PROVIDE STUDENTS WITH A HIGH-QUALITY LEARNING EXPERIENCE THAT WILL INSPIRE THEM TO BECOME GLOBAL CITIZENS, AS WELL AS TO SERVE AS A LINK BETWEEN CULTURES IN ORDER TO PROMOTE CROSS-CULTURAL UNDERSTANDING AND INTERACTION. TO THIS END, WE RELY ON THE PROFESSIONALISM, EXPERTISE, AND WARMTH OF TEACHERS AND STAFF.

BEING THE ISLAND'S "OHANA" SCHOOL, OUR AIM IS TO CREATE AN ATMOSPHERE OF AN ENGLISH-SPEAKING HOME AWAY FROM HOME.



ENGLISH PROGRAMS

ENGLISH INTENSIVE COURSE

Our English Intensive Course consists of 3 hours and 50 minutes of instruction a day, Monday through Thursday, from 9:00AM to 12:50PM (or from 12:30PM – 4:20PM during Kids & Teens Programs). The course focuses on improving students' communication skills through listening, speaking, pronunciation, grammar, vocabulary, and reading and writing exercises, with a strong emphasis on oral communication.

Each term in our English Intensive Program takes 12 weeks to complete; each term is in turn made up of three sessions, each one lasting 4 weeks.

Students in our Intensive Program must enroll for a minimum of one week. There are three English Intensive levels:

- Green (A1-A2) – Evolve 2: Full Contact
- Red (A2-B1) - Evolve 3: Full Contact
- Blue (B1+) - Evolve 4: Full Contact

ELECTIVE CLASSES

Elective Classes at Hawaii Palms English School are offered Monday thru Friday, from 1:30PM to 4:30PM. Electives are for students who wish to supplement their English Intensive Course, or for those who wish to focus their studies on a particular aspect of the language.

We have two levels of studies:

- Pre-intermediate/Intermediate
- Upper-intermediate/Advanced

We offer the following Elective Classes:

- Survival English
- Conversation
- Headlines
- Grammar
- Idioms & Slang
- Vocabulary
- Conversation Club

TOEIC CLASS

Our TOEIC Preparation Course is held Monday through Thursday, from 1:30PM to 3:30PM, and is designed to help students achieve a higher TOEIC score. We use General English to discuss how the exam is structured, what strategies should be used, and what skills should be developed. This class does not "teach to the test"; rather, it helps students improve the language skills they need in order to do well on the TOEIC test and, in turn, helps students improve their general knowledge of English. On Fridays, students take a practice test at 10:30AM – 12:30PM

Students in the TOEIC Course must enroll for a minimum of one week. This class is only for students who are:

- Intermediate and above

BUSINESS ENGLISH COURSE

Our Business English Course is held Monday thru Thursday, from 1:30PM – 4:00 OR 1:30PM – 3:30PM, depending on the number of students registered. Similar to the school's Intensive Course, our Business English Course is designed to improve the students' English communication skills by introducing and practicing speaking, listening, grammar, pronunciation, vocabulary, reading, and writing skills that relate to the world of business.

Students in the Business English Course must enroll for a minimum of one week. This class is only for students who are:

- Intermediate and above

INTENSIVE TEXTBOOK DESCRIPTION

EVOLVE, First Edition is an English series that gets adult and young-adult learners speaking with confidence. This student-centered course covers all skills and focuses on the most effective and efficient way to make progress in English.

The Level 2 Student's book is designed for students beginning to build on basic grammar structures and vocabulary. Focus is on the real-life applications of the language to allow students to be comfortable with their language skills in situations they may encounter outside of class. Topics such as work, school, exercise, travel, and the Internet are presented using real-world strategies to manage communication successfully. The Student's Book contains 12 units that feature extensive speaking practice which helps students build confidence to use their language skills beyond the classroom. Progress checks throughout the

book and access to a self-study app allow students to monitor and supplement their own learning.

The Level 3 Student's book is designed for students ready to expand on familiar grammar structures and vocabulary. Focus is on the real-life applications of the language to allow students to be comfortable with their language skills in situations they may encounter outside of class. Topics such as personality, technology, environment, and entertainment are presented using real-world strategies to manage communication successfully. The Student's Book contains 12 units that feature extensive speaking practice which helps students build confidence to use their language skills beyond the classroom. Progress checks throughout the book and access to a self-study app allow students to monitor and supplement their own learning.

The Level 4 Student's book is designed for students who are able to speak with a high degree of grammatical control and can express viewpoints on general topics. Focus is on the real-life applications of the language to allow students to be comfortable with their language skills in situations they may encounter outside of class. Topics such as accomplishments, community, communication, and lifestyles are presented using real-world strategies to manage communication successfully. The Student's Book contains 12 units that feature extensive speaking practice which helps students build confidence to use their language skills beyond the classroom. Progress checks throughout the book and access to a self-study app allow students to monitor and supplement their own learning.

TOEIC TEXTBOOK DESCRIPTION

Essential Words for the TOEIC provides an excellent structure for helping students improve their English language skills and prepare for the TOEIC exam. The textbook is divided into 50 lessons, each of which is organized by a topic and broken down into the following skills: Vocabulary, Word Families, Words in Context, and a Practice Section that uses the unit's vocabulary in real-test exercises (Listening and Reading Comprehension). Each unit presents real TOEIC test examples, useful vocabulary required for the test, and strategies for analyzing language function. The textbook facilitates the use of general English to discuss how the exam is structured, what strategies should be used, and what skills should be developed. At the same time, general English is used to explain problems and to expand into other areas. By helping students prepare for the test, *Essential Words for the TOEIC* will also help them improve their overall English level.

BUSINESS ENGLISH MATERIAL DESCRIPTION

The Intermediate and Upper Intermediate *Market Leader* textbooks form the basis of our Business English Course. The textbooks have 12 units, and each unit is comprised of the following sections: Starting Up, Vocabulary, Reading, Listening, Language Review, Skills, Case Study, and Useful Language. The textbook is supplemented by material that has been collected from various sources and organized to match each of the unit's topics and grammar points.

INTENSIVE LEVEL DESCRIPTIONS

PINK (Pre-Beginner: Pre A1 – A1)

PRODUCTION – Students in *Pink* can...

