



MID-PACIFIC

Innovators. Artists. Individuals.

MIDDLE AND HIGH SCHOOL FAMILY HANDBOOK

(Abridged Translated Version)

English

2445 Ka'ala Street • Honolulu, Hawai'i 96822

MIDDLE AND HIGH SCHOOL FAMILY HANDBOOK (Abridged Translated Version)

Every student and parent/guardian is expected to read the Family Handbook. A student's enrollment in Mid-Pacific indicates that both parent (s)/guardian(s) and student have read the entire handbook, and agree to support the mission, policies, and vision of the school.

Your child may be photographed for the school's yearbook, website or for admissions recruiting purposes. Please notify the school in writing if you would prefer that your child NOT appear in these photographs.

STATEMENT OF JURISDICTION

The jurisdiction of observing/enforcing the rules in this Handbook applies to the student while on campus, at school functions on or off campus (e.g., proms, banquets, athletic games), in the vicinity of school functions (e.g., the parking lot of the school event), and on a school-sponsored trip (e.g., sports, hula, band, off-island trips). This jurisdiction will be extended beyond the boundaries of the school, including neighborhood street parking (e.g., Armstrong, Parker Place), and areas, which are in close proximity to the school, and include Kamanele Park and University of Hawaii. The school's disciplinary rules apply to any conduct off school grounds when the conduct may reasonably be expected to undermine the proper disciplinary authority of the school, the safety of students or staff, disruption within the school or the reputation of Mid-Pacific. This includes all forms of communication (internet, phone, text messages, etc.), which may bring harm or dishonor to the Mid-Pacific community.

<h2>ATTENDANCE</h2>

ATTENDANCE DESK: Telephone (808) 973-5025

Mid-Pacific students are expected to be prompt and to attend all homeroom and class sessions, chapel services, activity periods, assemblies, and other specified events. Parents/guardians are expected to **notify their Grade Level Dean** and not the classroom teacher when their child will be late to school.

Attendance is checked multiple times per day by the Damon Hall receptionist and grade level Deans. A valid reason for the absence is necessary to be considered an excused absence. If a call is not received, the absence will be considered unexcused.

MIDDLE SCHOOL:

If a student will not be attending school, his/her parent or guardian should call the attendance clerk by **7:30 a.m.** each day that the student is absent. All students are expected to report to homeroom daily, except on Wednesdays, when students report to Bakken Auditorium for Chapel by 7:30 a.m. Homeroom/Study Hall/Chapel is mandatory. Students who are late must **report to the Middle School Office.**

HIGH SCHOOL:

If a student will not be attending school, his/her parent or guardian should notify the Damon Hall receptionist by **8:30 a.m.** each day that the student is absent.

Students who are late to their first scheduled class of the day must **report to the attendance desk in Damon Hall.**

TARDIES

Punctuality is expected to each class and activity. Routine traffic conditions, oversleeping or family delays, etc., are not acceptable reasons to be late to school. To maximize instructional time, students are required to arrive at school and to each class period on time.

In the event that students are not able to arrive to school on time in the mornings, parents are expected to notify the Attendance Office (808) 973-5025. Excessive and unexcused tardies will be referred to the Dean as an opportunity to work with the student and parent in support of student success.

Any student entering the room after the beginning time of any class, or required activity may be considered tardy. Students who are tardy and do not have a re-admit pass from a teacher, nurse, grade level Dean or administrator will be considered unexcused. Teachers are not required to give make-up work or any class material (including quizzes or tests) which is missed because of an unexcused tardy. Missing more than half of a class period will constitute an unexcused absence.

ABSENCES

Unless specifically allowed by a Dean, students who are absent from school, including those on excused absence, are not allowed to attend or participate in any school activity (including rehearsal, practice, performance, game, dance or any other co-curricular activity) at any time during the day of absence. Persons who are not attending school are not to be on campus.

Students who are absent are required to contact their teacher upon return for the details of completing missed assignments. Additionally, students are required to check myPueo for assignments. Parents should consult with their child's Dean when planning an extended absence to determine how the time away from school might affect the student's progress.

EXCUSED ABSENCE

The school discourages students from missing school for any reason other than emergency situations and illness because of the difficulty students may have in keeping up with their work. The grade level Dean will determine whether absences are considered excused or unexcused. Requests for excused absences will be examined relative to urgency, educational value, significance of the event, the students' academic standing, history of previous requests, and impact on the learning environment.

Students requesting a leave of absence must obtain **prior approval** from the grade level Dean. An absence from school form must be filled out. A written or verbal request to be excused from classes from the student's parent/guardian is **required two weeks before the date(s) of absence**; in cases of emergency or urgent circumstances, this requirement may be waived. Determinations of excused absences generally will not be made earlier than two weeks before the proposed absence.