- Use a basic repertoire of words and simple phrases to answer simple questions about personal details, very familiar topics, and immediate needs
- Manage very short (often rehearsed) sentences, but they often do not have enough vocabulary or grammar knowledge to express themselves
- Understand and use familiar everyday greetings and expressions
- Interact in a simple way, but communication is dependent on repetition, rephrasing, and repair following a slower rate of speech

GRAMMAR – Students in *Pink* should be able to grasp the following grammar points:

- *I am, you are*
- *What's...?; It's...*
- *Is/are*
- Prepositions of place
- Simple present
- *Be going to*
- *There's, There are*
- Count and non-count nouns
- Present continuous
- *A lot of, some no*
- *This and these*
- *was/were*
- Simple past
- Possessive adjectives; possessive's
- Information questions with *be*
- *Like to, want to, need to, have to*
- *a/an*; adjectives before nouns
- *Can and can't* for ability; *well*

GREEN (Beginner: A1 – A2)

PRODUCTION – Students in *Green* can...

- Speak using basic sentence patterns with memorized phrases and groups of a few words and formula
- Understand frequently used expressions in areas of most immediate relevance (very basic personal and family information, shopping, local geography, and employment)
- Interact in a simple way, but very short utterances, pauses, false starts, and reformulation are very evident
- Answer questions and respond to simple statements, however they are rarely able to understand enough to keep conversation going on their own accord

GRAMMAR – Students in *Green* should be able to grasp the following grammar points:

- *Have to*
- *Be like*
- Simple present
- Making predictions
- Present continuous
- Present perfect
- *Be going to*
- Determiners
- Quantifiers
- *If and when*
- Giving reasons with *to and for*
- Relative pronouns
- *Be-verb* statements and questions
- *This / that one, these / those ones*
- Simple past statements and questions
- Possessive adjectives and pronouns
- Comparatives and superlatives

RED (Intermediate: A2 – B1)

PRODUCTION – Students in *Red* can...

- Manage sufficient enough vocabulary to talk about topics like family, hobbies, interests, work, travel, and current events, even if unprepared
- Give reasons and explanations for opinions and plans
- Describe dreams, hopes, and ambitions
- Speak with reasonable accuracy with frequently used routines and patterns in predictable situations, although some hesitations and circumlocutions are evident
- Initiate, maintain, and close simple conversations on familiar topics or personal interests

GRAMMAR – Students in *Red* should be able to grasp the following grammar points:

- Information questions
- Indirect questions
- Present perfect
- Articles
- Modals for advice
- *Be going to* and *will*
- Indefinite pronouns
- Passive
- Simple past
- Past continuous
- Quantifiers
- Phrasal verbs
- *Used to*
- Reported speech
- Comparisons
- Present perfect continuous
- Modals: necessity, prohibition, & permission
- Present continuous
- Present and future real conditionals
- Present and future unreal conditionals

BLUE (Advanced: B1+)

PRODUCTION – Students in *Blue* can...

- Express viewpoints on most general topics like relationships, the media, self-improvement and business
- Grasp the language enough to share their opinion as well as advantages and disadvantages on topical issues
- Speak with a high degree of grammatical control and do not make errors which cause misunderstanding
- Can initiate discourse, take turns when appropriate, and end a conversation, although not always elegantly
- Help the discussion along, especially on familiar ground
- Manage stretches of language with a fairly even tempo with few noticeably long pauses

GRAMMAR – Students in *Blue* should be able to grasp the following grammar points:

- Dynamic and stative verbs
- Real conditionals
- Clauses with *after*, *until*, *when*
- *Too* and *enough*
- Modifying comparisons
- Gerund and infinitive
- Adding emphasis
- Past perfect
- *I wish*
- Passive
- Causative verbs
- Unreal conditionals
- *Was/were going to*, *was/were supposed to*
- Prohibition, permission, obligation
- Modals of speculation, past probability
- Reported statements and questions
- Subject and object relative clauses
- Substitution and referencing

ORANGE (Advanced 2: B2)

PRODUCTION – Students in *Orange* can...

- Understand the main ideas of complex text on both concrete and abstract topics, including technical discussions in his/her field of specialization
- Interact with a degree of fluency and spontaneity that makes regular interaction with native speakers possible without strain for either party
- Produce clear, detailed text on a wide range of subjects and explain a viewpoint on a topical issue giving the advantages and disadvantages of various options
- Use the language fluently, accurately and effectively on a wide range of general, academic, vocational or leisure topics, marking clearly the relationships between ideas
- Follow extended speech and complex lines of argument, provided the topic is reasonably familiar, and the direction of the talk is signposted by explicit markers
- Give clear, systematically developed descriptions and presentations, with appropriate highlighting of significant points, and relevant supporting detail

GRAMMAR – Students in *Orange* should be able to grasp the following grammar points:

- | | | |
|---------------------------------|--------------------------------|--|
| • Present habits, past habits | • Passives | • Gerunds and infinitives |
| • Comparatives and superlatives | • Reflexive pronouns | • Modal-like expressions with <i>be</i> |
| • Non-gradable adjectives | • Real and unreal conditionals | • Reported speech with modal verbs |
| • Relative pronouns | • Conditionals: alternatives | • Adverbs with adjectives and adverbs |
| • Reduced relative clauses | • Narrative tenses | • Making non-count nouns countable |
| • Present participles | • Causative verbs | • Adding emphasis: <i>so...that, such...that, even, only</i> |
| • Wishes and regrets | • Future forms | |

PURPLE (Advanced 3: C1)

PRODUCTION – Students in *Purple* can...

- Take part almost effortlessly in any conversation with clear, smoothly-flowing, well-structured speech
- Express themselves clearly in an appropriate style on a wide range of topics (general, academic, professional, leisure)
- Use idiomatic expressions and colloquialisms to formulate ideas and opinions
- Give detailed descriptions of complex subjects integrating sub-themes, developing particular points, and rounding off with an appropriate conclusion
- Take turns, reference, make allusions, and interact with ease in a conversation

GRAMMAR – Students in *Purple* should be able to grasp the following grammar points:

- | | | |
|--|-------------------------------------|--|
| • Future perfect and future continuous | • Reduced relative clauses | • Continuous infinitives |
| • Uses of <i>will</i> | • Clefts | • Simple past for unreal situations |
| • Uses of <i>would</i> | • Questions words with <i>-ever</i> | • <i>It</i> constructions |
| • Variations on past unreal conditionals | • Adverbials | • Subject-verb agreement |
| • Commenting on the past | • Phrases with <i>get</i> | • Articles |
| • Quantifiers and prepositions in relative clauses | • Referencing | • The present subjunctive |
| • Perfect infinitive | • Phrases with <i>as</i> | • Participle phrases in initial position |

ELECTIVE LEVELS



Level 1 (A2/B1)

Green/Red students

Students in Level 1 can...

- Speak using basic sentence patterns with memorized phrases and groups of a few words and formula
- Interact in a simple way, but very short utterances, pauses, false starts and reformulation are very evident
- Understand frequently used expressions in areas of most immediate relevance (very basic personal and family information, shopping, local geography, and employment)
- Answer questions and respond to simple statements. However, they are rarely able to understand enough to keep conversation going on their own accord
- Possibly speak accurately with frequently used routines and patterns in predictable situations, but circumlocutions and pauses occur often

Level 2 (B2 – C2)

High Red/Blue students

Students in Level 2 can...

- Express viewpoints on most general topics like relationships, the media, self-improvements and business
- Share their opinion as well as advantages and disadvantages on topical issues
- Speak with a high degree of grammatical control and do not make errors which cause misunderstanding.
- Initiate discourse, take turns when appropriate, and end a conversation, although not always elegantly
- Help the discussion along, especially on familiar ground
- Manage stretches of language with a fairly even tempo with few noticeably long pauses
- Possibly use idiomatic expressions and colloquialisms to formulate ideas and opinions.

HAWAII PALMS ENGLISH SCHOOL 2022 CALENDAR



MONDAY – THURSDAY 8:30AM – 4:30PM
FRIDAY 10:00AM – 4:30PM

JANUARY							FEBRUARY							MARCH							APRIL													
S	M	T	W	TH	F	S	S	M	T	W	TH	F	S	S	M	T	W	TH	F	S	S	M	T	W	TH	F	S							
						1			1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26
2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31					
16	17	18	19	20	21	22	23	24	25	26	27	28	29																					

MAY							JUNE							JULY							AUGUST													
S	M	T	W	TH	F	S	S	M	T	W	TH	F	S	S	M	T	W	TH	F	S	S	M	T	W	TH	F	S							
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31				

SEPTEMBER							OCTOBER							NOVEMBER							DECEMBER													
S	M	T	W	TH	F	S	S	M	T	W	TH	F	S	S	M	T	W	TH	F	S	S	M	T	W	TH	F	S							
4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	1	2	3	4	5	6	7	

INTENSIVE COURSE:

Students can join the course on any Monday. Our terms begin on these dates:



ELECTIVE CLASSES:

Students can start taking Elective classes any day.

School is closed on weekends and on the following holidays:



KIDS & TEENS PROGRAM

2022 ELECTIVES SCHEDULE

1 TICKET = 1 CLASS = 50 MINUTES = \$25 *

2 LEVELS: LEVEL1, LEVEL2

TIME	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
12:30pm - 1:20pm	<div style="background-color: #f08080; padding: 5px; margin-bottom: 5px;">Level 1</div> High-Beginner to Low-intermediate students (A2 - B1)				Online Conversation Club
	<div style="background-color: #f4a460; padding: 5px; margin-bottom: 5px;">Level 2</div> High-Intermediate to Advanced students (B2 - C2)				
	<div style="background-color: #ffff00; padding: 5px; margin-bottom: 5px;">All Levels</div> Beginner to Advanced students (A1 - C2)				
	<div style="background-color: #90ee90; padding: 5px;">Online</div> Beginner to Advanced students (A1 - C2)				
1:30pm - 2:20pm	Conversation 1	Survival 1	Conversation 1	Survival 1	Conversation 1
	Conversation 2	Headlines 2	Conversation 2	Headlines 2	Conversation 2
2:35pm - 3:25pm	Grammar 1	Vocabulary 1	Grammar 1	Vocabulary 1	Grammar 1
	Grammar 2	Vocabulary 2	Idioms/Slang 2	Grammar 2	Vocabulary 2
3:40pm - 4:30pm	Conversation Club		Conversation Club		Conversation Club
	Online Conversation Club		Online Conversation Club		Online Conversation Club

FLEXIBLE TICKET PROGRAM TO FIT YOUR OWN SCHEDULE

ELECTIVE TICKET PRICES

Registration Fee: \$125

1 Elective Ticket: \$25

1 Non-registered Ticket: \$35

1 Ticket = 1 Class

Buy 10 Tickets, get 11 Tickets

Buy 20 Tickets, **get 25 Tickets!**



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ELECTIVE CLASSES

CONVERSATION CLASS

This popular class gives you a chance to use your English in a fun and social way. The 50-minute class is spent communicating with a small group about a topic chosen by your teacher. The teacher facilitates the conversation, but the focus is the students, who have a chance to talk about themselves and learn about their classmates. Topics include Food, Travel, Family, and more. Using your English in a relaxed and natural environment will help you improve your fluency and confidence.

GRAMMAR CLASS

The target of this class is to improve your understanding and usage of English grammar. Each class, your teacher chooses one grammar point on which to concentrate. Examples of a grammar class are: the use of Prepositions, Present Perfect, and Phrasal Verbs. Students are introduced to the grammar structure before being given a chance to practice and use it.

SURVIVAL CLASS

This class is designed for beginner and pre-intermediate level students who need to practice the language in real-world situations, where you can gain important language skills relevant to your daily life in Hawaii. For example, you will learn English expressions for how to take the bus, go shopping, or talk about health.

IDIOMS AND SLANG CLASS

You'll get a kick out of this class and will be able to keep up with native speakers! Don't go bananas when you don't understand a new expression; just ask your teacher. You'll be on cloud nine when you take this class and learn many new English expressions. It really is a piece of cake.

HEADLINES CLASS

This elective class is a discussion about current events in the news. As a class, we will go over some headlines, read an introductory paragraph, and ask/answer questions about the news topic in order to have a guided discussion.

VOCABULARY CLASS

This class focuses on introducing, understanding, and practicing English vocabulary that is divided into categories. The purpose of this elective is for students to expand their overall usage of English words in order to better understand spoken and written English, as well as to be able to communicate more clearly.

CONVERSATION CLUB

This mixed-level elective introduces a conversational game or activity to help students feel more comfortable and confident communicating in English. Teachers facilitate the conversation and provide feedback to students in this laid-back, yet effective, conversation class.

ADMISSION POLICY

Students from all nationalities are welcome to apply for admission at Hawaii Palms English School. Hawaii Palms English School does not discriminate against any race, nationality, gender, sexual preference, age, or religion as defined and delineated by both Federal and State statutes and regulations.

Hawaii Palms English School does reserve the right to reject an applicant for any reason, including non-payment of fees and tuition, failure to follow school policy and requirements, non-compliance with Federal and State law, the policies and regulations regarding visas and immigration, as well as the regulations of the United States Department of Homeland Security.