Students with an excused absence are responsible for checking myPueo for missed assignments. It is also the student's responsibility to check with teachers regarding missed work upon returning to school and complete assignments as quickly as possible.

UNEXCUSED ABSENCE

Failure to attend class without acceptable cause as determined by the school, including missing more than half of a class period, will be considered an unexcused absence. Examples of unexcused absences are "cutting" class, leaving before the end of a period without authorization, absences due to illness which are not confirmed by a parent or physician, cutting a mandatory activity during the school day, time spent waiting to see a Dean without an appointment, reporting to the school infirmary for reasons other than illness, family/personal errands or family trips, etc. In addition, unauthorized group absences will be considered unexcused. Students are not allowed to make up assignments and tests if absences are deemed unexcused.

PLANNED ABSENCE / FAMILY TRIPS

Family trips are considered unexcused absences. Family travel plans, including flight schedules, should be made so they will not interfere with the student's school schedule. No make-up work is given for unexcused absences. Students taking trips during instructional days are responsible for completing all assignments, tests, quizzes, and projects as agreed upon between the teacher and student.

Travel requests during final exams will be considered unexcused absences. Students will not be permitted to take final exams earlier than scheduled or be allowed to make-up exams due to travel plans.

CHRONIC ABSENCES

A successful Mid-Pacific student must attend at least 90% of class sessions to earn course credit. Excessive and unexcused absences will be referred to the Dean as an opportunity to work with the student and parent in support of student success.

Students who are chronically absent and claim illness will be required to produce a physician's note. Absences from school are not to exceed 10 school days or individual class periods per semester; or 12 school days or individual class periods per year (excused or unexcused). Absences in excess of these amounts may result in consequences including but not limited to: lowered grades; loss of credit; an attendance contract and/or dismissal for

non-attendance. Absences at or near these limits will be noted by the student's Dean and will result in a required family meeting to address the reasons for absence as well as the availability and suitability of any additional support for the student. The grade level Dean, in consultation with school administration, will make the final determination.

MAKE-UP WORK

Parents/guardians/students may obtain homework assignments by logging into myPueo. Students with **excused** absences are allowed to make up exams, tests and quizzes. All work due during the excused absence period (such as homework papers and projects) will be graded without penalty.

The student's Dean will determine the status of a student's absence and notify the teachers, as well as provide support to coordinate any late homework, tests and assignments due. A student will not be expected to hand in all work after an excused absence or illness on the day they return. A student will have one school day extension per day of excused absence from school. Students are encouraged to communicate proactively with the teacher and their Dean in order to best accommodate make-up needs.

Any work due while the student is in the Health Center or is excused from class for any reason will be due by the end of the school day, unless the student has been sent home or does not return to school.

Students with **unexcused** absences may not be allowed to make up missed quizzes or tests. Additionally, work due any time during the period of the unexcused absence may not be counted. Presentations scheduled for the day of the unexcused absence will be subject to the teacher's grading policies as set forth at the time of the assignment.

RE-ADMIT PASS

Students are expected to check-in at Damon Hall or at the Middle School Office when returning. Students must obtain a readmit pass to present to their teachers.

OFF-CAMPUS PASS

Students are expected to be on campus for the duration of the school day. Should it be necessary to leave during the school day, students are expected to check out through Damon Hall/Middle School Office or the infirmary and obtain an off-campus pass. Students must have the permission of a parent/guardian and the approval of a Dean, school nurse or school administrator to leave campus during the school day. The off-campus pass must be presented to the guard at the gate prior to leaving campus. Students are not to leave campus to go to cars parked off campus or to the student parking lot on campus.

SERVICES AND RESOURCES

HEALTH CENTER

The Health Center is located at the lower end of the Atherton classroom building and is available to students/faculty/staff during school hours:

Monday through Friday
7:30 a.m. - 3:30 p.m.
Phone: 973-5120

If a student is ill or injured during class, he/she must get a pass (green) to go to the Health Center. If the student needs to go to the Health Center between classes, the student should go to the next class first to drop off all work due that day, and get a pass from the teacher to go to the Health Center. If the student is well enough to return to class, he/she will receive a pass (pink) from the nurse to return to class. If a student needs to go home instead of back to class, the parent/guardian will be notified to pick up the student. The student must be picked up by the parent or designated person within 1 hour of being notified by the nurse. If a student has his/her own transportation, permission from the parent/guardian must be obtained before leaving campus to go home. The nurse will provide a pass (blue) for the student to leave campus.

Any work due while the student is in the Health Center will be due by the end of the school day unless the student has been sent home. If a student needs to go to the nurse for any non-emergency reasons; i.e., wound care, dressing changes, this should be taken care of during free periods, lunch or homeroom.