ADMISSIONS REQUIREMENTS

To qualify for acceptance to courses offered by Hawaii Palms English School, a prospective student must first complete and submit a standard Registration Form. Students must be at least 16 years of age to be accepted to the English Intensive Program.

There are no specific academic requirements for entering the school's English Intensive Program or Elective Program. Students will take an oral and written assessment either prior to or upon arrival at the school. Based on this test, students will be placed in their appropriate level.

ENGLISH ONLY POLICY

At Hawaii Palms English School we uphold an *English Only Policy*. By speaking only English, students will have more opportunities to practice and develop their English skills, as well as to communicate with people from different backgrounds. We understand that only communicating in English can be challenging, but we have found that the environment created by following our *English Only Policy* benefits everyone.

Students agree to speak English at all times upon entering the school facilities, not only in the classroom, but also in the lounge. This includes speaking on cell phones.

B1/B2 Visa

Students may study fewer than 19 hours a week under a B1 visa (Visitor for Business Visa) or a B2 visa (Visitor for Pleasure or Tourist Visa). The B1 visa is usually issued jointly with a B2 visa.

Students who are business visitors with a B1 visa may not run a business, participate in gainful employment, receive payment from an organization within the United States, and participate in entertainment or sporting event as a professional. These aforementioned activities require a work visa. Generally, it is not possible to change the visa or extend the length of stay of the B1 visa.

Students with a B2 visa may stay up to 6 months with the possibility of extending their visa for another 6 months as long as they maintain their visitor status and have good reason for requesting the extension.

VISA WAIVER PROGRAM

Citizens of participating countries do not need a visa to enter the United States and may spend up to 90 days as long as they have a return or onward airline ticket to another country other than Canada. These countries include:

Andorra	Australia	Austria	Belgium
Brunei	Chile	Czech Republic	Denmark
Estonia	Finland	France	Germany
Greece	Hungary	Italy	Japan
Latvia	Liechtenstein	Lithuania	Luxembourg
Malta	Monaco	Netherlands	New Zealand
Norway	Portugal	San Marino	Singapore
Slovakia	Slovenia	South Korea	Spain
Sweden	Switzerland	Taiwan	United Kingdom

It is usually not possible to extend the length of stay for the visa or change the visa while in the United States.

Although citizens of the aforementioned countries may take up to 19 hours of lessons a week, this is not to be considered a student visa. It is very important that the students declare, upon entering the United States, that the main purpose of their visit is tourism and sightseeing, not English study. Students entering under the Visa Waiver Program must have a valid passport, a round-trip or onward ticket, a completed I-94W form, and the intention of staying 90 days or fewer in the United States.

ATTENDANCE POLICY

Attendance records will be maintained for all students and kept indefinitely by Hawaii Palms English School.

Students who are more than ten (10) minutes late for any reason will receive a tardy designation. Four tardy designations are the equivalent to one class absence. Should a student arrive more than 30 minutes late for a class, the student will be directed to the Principal who will make the determination if the student should be permitted to attend class and to decide if the student should receive an absence or tardy mark.

Students who miss more than four (4) classes in any one 4-week session will be placed on probation. Should the student miss more than five (5) classes in any one session, the student may face expulsion. Students who present a bona fide doctor's excuse for either missing class or for being tardy will not be marked as absent or tardy.

Under all circumstances, students are expected to contact the school prior to being tardy or absent from class.

GRADING POLICY

The Hawaii Palms English School grading policy is determined through both subjective and objective evaluation of the students' performance by their teacher. Grading is a measure of each student's aptitude to learn and progress in English language ability within the parameters of the class and within the specific speaking, listening, grammar, and vocabulary guidelines of the course curriculum. Grading is also a means by which students can gauge their progress, and it's a mode to assist in the determination of students' promotions to a higher level of study as prescribed by the English Program and curriculum of the school.

Teachers evaluate English Intensive students each term based on Participation and Examination. Participation consists of Classwork, Homework, Attendance, and Class Participation. Examination consists of Progress Tests given periodically during each term, a Mid-term Examination, and a Final Examination at the end of the term.

PARTICIPATION

Participation is assessed through Classwork, Homework, Attendance, and Class Participation.

Classwork is the student's ability to participate, both individually and in groups, in the daily class activities as determined by the course work and the teacher.

Students must complete all homework assignments given by the teacher. The assignments must be completed in a manner that demonstrates the student made a diligent attempt at fulfilling the assignment in concert with the standards of accuracy and neatness set by the teacher.

Attendance records will be maintained for all students. See "Attendance Policy" for pertinent information.

Class Participation refers to the student's willingness to engage with the class in a constructive way. Students are expected to contribute to the progression of the class in a focused manner.

Overall, Participation will account for 50% of a student's final grade.

Teachers must fill out a Participation Score Sheet on each of their student's last day.

EXAMINATION

Examinations consist of written and spoken tests that are administered every 2 weeks. The students' overall score for each examination consists of the average taken from both tests.

WRITTEN TESTS:

Progress Tests, a Mid-term, and a Final Examination will be given to the students of each Intensive Class. The Progress Tests and Examinations will cover the pertinent speaking, listening, grammar, and vocabulary points studied in each unit.

Progress tests are given every two weeks, on even-numbered units, and they consist of written and spoken components. The average score taken from all the Progress Tests will make up 30% of a student's final grade.

A Mid-term Examination will be given halfway through each Intensive term, and on the last day of the course, a Final Examination will be administered. Both the Mid-term and Final Examinations consist of written and spoken components. The average score taken from both Mid-term and Final Examinations will encompass 20% of each student's final grade.

All examinations are standard tests included in the Teacher's Edition or have been created by the teacher and approved by the School Principal.

SPEAKING TESTS:

Questions for the speaking test are based on the general topic of each unit. Students will receive a Score Sheet at the end of each speaking test.

CUMULATIVE GRADE

Participation, Progress Tests, Mid-term Examination, and Final Examination scores are recorded on the Grading Sheet by each teacher. The student's Cumulative Grade (final grade) will then be determined by adding all the totals:

Participation	50%
Progress Tests	30%
Mid-term & Final Examinations	20%

* If a student does not take a Mid-term or Final Examination, their Progress Tests will make up 50% of their Cumulative Grade.

* If a student does not take a Progress Test, their Mid-term or Final Examination will make up 50% of their Cumulative Grade.

* If a student does not take a Mid-term, Final Examination, or any Progress Tests, their Participation Score will make up 100% of their Cumulative Grade.

GRADING ASSESSMENT

A student's Cumulative Grade is used to assist in determining the students' promotions to a higher level of study.

As a general rule, students with a Cumulative Grade of 75% or higher may advance to the next level of the Intensive Program. Students who fail to get a Cumulative Grade of at least 75% may need to repeat the level. Teachers will use each student's Cumulative Grade along with their own judgment to determine if the student should move up or repeat the level at the end of the term.

In case a student fails to move up a level for a second straight term, the student will need to attend counseling and register for additional tutoring (either Elective Classes or Private Lessons). If a student, after receiving counseling and additional tutoring, fails to move up a level for a third straight term, the student will face expulsion. The decision to expel a student based on academic performance will be made by the Principal and Academic Director. Students may be given a fourth chance to repeat the level and thus waive expulsion only in extreme situations and only if Principal and Academic Director are in agreement.

STUDENT RULES OF BEHAVIOR

All Hawaii Palms English School students have a right to a safe, positive, and supportive learning environment. In order to provide such an environment, we expect all students to abide by the following rules of behavior:

- Students shall be courteous and respectful to all, including peers, teachers, and administrative staff.
- Students must in no way verbally or physically harass peers, teachers, or administrative staff.
- Students are expected to be on time for the beginning of each class and after each break.
- Students shall complete all assigned homework.
- Students must speak English at all times. Students who wish to speak a language other than English must step outside school premises.
- It is illegal to smoke inside any building in Hawaii. Students who wish to smoke must do so outside.
- Students must mute their cell phones before the beginning of class. Students who need to receive a call must let the teacher know before the start of class and then take the call outside the classroom.
- Students shall not eat, chew gum, sleep, or listen to music in class. Students shall remove their sunglasses before entering class.
- Students who miss class due to illness/health reasons must provide a doctor's note in order to avoid being marked absent.

EXPULSION POLICY

Should a student fail to comply with the policies and procedures of Hawaii Palms English School, the student may be subject to immediate dismissal.

Additionally, Hawaii Palms English School reserves the right to immediately expel any student who appears to be of imminent danger to themselves, the other students, or school staff; or who destroys school property; or is found stealing from the school or its students; or who violates the laws of the United States of America or the State of Hawaii.

A verbal warning may be given for the first offense. After a verbal warning, a written notification of the violation will be given to the student, followed by a counseling session scheduled with the Principal and/or Academic Director. Should the student continue to violate the policies and procedures of Hawaii Palms English School, the Principal will issue a letter of expulsion.

GUIDELINES TO VISITING HAWAII



DO NOT WORK IN HAWAII

If you don't have a work visa, you are NOT ALLOWED to work in Hawaii.

Students who work without a work permit can get deported and may not be allowed to return to the United States.

TIPPING IN HAWAII

Tipping is not mandatory in Hawaii, but it is customary. At restaurants, depending on the service, you can tip between 10% and 20% of the bill. **BE CAREFUL**, some restaurants already include a tip.

DO NOT tip your teacher.



WHEN CROSSING THE STREET

Remember to only cross the street if you see a crosswalk and the light is green. Jaywalking (crossing the street where there is no crosswalk) may cost you a fine of \$130 in Hawaii. We don't want you to have to pay just to cross the street, so please be careful.

RIDING A BICYCLE

In Waikiki, you are NOT ALLOWED to ride your bike on the sidewalk. Just like with motorcycles, you need to ride on the road - you will get fined otherwise.

Please be very careful and don't forget to wear a helmet.



RIDING THE BUS

You must pay for your bus fare when you board the bus, not when you exit. Bus drivers do not give change, so you must have the exact amount when paying your fare. Please check The Bus' website (www.thebus.org) for up-to-date information on routes and fares.

COIN\$ IN HAWAII



Penny = 1 cent

100 pennies = \$1



Nickel = 5 cents

20 nickels = \$1



Dime = 10 cents

10 dimes = \$1



Quarter = 25 cents

4 quarters = \$1

WELCOME TO HAWAII PALMS

STUDENT CODE OF CONDUCT

Students are expected to follow the School Rules and Code of Conduct

FACE MASKS - In order to help keep our school safe from COVID, we ask that students wear a face mask over their mouths and noses at all times while inside the building. Please remember to check in at the entrance every day and to stay home if you have any COVID symptoms.

ENGLISH ONLY POLICY – When you are at school, speak English with your classmates, teachers, and staff. Speaking English before class, during breaks, and after class will help you improve your English skills and make your experience in Hawaii more rewarding. If you really need to use your native language, please step outside the school.

ENGLISH INTENSIVE CLASS MORNING SCHEDULE

9:00am – 10:30am

10-minute Break

10:40am – 11:40am

10-minute Break

11:50am – 12:50pm

(Please see schedule for Elective Classes)



TARDY POLICY – Please be on time at the beginning of each class and after each break. If you are going to be more than 10 minutes late, please call the school. Students who are more than 30 minutes late may be asked to wait until 10:00AM before joining their class.

HOMEWORK – Homework is assigned every day. If you need help with your homework, please ask any of our teachers for help.

SMOKING – Smoking is illegal inside any building in Hawaii. Please smoke outside in the designated areas, and put your cigarette butts in the containers provided.

CELL PHONES – Students are not allowed to use their cell phones in class. If you need to receive a call, let your teacher know before the start of class – when your phone rings, please take the call outside of the classroom.

RESPECT – Always respect your fellow classmates, teachers, staff, and yourself. Be polite at all times.

MAKE YOURSELF AT HOME - To avoid wasting a lot of paper cups, Hawaii Palms English School encourages students to drink from coffee mugs. Please bring your own cup or tumbler from home. Thank you for helping us conserve!



2022 STUDENT ENROLLMENT AGREEMENT

Please read the following terms and conditions. They are very important.

GENERAL RULES

- Please respect your fellow students and speak **ENGLISH ONLY** while at Hawaii Palms English School (HPES). Students who need to speak another language should exit HPES and do so outside.
- HPES will be closed on all federal, and some state, holidays. There are no make-up classes. Please refer to the school's calendar for all holidays observed.
- HPES may decide to close in case of severe weather. HPES will follow the guidelines proposed by the Department of Education. In such cases, students will receive a full credit for their missed classes; there are no refunds issued.
- HPES may take pictures of students to be used for promotional purposes, such as on our website, brochures, or social media.
- HPES does not discriminate against enrolling students based on gender, age, ethnicity, religious belief, nationality, disability, physical attributes, or sexual orientation.
- We recommend that students carry their travel insurance information with them at all times.

LEVEL AND ATTENDANCE

- For most courses, students will take a short oral (and if necessary, written) placement test before their first class in order to determine their level of English.
- Students must attend at least 75% of their classes at HPES in order to complete their course.