If your child has a fever (100.0 F oral), please do not send him/her to school until 24 hours AFTER the fever has subsided. The child must be fever free for 24 hours without fever reducing medicines (acetaminophen, ibuprofen) before returning to school. Medicines that reduce fevers do not reduce the infectious nature of the illness; therefore it is not acceptable to give your child fever reducers and send them to school. Also, please remember that if you are asked to pick up your child, you **must** do so from the Health Room **within one hour**. This is especially important when your child has a fever. We appreciate your cooperation regarding this policy.

Students must bring any prescription medications they will be taking during the school day to the Health Center for their protection and safety. The medication must be in the original prescription container with written instructions from either the parent or physician. Any changes in the medication must be communicated with the Nurse as soon as possible. Students may not share medications.

Any major medical expenses (i.e., ambulance, emergency room, etc.) related to student injuries and illnesses are the parent's responsibility. **ALL STUDENTS ARE REQUIRED TO HAVE THEIR OWN MEDICAL INSURANCE.**

Please call the Health Center if your child has been in an accident, is in a cast, using crutches, or if your child has developed a chronic illness, any new medical condition, or any communicable disease that would limit his/her activity at school.

EMERGENCY INFORMATION

EMERGENCY PLAN

Mid-Pacific's top priority is the health and welfare of our students. The faculty and staff will do what it takes to ensure the safety and well being of the students.

- Ensure that Mid-Pacific has your most up-to-date contact information by updating parents' profile on myPueo.
- Please make (and review periodically) emergency plans with your children, family members and friends. This would also be a great time to check your emergency supplies at home or in your automobile. If everyone in your family knows where the others are and what to do in a given situation, there will be far less confusion, and far greater potential for a positive outcome. Simply knowing where your family is can eliminate stress; it's one less thing to worry about in a potentially dangerous situation. For students and staff alike, staying put is often the best alternative to rushing into an unknown situation.
- Please be advised that Mid-Pacific students will be held in safe areas until pick-up is deemed safe. In a true emergency situation, phone lines may be damaged or simply jammed with calls. Freeway driving may be congested, and traffic signals out.

The Mid-Pacific Safety Committee has developed a communication plan to deal with these issues:

1. Check www.midpac.edu or myPueo for up-to-date information.
2. Check for any emergency phone and/or text messages from school. Make sure to keep your emergency contact numbers current with the school.
3. Listen to major radio stations or watch local TV news programs listed below for reports and announcements. Jamming roads and phones lines will not help in an emergency situation!

Radio

KSSK (AM 590/FM 92.3)
KCCN (FM100)
KINE (FM 105)
KHVH (AM 830)
KRTR (FM 96)
KUMU (FM 94.7)

TV

KHON (Channel 2)
KGMB (Channel 9)
KITV (Channel 4)
KHNL (Channel 8)

DRESS CODE

By the student's enrollment in Mid-Pacific, both parents and students agree to accept and support the dress code standards of the school. Cleanliness, modesty, and good taste are minimum standards by which one's appearance is judged. A student attending Mid-Pacific

is to dress in a manner that reflects an attitude and spirit attuned to learning and which enhances academic, personal and social growth. As a part of learning to live within appropriate limits (as one must likewise do in adult life and in virtually all workplaces and professions), students are expected to adhere to the school's dress code.

MIDDLE SCHOOL:

The following dress code is in effect at all times while the student is on campus as well as at school activities off campus unless otherwise instructed.

1. Footwear - Student safety is our greatest concern, therefore, students are required to wear shoes that cover the entire foot.
2. Tops - Mid-Pacific logo polo shirts are to be purchased through Lands' End (www.landsend.com) or Aloha shirts with floral pattern.
3. Bottoms - must be solid colored and may not be higher than mid-thigh. Frayed clothing is prohibited. No athletic shorts, board shorts, sweat pants, leggings/jeggings or tights allowed.
4. Hair Styles - All students are to maintain hairdos that are neat, conservative and not distracting. Unnatural hair color (purple, green, blue etc.) will not be allowed.
5. Facial hair – Boys need to be clean-shaven.
6. Body piercing or tattoos are not permitted.

Students who are unable to comply with the dress code for any reason, such as injury related, shall obtain a pass from their Dean. Students out of dress code will be referred to their Dean.

HIGH SCHOOL:

A student's attire must meet the following standards:

1. SHIRTS – Students must wear a collared shirt to school. Short or long sleeves are acceptable. Examples include aloha shirts, polo shirts and dress shirts. Shirts are not to be worn partially buttoned or as a jacket over non dress code tops. For all style shirts, short, tight, sheer, see through, cropped or altered shirts are prohibited. Shirts are not to be tied at the waist. Clothing that exposes midriffs, sleeveless shirts, low-cut dresses or shirts, spaghetti straps, and tank tops are prohibited. However, non-collared, full dresses that meet the specifications above are allowed. T-shirts may only be worn on "School Pride Fridays" (see below) or with prior approval from administration.
2. PANTS, SKIRTS, SHORTS - All pants, skirts, shorts, jeans, and capris must have a natural waistline (i.e., not low cut) and natural fit (i.e., not excessively tight or baggy). Shorts, skirts, skorts, and dresses may not be higher than mid-thigh. Frayed clothing, tight skirts, clothing with holes, baggy or oversized pants or shorts, or sportswear are prohibited. Examples of prohibited items include boardshorts, athletic shorts, stretch/bike shorts, sweat pants, stretch pants, yoga pants, and "jogger" pants. Leggings may be worn only under dress code-allowed articles such as shorts or skirts.

3. FOOTWEAR - Sneakers, running shoes, gym shoes, or any other covered shoes are required. Slippers are not allowed. Standing on the back of shoes creating slip-on style shoes is also prohibited.
4. SLIPPER PASSES: Any student requesting a slipper pass for medical reasons must obtain a slipper pass (note) from their Dean BEFORE 8:10 a.m. Requests after 8:10 a.m. will be considered unexcused and will result in demerits being issued. Reasons such as leaving the student's shoes at home, misplaced, in disrepair or damaged, soiled or wet, will be considered unexcused. It is advisable for students to purchase a spare pair of shoes to keep in their locker in the event of the above-mentioned reasons.
5. HAIRSTYLES - Students are to maintain hairstyles that are neat and conservative. Extreme forms of hairstyles are prohibited. These include, but are not limited to: mohawks, tails, long nape fringes, tracks, sculpted or partially shaved designs, as well as hair coloring that falls outside the range of natural hair color.
6. FACIAL HAIR - While neatly groomed mustaches are permitted, boys are to otherwise be clean-shaven (i.e., beards are prohibited for students).
7. HEADGEAR - Hats, caps, or visors may be worn outdoors, but are to be removed when one is inside a building. Bandannas or other symbols/garments associated with gangs and or gang activities may not be worn or displayed.
8. JEWELRY - All jewelry items should be in good taste for school, neither distracting nor gaudy. Body piercing jewelry (including clear studs) for nose, lips, tongue and eyebrows is not allowed. Ear gauges and ear spikes are not allowed.
9. TATTOOS - Tattoos on exposed parts of the body should be minimal and not contain any inappropriate messages.
10. OTHER - Other articles of clothing and/or manners of dress not appropriate for a school environment such as pajamas, bathrobes, and undergarments worn as outer garments are prohibited.

This dress code is in effect and will be enforced at all times while on campus, i.e., from the time the student arrives on campus and until he/she leaves campus unless participating in sports, PE classes, or MPSA activities. A student who is unable to comply with the dress code for any reason, such as because of injury, is to obtain a pass from their grade level Dean. He/she is to keep the pass with him/her throughout the stated period. A student who chooses not to comply with Mid-Pacific's dress code will receive demerits. Demerits are cumulative throughout the school year: first offense three (3) demerits; second offense four (4) demerits etc. Recurring non-compliance with the dress code is considered defiance and may result in Saturday school or suspension.

SCHOOL PRIDE FRIDAYS – every Friday, students are encouraged to wear Mid-Pacific sponsored club, class or sports team T-shirts. The T-shirt must have a Mid-Pacific logo and not have been altered in any way. If the last day of the school week is not a Friday, regular dress code is in effect.

HONOR CODE

MID-PACIFIC HONOR CODE

As a student of Mid-Pacific, I am committed to preserving a sense of honesty and integrity within my school. I will not lie, cheat, steal, or abuse property of my school or of others, nor will I condone or tolerate such actions in others; thus, I am aware that it is my obligation to report any transgressions of the Honor Code. In doing so, I hope to create a sense of mutual respect, trust, and fairness in all that I do and say. Always, I will work to protect the high principles upon which this academic community is founded.

STUDENT HONOR CODE

On my honor, I have neither given nor received assistance on this examination (paper or project, etc.).

Embodied in the Honor Code is the expectation that all members of our community will maintain good citizenship and practice academic honesty. Students at Mid-Pacific shall not cheat or plagiarize.

CHEATING OR PLAGIARISM

Mid-Pacific's school motto states, "The Honor of My School is Mine." Embodied in this concept is the expectation that all members of our community will maintain good citizenship and practice academic honesty, as outlined below:

"Cheating" is defined as the dishonest production or dissemination of schoolwork. This includes copying, sharing answers during examinations, violating or compromising testing procedures, turning in work that someone else produced (including a family member), or any other fraudulent practice, whether or not the student benefits or obtains any advantage from the action in question. This also includes an instance in which a student knowingly provides work for or otherwise assists another in such action.