EXTENSIONS AND MODIFICATIONS

- Students who wish to extend or modify their course must fill out a Request Form.
- Students are entitled to take a two-week break per school term.
- Course extensions and modifications are subject to availability and must first be approved by HPES.

PAYMENT

- Full payment must be made prior to the student's class start date.
- A one-time, non-refundable Registration Fee of \$150 is due at the time of registration.
- Tuition and fees are subject to change without notice.

PAYMENT OPTIONS:

- i. **CREDIT CARD** – VISA, MasterCard, JCB, American Express
 - ii. **WIRE TRANSFER** (please send HPES a copy of the wire transfer statement)
There is a \$20 processing fee for all wire transfers. Please contact us for banking information
 - iii. **INTERNATIONAL MONEY ORDER**
 - iv. **PERSONAL CHECK FROM A U.S. BANK**
Please make checks payable to Hawaii Palms English School and send them to:
Hawaii Palms English School
2270 Kalakaua Avenue, Suite #711
Honolulu, HI. U.S.A. 96815
 - v. **CASH**
 - vi. **PAYPAL**
- Students who register more than 4 weeks prior to the start of their course have the option to pay a deposit on their English Intensive Course and accommodation only. The balance must be paid in full 4 weeks prior to the course start date.

DEPOSIT OPTIONS:

- i. 3 – 8-week English Intensive Course: \$300 (plus \$150 Registration Fee)
 - ii. 9 – 12-week English Intensive Course: \$500 (plus \$150 Registration Fee)
 - iii. Deposits on accommodation: 50% of the total (plus Accommodation Placement Fee)
- If full payment is not received by the start of the course, HPES has the right to cancel the student's registration; all deposits paid will be nonrefundable.

PRIVACY

- Student records will be maintained for all students and kept indefinitely by HPES. All information will be kept confidential.

STUDENT BEHAVIOR

- HPES does not tolerate any form of discrimination or harassment directed toward staff, teachers, or students.
- Should a student fail to comply with the policies and procedures of HPES, or if the student's behavior makes it difficult for other students to concentrate or study in a reasonably comfortable environment, the student may be subject to dismissal.

PROGRAMS**ENGLISH INTENSIVE, BUSINESS, TOEIC, TEENS SEMI-INTENSIVE COURSES**

- Students must register for a minimum of 1 week and be at least 16 years of age (except for Teens Semi-intensive, where students need to be enrolled in junior high school, or be between the ages of 12 and 15). HPES reserves the right to accept students who don't fall in the age categories mentioned.
- English Intensive classes are held from 9:00AM to 12:50PM or from 12:30PM – 4:20PM, Monday – Thursday. However, under certain circumstances, HPES reserves the right to reschedule an Intensive Class for a different time.
- Students who wish to take a two-week break in the middle of their course must let HPES know at least 4 weeks prior to their break.
- Students may start their course on any Monday.
- HPES may set level appropriate requirements for registration in any of its courses.

ELECTIVE CLASSES (TICKET SYSTEM)

- Elective Tickets do not expire and may be transferred to other registered students. Students who wish to transfer their Elective Tickets must first fill out and sign a transfer form obtained from HPES.
- Students must reserve their class by 5:00pm at least 2 business days in advance and must notify HPES at least 3 business days in advance if they wish to change a scheduled lesson.
- Students cannot register for a class if it is already full.
- Depending on the level of the student, there may be some classes the student cannot take. In all cases, HPES will inform the student of the classes available for his/her level.
- The Elective Schedule is subject to change without notice.

PRIVATE AND SEMI-PRIVATE LESSONS (INCLUDING ONLINE)

- Students must register and pay the full amount at least 3 days prior to class. A teacher will be assigned only after the student has completed their registration.
- Except for online lessons, and in cases where no classroom is available, all lessons will be held at HPES. Classes may be held outside the school only with the consent of the registered students.
- We will do our best to accommodate a student's request for a teacher. However, we can't guarantee the request will be met. In case of an emergency, a substitute teacher may be assigned.
- Students may reschedule a private or semi-private lesson by notifying HPES at least 2 business days prior to the scheduled lesson.

STUDENT ACTIVITY RELEASE & INDEMNITY

Students (or legal guardians on behalf of the student if under 18 years of age) hereby agree to the following:

- That many of the Activities offered by HPES are outdoor activities, and that participating in such activities exposes the student to certain risks of accident or injury.
- The student waives any and all claims that he or she has or may have in the future against HPES, its employees, and representatives.
- The student releases HPES, its employees, and representatives from any and all liability for any injuries, loss, damage, or expense that the student may suffer, or that the student's heirs, next of kin, executors, administrators, families or representatives may suffer as a result of the student's participation in HPES Activities due to any cause, including negligence and gross negligence, breach of contract, or breach of any statutory or other duty of care to the extent that the law permits such a release.
- This Waiver shall be effective and binding upon the student's heirs, next of kin, executors, administrators, families or representatives in the event of student's death or incapacity.

2022 REFUND AND CANCELLATION POLICY

- There is a \$75 fee for ALL cancellations and changes made after registration.
- There is no refund on the Registration Fee.
- Refunds are for tuition only. There are no refunds for airport transfers or excursions. Materials and Textbook fees are non-refundable; however, students who cancel their course will receive a credit for the value of the unused Material or Textbook fees.
- For all cancellations, students must submit a completed *Extension, Modification & Cancellation Request Form* to the school. The date the school receives the written notice will determine the amount, if any, to be refunded.
- All refunds will be issued within 30 days from either the last day of the student's final class at Hawaii Palms English School, or from the day the student submits their cancellation request. Refunds will be issued in the same way in which the payment was originally received.
- Any bank transaction fee will be deducted from the refund.
- Students denied entry into the United States, or students who test positive for COVID and are therefore unable to fly to Honolulu, receive a full refund on tuition and accommodation (applies only to accommodation managed by Hawaii Palms) **less** Cancellation Fee, Registration Fee, and Accommodation Placement Fee.
- Students who are unable to fly to Honolulu due to government-mandated flight restrictions will receive a full refund on tuition and accommodation (applies only to accommodation managed by Hawaii Palms), **including** Registration and Accommodation Placement fees.
- Students who are registered through agents may have signed separate contracts and may have separate cancellation penalties or no-refund policies. All agent-student contract conditions will be confirmed by Hawaii Palms English School prior to issuing a refund.
- Students may choose to receive a school credit in lieu of a refund. Credits will not incur the \$75 Cancellation Fee and all non-refundable fees will be included in the credit.