"Plagiarism" is defined as using others' ideas and words without clearly acknowledging the source of that information. 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. To avoid plagiarism, credit must be given whenever the following are used:

- another person's idea, opinion, or theory;
- any facts, statistics, graphs, drawings - any piece of information - that are not common knowledge;
- quotations of another person's actual spoken or written words; or
- paraphrasing of another person's spoken or written words.

The school regards plagiarism and any falsification of academic work as a breach of honor and integrity. Students are responsible for producing their own work. Should they receive

assistance of any kind, it must be acknowledged in writing. Plagiarism is seen as a serious form of dishonesty and is subject to disciplinary action.

In cases of suspected or confirmed cheating, the teacher will consult with the Dean, review the evidence of an academic offense and decide on an appropriate course of action. If cheating has been determined, the teacher, in consultation with the administration, will make a determination about the impact on the student's evaluation. The teacher will inform the parents of the academic dishonesty and the matter will be referred to the Dean for any further disciplinary action.

Students will receive zeros for the first infraction of cheating or plagiarism. Disciplinary action shall be handled by the Dean and may include, but are not limited to, demerits and Saturday School, suspension or expulsion.

ACADEMICS

Mid-Pacific is a college-preparatory school; therefore, each student is expected to put forth his/her maximum effort and take full advantage of opportunities for intellectual, moral, and physical growth. Grades are a means by which students can measure their progress and gain confidence in their abilities. Grades also provide parents, teachers, colleges, and employers with summative evaluation data for Mid-Pacific students.

ASSESSMENT CONFLICTS

If a student is scheduled to participate in more than three major assessments in one day, one assessment may be rescheduled at the student's request. Students are responsible for knowing their assessment schedule in advance and making this request to teachers and their Dean in a timely manner. Check the myPueo calendar for scheduled major assessments.

REPORT CARDS

Grades are issued at the conclusion of each quarter and are posted in NetClassroom. Report cards are mailed to parents and/or guardians at the end of each semester.

PROGRESS REPORTS

All teachers' progress reports on NetClassroom are live documents. In addition, interims are issued twice a quarter for those students who have a grade of "C-" or lower. Students who are at "C-" or below in any course will be required to meet with the teacher during tutorial hours to receive extra help.

MIDDLE SCHOOL:

GRADING SCALE

With the exception of High School courses, Middle School uses two types of grading scales. Continuum grades (EE/ME/AE) are not factored into the GPA.

Letter Grades	A	94-100%	C	72-76%
	A-	90-93%	C-	68-71%
	B+	87-89%	D+	65-67%
	B	83-86%	D	62-64%
	B-	80-82%	D-	58-61%
	C+	77-79%	F	less than 58%
	Continuum Grades	EE	Exceeds Expectations	
	ME	Meets Expectations		
	AE	Approaching Expectations		

HIGH SCHOOL:

GRADE POINT AVERAGE

Each student's grade point average (GPA) will be determined using the following scale:

*A+	= 4.333 points	C	= 2.000 points
A	= 4.000 points	C-	= 1.667 points
A-	= 3.667 points	D+	= 1.333 points
B+	= 3.333 points	D	= 1.000 points
B	= 3.000 points	D-	= 0.667 points
B-	= 2.667 points	F	= 0.000 points
C+	= 2.333 points		

*High School Courses only.

In computing the GPA, the points earned in all courses will be weighted equally. The GPA is computed by adding the points earned in each course and then dividing by the number of courses.

Credits earned for courses taken at other secondary institutions will be accepted by Mid-Pacific with administration approval. However, grades for those courses will not be used in the computation of the student's cumulative grade point average (CGPA).

ADVANCED PLACEMENT (AP) / INTERNATIONAL BACCALAUREATE (IB)

Students enrolled in Advanced Placement (AP) and/or International Baccalaureate (IB) courses receive higher grade point equivalents, which reflect the greater difficulty of these classes. For example, a grade of "A" will be equivalent to 5.000, "B" equivalent to 4.000, etc. The normal grading scale provides that the "A" is equivalent to a 4.000, "B" equivalent to 3.000, etc. These higher grade point equivalents are used in computing the student's GPA

and class rank, and in the determination of Honor Roll and President's List students. Students who receive a "D" or an "F" in the AP, IB, or Honors course will not receive an additional point.

Should a student earn a grade below a "C" in an AP, or IB course, that student may be transferred to the regular non-honors section of that subject upon consultation with the teacher, Dean, and IB coordinator.

CUMULATIVE GRADE POINT AVERAGE

A student's cumulative grade point average (CGPA) is computed each semester for grades 9 through 12. Eligible High School courses completed in Summer School are also included in the CGPA. (The CGPA is determined by dividing the points for grades earned in all courses by the total number of courses taken.) Grades for courses successfully completed during the 7th and 8th grades at Mid-Pacific which satisfy graduation credits at Mid-Pacific (e.g., first or second level foreign language, Algebra I, Geometry) will be included in the student's CGPA for grades 9 through 12 and will be shown on the student's transcript.

If a student withdraws from a one-year course after the first semester, the weighting of the first semester grade will continue to be a part of the CGPA.

ACADEMIC CREDIT

Mid-Pacific will grant credit for any course taken at Mid-Pacific in which a student receives a passing grade. Students who receive a grade below "C-" in a course may receive a recommendation from the teacher to repeat that course. Generally, a student who receives a grade below "C-" in a course that is part of a sequence (e.g., mathematics and foreign language) may not be allowed to take the subsequent course in the sequence without some makeup or other remedial work. Students are advised that many colleges will not accept grades below C-.

No credit is given for a year course dropped at any time during the year. Transfer students may receive credit toward graduation for courses taken at other schools only if it is recommended by the Dean and approved by the principal and if a comparable course is offered at Mid-Pacific.

Credit for a year-long course is based on both semesters' work. If a student receives a failing grade for either of the two semesters of a year-long course, credit will be awarded only if the averaged percentage for both semesters is 60% or higher.

Students who wish to earn credit or higher placement by taking courses during the summer or by taking on-line courses should receive prior approval from their Dean. In departments where courses are sequential (e.g., mathematics, world language), students seeking higher placement as a result of summer work completed at a school other than Mid-Pacific will usually be required to successfully complete a departmental examination in order to receive higher placement the following school year.

MINIMUM COURSE LOAD

1. Ninth and tenth grade students are required to take a minimum of six graded courses each semester.
2. Eleventh and twelfth grade students are required to take a minimum of five graded courses each semester, to include four core academic courses (Language Arts, World Languages, Social Studies, Science, Mathematics and Technology).

COURSE SELECTIONS

In selecting and registering for courses, the student should seek the advice of his/her Dean and teachers, and discuss the selections with his/her parents. Some courses are subject to field trip, material and/or examination fees.

In most cases, the student's first choice in a course selection will be met. However, if a scheduling conflict occurs or if there is insufficient enrollment in the class selected, the student will be placed in an alternate selection. COURSE SELECTIONS MADE IN THE REGISTRATION PROCESS ARE FINAL.

SCHEDULE CHANGES

Any change to a schedule is regarded as an exception to the expectation that course selections made during registration are final. Exceptions may be made under any of the following conditions:

1. Scheduling conflict occurs.
2. Summer school courses taken.
3. Change is recommended by the student's Dean and/or administration.
4. The minimum course load has not been met.

Reasons for requesting a course change, such as teacher or period preference, disinterest in the course, etc., will not be considered sufficient cause to initiate a schedule change.

- A student may add a course up to and including the 10th school day of the prevailing semester.
- A student may drop a course (with no designation made on the student's transcript) up to and including the 10th school day of the prevailing semester. The minimum course load requirement is applicable.
- Dropping a course after the 10th school day is considered a withdrawal. It will be noted on the student's transcript as "WD" but without indicating the student's grade for the course at the time of the withdrawal. If a student withdraws from a year-long course after the first semester, the first semester grade will stand on the records and will be included in the student's CGPA (cumulative grade point average).

No student may withdraw from a course after the eleventh week of the prevailing semester of the course. The minimum course load requirement is applicable.

In some cases, a Dean may change the grading status of a course to “Audit,” wherein the student must still complete all assigned work but the student does not receive a grade or credit. Once a student is placed in a course on audit status, that student may not revert back to taking the course for a letter grade for the duration of the course. This policy is applicable to both semester and year courses (i.e., a student will not receive a letter grade for the second semester of a year-course if the course was taken on an audit basis during the first semester).

STANDARDIZED TESTING

Mid-Pacific uses various standardized testing programs at appropriate grade levels in order to evaluate the progress of our students, as well as to give students practice towards the college admissions tests.

MIDDLE SCHOOL:

The OLSAT Achievement Test is administered each spring. Results are used for curriculum development and to assess a child’s strengths and areas of improvement. Test results will be mailed home to families.

HIGH SCHOOL:

All sophomores and juniors will be expected to take the PSAT at Mid-Pacific in mid-October. This test helps students prepare for the SAT. Since Mid-Pacific encourages all students to take both the SAT and ACT during 11th and 12th grades, we want our students to become familiar and comfortable with the college admission exams. Mid-Pacific registers students and pays for the PSAT exams. Other than the PSAT, students must register and pay for the costs of the exams, which include the SAT, ACT, and TOEFL for non-native English speakers. These results do not appear on students’ high school transcripts.