ENGLISH INTENSIVE, TOEIC TEST PREPARATION, BUSINESS, TEENS SEMI-INTENSIVE COURSES

CANCELLATIONS BEFORE START OF A COURSE

- 30 or more business days prior to the start date: full refund.
- Between 15 and 30 business days prior to the start date: 75% refund.
- 14 or fewer business days prior to the start date: 50% refund.

CANCELLATIONS AFTER START OF A COURSE

- Before half the course is completed: 50% of the remaining tuition will be refunded on a prorated weekly basis.
- After half the course is completed: no refund.
- No partial week refunds.
- Once issued, a textbook is non-refundable.
- Students absent for 10 consecutive days will have their enrollment cancelled on the 10th day of absence. Refunds will be prorated from their 1st day of class after their cancellation, except if it occurs after the no-refund date. Any money to be refunded will be mailed to the student's home address or to their travel agent.

- Refunds for students dismissed from school are calculated from the date of their dismissal.

ELECTIVE TICKETS

- There are no refunds or cancellations on individual Elective Tickets.
- Scheduled classes may be rescheduled three business days in advance.

PRIVATE, SEMI-PRIVATE, GROUP, ONLINE PRIVATES, ONLINE SEMI-PRIVATE, AND ONLINE GROUP LESSON

- 14 or more business days prior to the scheduled lesson: full refund.
- Between 7 and 14 business days prior to the scheduled lesson: 50% refund.
- Less than 7 business days prior to the scheduled lesson: no refund.
- Scheduled classes may be rescheduled two business days in advanced.

ACTIVITIES (NOT PART OF A PACKAGE OR PROGRAM)

- Cancellations and activity refunds are calculated according to the policies of the individual establishment.
- There is no refund on a cancellation made after the scheduled start of the activity.

2022 STUDENT ACCOMMODATION AGREEMENT



Students for whom Hawaii Palms English School (HPES) will help find local accommodation should read and understand the following:

GENERAL RULES

- Please understand that living conditions in Hawaii may differ from those in your home country. Students should use reasonable judgment when inspecting their living conditions.
- In the event students are not happy with the conditions of their accommodation, students must allow HPES the opportunity to resolve the problem.
- Only the person(s) listed on the Registration Form may stay in the accommodation. Assigned accommodation is non-transferable. Students must inform, and get approval from, HPES in writing if they wish to have guests stay with them.
- Students are responsible for leaving their assigned accommodation in the same general condition in which it was presented when they first moved in.
- Students under the age of 18 registered in HPES' Homestay Program **must** provide the school and the Host Family with a **Notarized Power of Attorney**.

PAYMENT

- There is a \$250 Accommodation Placement Fee charged at the time of registration.
- The Accommodation Placement Fee for students who return to HPES, and who have previously paid the Accommodation Placement Fee, is \$175.
- If two or more students are staying in the same condominium room or homestay, the Accommodation Placement Fee is \$125 per student over the age of 18.
- Accommodations can only be reserved once HPES has received payment.
- Students who register more than 4 weeks prior to the start of their course have the option to pay a deposit on their accommodation. The deposit must be 50% of the total + Accommodation Placement Fee. The balance must then be paid in full 4 weeks prior to the check-in date; otherwise, HPES reserves the right to cancel the student's accommodation placement.
- Students who register within 4 weeks of their check-in date must pay in full and do so only by credit card, check from a U.S. bank account, travelers checks, cash, or via PayPal.
- Hawaii State Tax (4.712%) and Hawaii Transient Accommodations Tax (9.25%) may be applicable. Accommodation fees and prices are subject to change.

REFUND & CANCELLATION

- There is no refund on the Accommodation Placement Fee or Guardian Fee.
- There are no partial-week cancellations.
- In case HPES arranges student accommodation through an independent agent, the student agrees to follow the agent's cancellation policy.
- All refunds will be issued within 30 days from the student's checkout date, and in the same way in which the payment was originally received.
- Any bank transaction fee will be deducted from the refund.
- Cancellation requests must be submitted on a business day. HPES will calculate the amount to be refunded from the day it receives the request.
- Accommodation Package refunds will be calculated by itemizing each of the components: Registration Fee, Materials Fee, Tuition (with 10%, 15%, or 20% discounts), Placement Fee, Homestay Fee, and Airport Transportation.
- Any refund on Homestay Accommodation includes Extra Daily Meal Fee and Additional Fee charged to Teens Semi-intensive students.

CANCELLATIONS BEFORE CHECK-IN

- 30 days or more prior to the check-in date: full refund.
- Between 14 and 29 days prior to the check-in date: 50% refund of the first 4 weeks and 100% refund of remaining time.
- 13 or fewer days prior to the check-in date: no refund for the first 4-week period and 100% refund of remaining time.

CANCELLATIONS AFTER CHECK-IN

- Students who wish to cancel after moving in must give HPES thirty days notice. Students will receive a refund of 90% of the remaining contract period.
- Students who cancel their English course will also have their accommodation cancelled.
- Students who break the Homestay Student Agreement, condominium, or host family rules may be subject to removal from their accommodation and be solely responsible for their own housing. In such cases, students may be charged up to a 4-week penalty + 10% of any remaining fee.
- If a Homestay family or condominium agent violates their part of the agreement, HPES will issue the student a full refund for their remaining time and help the student find adequate accommodation.

EXTENSIONS

- Students who wish to extend their stay must submit a Request Form 2 weeks in advance and make all payments directly to HPES. Depending on availability at the time of extending, students may be placed in a different condominium or with a different host family.
- Students shall not make arrangements for extensions or future accommodation placements directly with their host family or condominium owner. All extensions and/or future accommodation placements must be made through HPES.

HOMESTAY STUDENT AGREEMENT

- Students are expected to help with certain household chores, keep their room clean and neat, and abide by the host family's general house rules.
- Students must follow the family's rules with regards to the use of electronics or appliances.
- Students must respect the privacy and belongings of the host family, and behave respectfully towards family members and their guests.
- Students are financially responsible for any damages to the host family's home and/or belongings.
- Students must first get permission from their host family if they wish to invite guests.
- Students may do laundry twice a week and must follow the host family's laundry rules.
- Students will receive a key from the host family upon arrival. Students must inform the host family and HPES if the key is lost or stolen – in such cases students may be responsible for the cost of replacing the key and/or lock. Students must not make a copy of the key or give the key to any other person.
- Students will not use drugs or do any other illegal activity at the host family's home.
- Students must inform their host families before 5:00PM if they will be late for dinner or plan not to come home for the night.
- Students must inform HPES of any and all health problems, allergies, and other conditions prior to arrival.
- Students must have medical insurance for the duration of their homestay period.

HOMESTAY COVID REGULATIONS

- All eligible students and host family members must be fully vaccinated without exception at least 2 weeks prior to the start of the homestay period.
- In case a Host Family member, guest, or HPES student develops symptoms associated with COVID, the person must self-isolate until they can provide a negative COVID test result.
- In case a student tests positive for COVID during their homestay period, the student must self-isolate in a private room away from the rest of the family for a minimum period of 10 days. During that time, the student will not attend classes at HPES and must not be in contact with any family member. Daily meals will be brought to the student's room. After the self-isolation period, the student will need to receive a negative COVID test before resuming classes at HPES.
- In case a student tests positive for COVID during their homestay period and wishes to self-isolate in a hotel, the student must pay for their hotel accommodation on their own, as well as ensure proper transportation away from the homestay. There will be no refund or credit for the time the student is self-isolating away from their homestay. If the student decides **not** to return to their assigned homestay after self-isolating, the student will be eligible for a refund based on the school's refund policy (see above, *Refund & Cancellation*). If the student decides to return to their assigned homestay after self-isolating, the student will provide a negative COVID test result dated no more than 48 hours prior to returning to their homestay.
- In case a Host Family member or guest (other than the HPES student) tests positive for COVID, that person will self-isolate in a private room. The HPES student will need to quarantine at the Host Family's

home for a minimum period of 10 days **and** provide HPES with a negative COVID test result dated no more than 48 hours prior to returning to in-person classes. If the HPES student wishes to self-isolate in a hotel, the student must pay for their hotel accommodation on their own, as well as ensure proper transportation away from the homestay. There will be no refund or credit for the time the student is self-isolating away from their homestay. If the student decides **not** to return to their assigned homestay after self-isolating, the student will be eligible for a refund based on the school's refund policy (see above, *Refund & Cancellation*). If the student decides to return to their assigned homestay after self-isolating, the student will provide a negative COVID test result dated no more than 48 hours prior to returning to their homestay.

- HPES students agree to cover the cost of any COVID test required on this agreement.
- At all times, HPES will adhere to the most up-to-date CDC and State of Hawaii guidelines that are in place. In case the CDC and State of Hawaii guidelines are not consistent with those in this Student Accommodation Agreement, HPES will follow the guidelines proposed by the CDC and State of Hawaii.

CONDOMINIUM STUDENT AGREEMENT

- Students must follow the conditions specified in their Rental Agreement.
- Students who cancel before checking in will receive a full refund on the Cleaning Fee unless otherwise specified in the Rental Agreement.

COVID-19 ENROLLMENT AGREEMENT



Students, and parents/guardians of students under the age of 18, who register for any courses or programs at Hawaii Palms English School, must read and understand the following:

- In order to keep a safe learning environment and minimize the risk of spreading COVID-19, Hawaii Palms English School (HPES) will adhere to recommendations made by the CDC (Centers for Disease Control and Prevention) and the government of Hawaii.
- Students understand that participating in in-person classes or activities at HPES increases their risk of contracting communicable diseases, including COVID-19. Students registered for in-person classes or activities at HPES do so of their own free will, and assume all risks involved. Students will not hold HPES responsible should they subsequently test positive for COVID-19.
- Students registered at HPES agree to follow all travel requirements from the state of Hawaii, which may include self-quarantining for 14 days, showing proof of a negative test result prior to departure, or any of the guidelines that may be in place at the time of arrival. The most up-to-date travel requirements are published online: <https://hawaiicovid19.com/travel/>
- Before entering HPES for the first time, all students and visitors will need to sign in and have their temperature taken. Anyone with the following symptoms will not be allowed to enter the school:
 - A fever of 100.4 °F (38 °C) or above
 - Coughing
 - Chills
 - Muscle pain or aches
 - Shortness of breath
 - Nausea
 - Runny nose or congestion
- Anyone entering the school must wear a face mask at all times; face masks must be worn over the person's nose and mouth. In case a student has a medical condition that prevents them from wearing a face mask, a face shield may be used instead.
- Should any student, teacher, or staff member test positive for COVID-19, HPES will follow the CDC and Hawaii state guidelines that are in place at that time; this may include having to cancel in-person classes for 14 days and/or showing proof of a negative test before classes are allowed to resume at school.
- If HPES needs to temporarily close due to CDC recommendations or Hawaii state government mandate, all canceled in-person classes will be held online until it is deemed safe to return to school. In such cases, class schedules may need to be slightly adjusted. Students unable to take classes online due to a medical condition may present a note from a doctor and receive a school credit for their classes missed. Students who wish to cancel their course in case of a school closure will abide by HPES' Refund and Cancellation Policy.
- While at school, all students and visitors agree to adhere to HPES' social distancing guidelines and remain at least 6 feet apart from other people.
- The maximum capacity at school, including in each of our classrooms, will be continually updated to reflect the CDC and state of Hawaii COVID guidelines, which are published online: <https://hawaiicovid19.com>.
- Students who travel outside the island of Oahu while registered at HPES must notify the school and fill out a Travel Agreement Form.

- Students are NOT allowed to eat in our classrooms, but may eat on the tables in the lobby. After finishing their meal, students must wipe down their eating area with a disinfecting wipe. At no point are students allowed to share food.
- Drinking of non-alcoholic beverages is allowed in our classrooms. When drinking, students must not remove their face masks. Instead, students should slide their face mask away from their mouth while drinking.
- We encourage students to not congregate at school before or after classes. However, students who wish to study on their own may do so in the lobby.
- Hand sanitizer is available for student use throughout the school. Please notify a staff member if you notice that we are running low.
- In case a student registers a fever of 100.4 °F (38 °C) or above while at school, they will be isolated from staff and classmates until able to go home. Students may need to provide a negative COVID test result before allowed to return to school, per CDC guidelines.
- HPES is regularly cleaned, with special attention placed on heavily trafficked areas. Classroom desks are cleaned with sanitizing wipes after every lesson.
- When conducting a lesson, HPES teachers will either wear a clear face mask or a face shield.
- HPES will provide disposable cups for students who wish to use the school's water fountain. Anyone who uses the school's water fountain must sanitize their hands with the hand sanitizer provided.
- HPES reserves the right to deny entrance to school to anyone not adhering to the conditions above. Students who cannot attend their scheduled classes due to failing to abide by the conditions in this agreement will only be eligible for a refund according to HPES' Refund and Cancellation Policy.

Revised October 2021