Additional information is available at
www.collegeboard.com/student/testing/psat/about.html.

COLLEGE ADMISSIONS TESTING

It is the responsibility of the student to register and pay for college admissions tests. Test preparation booklets for all college admissions tests are available in the College Counseling Office. Test preparation courses (for a fee) will be offered through Mid-Pacific. Free, individualized online test preparation is available through Khan Academy. Mid-Pacific’s school code is 120075. Test fee waivers (two for the SAT and two for the ACT) are available for students who receive more than 65% in need based on financial aid from Mid-Pacific. Students should contact the College Counseling Office for more information.

Colleges will accept either the SAT or ACT and will use the best exam in the admission process. School will either accept the student’s best score or will “Super-score” taking the best section from multiple sittings. Therefore, we encourage all students to take both tests

at least once in the second semester of the 11th grade and again during the first semester of the 12th grade.

SAT – The SAT Reasoning Tests is a measure of the critical thinking skills a student will need for success in college. This test measures critical reading, math, and writing skills, and may include a written essay.

SAT SUBJECT TESTS - Some colleges, usually the most selective, require or recommend that students also take the SAT Subject Tests. Subject Tests are one-hour, primarily multiple-choice tests that measure a student’s knowledge of particular subjects.

These tests are given at the same time as the SAT I tests, so students must plan their testing schedules carefully. The language test with listening is only given in November.

ACT - The ACT Assessment measures skills in English, mathematics, writing, reading, and science reasoning. These areas are tested because they include the major areas of instruction in most high school and college programs (from ACT registration booklet). Students should register for the optional Writing Test.

TOEFL – The TOEFL is an additional college admissions tests for students whose native language is not English.

Further information on these tests may be obtained from the college counselors, or online as follows:

ACT	www.act.org
Khan Academy	www.khanacademy.org
SAT	www.collegeboard.com
TOEFL	www.toefl.com

STUDENT BEHAVIOR

PROPERTY AND BELONGINGS

Students are expected to be responsible for their own possessions and to be respectful of the possessions of others. Mid-Pacific discourages bringing valuables or large amounts of money onto campus.

Mid-Pacific is not responsible for lost, stolen, or damaged personal items brought onto campus. Students are responsible for securing their belongings and valuables in their assigned lockers.

CITIZENSHIP

In accordance with our philosophy, Mid-Pacific encourages and recognizes good citizenship and character. Our students consistently demonstrate traits that bring honor to themselves and their school. Students should be aware that colleges, scholarship committees, and employers are most interested in a student’s character. The citizenship grade will reflect

the student's adherence to the school's standards of conduct. Good citizenship, whether on or off campus, is an expectation of continued enrollment at Mid-Pacific. The faculty and administration will impose consequences, including dismissal, to any student who demonstrates traits or behaviors that bring dishonor to the school.

Every student will begin each quarter with an "A" in citizenship. The grade recorded at the end of each quarter will be determined by the number of demerits accrued by the student. The semester grade will be an average of the two quarter grades. The citizenship grade will be averaged into the Grade Point Average (GPA) and will be reflected on the permanent transcript as "Citizenship." A student may work off up to five demerits a quarter. Students who are not sure or who may have forgotten about demerits should check with their Dean periodically.

A major citizenship violation may jeopardize a student's privileges, activities, leadership role, and/or honorary affiliations. Off-campus passes may be revoked for juniors and seniors who do not maintain a minimum grade of B+ in Citizenship.

Demerits	Grade	Demerits	Grade
0-2	A	10	C
3	A-	11-12	C-
4-5	B+	13	D+
6-7	B	14-15	D
8	B-	16-17	D-
9	C+	18 or more	F

PROHIBITED BEHAVIOR

Students and parents should review the following carefully. The student's enrollment in Mid-Pacific implies that the student and parent agree to accept and support the behavioral standards of the school. Behavior that disrupts the learning process or the safety, welfare or property rights of others is unacceptable. Violations of these standards will be reported to the Dean and/or high school principal for corrective action (see General Consequences).

Consistent with Mid-Pacific's goal of providing a safe and orderly environment for the education and development of the whole person, certain behaviors and the possession of certain items are prohibited. These regulations which are applicable to all students under the jurisdiction of Mid-Pacific are defined as, but are not limited to, the following (in alphabetical order, not in order of importance):

ASSAULT - The participation in a moderate/serious physical altercation, including pushing, shoving, striking, hitting, beating, or other injurious conduct other than under circumstances which are absolutely necessary to protect the immediate physical well-being of self and/or others, whether or not harm/injury was sustained.

This action is prohibited and will result in immediate suspension pending review for dismissal.

HARASSMENT - Words, gestures, or other actions that constitute unwanted or uninvited behavior regarding gender, race, religion, lifestyle or background, which limits, denies or interferes with the rights of others to study, work and play in a school environment that is free of discrimination. This includes behavior directed at another individual as well as behavior that indirectly causes another to be offended or feel ill at ease (see also Bullying Policy).

CARD AND DICE PLAYING - The participation in a game or contest which involves the use of playing cards or dice is prohibited on campus unless authorized for a class activity.

CELLULAR PHONES AND PAGERS - The use of cellular phones, including text messaging (on a phone or an iPad) is prohibited during class time, assemblies, chapel, class meetings, and other school-related activities, and in the library unless specifically allowed. Phones must be turned off and put away at those times, or they will be confiscated.

CHEATING/PLAGIARISM - The dishonest production or dissemination of schoolwork. This includes copying, sharing answers during examinations, violating or compromising testing procedures, turning in work that someone else produced (including a family member), or any other fraudulent practice, whether or not the student benefited or obtained any advantage from the action in question. This also includes an instance in which a student knowingly provides work for or otherwise assists another in such action. Plagiarism is using others' ideas and words without clearly acknowledging the source of that information (see Academic Honesty Policy).

COMPUTER VANDALISM - The misuse of school computers, software or network hardware, including improper programming. (Please see also "Acceptable Use Policy" p. 48-51)

CONDUCT UNBECOMING OF A MID-PACIFIC STUDENT - Students are expected to behave in a way that will bring honor to the school. Students are prohibited from behaving in ways that are contrary to good common sense or good taste or in ways that may jeopardize the reputation of the school, or the welfare or well-being of themselves or others in the learning environment, on- and off-campus.

DECEPTION - The willful production, verbal or written communication, or passing of information to school authorities for the purpose of misleading/deceiving school personnel or to minimize/cover up other improper/unacceptable behavior.

DISRESPECT OR INSUBORDINATION TO STAFF - The verbal and/or nonverbal behavior or gestures toward staff that communicates, exhibits or implies defiance, disobedience, impertinence, rudeness, or impoliteness. This includes failure to comply with reasonable directives or requests.

DISRUPTION - Any behavior which interrupts instruction and/or is disruptive to the classroom setting.

DRUGS AND ALCOHOL - The possession of or being under the influence of any form of narcotics, alcoholic beverages, drugs or related substances are prohibited and will result in immediate suspension pending review for dismissal.

DRUG PARAPHERNALIA - Any item that facilitates the use of drugs, including but not limited to pipes, bongs, or rolling papers is prohibited and will result in immediate suspension pending dismissal.

ENTERTAINMENT DEVICES - Personal listening devices (e.g., iPods, iPads, MP3 players, etc.), with earphones may only be used before 8:00 a.m., during passing times, unscheduled period(s), lunch and after 3:05 p.m. They may also be used during long homeroom (except during class meetings, speakers or other programs) at the discretion of the homeroom teacher. These devices must be turned off and put away during class time unless specifically directed by the teacher. They may not be out or on during Chapel. They must be turned off and put away if they interfere with the learning environment, as determined by a teacher, faculty member, Dean or administrator. These devices may be brought to school at the student's own risk of having them lost or misplaced.

FIGHTING - The act of quarreling involving bodily contact in or on school property or going to or from school including any activity under school sponsorship. Please remember words, as well as acts, can cause fights. Instigating an altercation because of what is said may result in disciplinary action.

FOOD/BEVERAGES - Gum chewing is not allowed on campus. Eating and drinking in class are allowed only with permission of the teacher on special occasions.

GAMBLING - The participation in a game or contest which involves stakes or risks something of value upon the outcome of an event over which one has no control or influence and/or requires payment (monetary or otherwise) for the chance to win.

ILLEGAL ACTIVITIES - Any activity which breaks city and county, state or federal laws.

iPADS - Students may not jailbreak, modify, or in any other way tamper with the iPad's operating system (iOS). Removing any or all installed Mid-Pacific Profiles is strictly forbidden. Failure to abide by this policy can result in disciplinary action and loss of iPad privileges for a time to be determined by Mid-Pacific administration.

LEAVING CAMPUS WITHOUT AUTHORIZATION - Students may not leave the campus or school-related activities (on or off campus) without permission of a Dean or other designated person in charge of the activity (see also "Arriving and Leaving").

LITTERING - Discarding trash in areas or places other than proper receptacles.

MISCELLANEOUS ITEMS WHICH MIGHT JEOPARDIZE HEALTH/SAFETY - The possession or control of items that jeopardize the order of the school and/or the safety/well-being of people and/or property. Items include, but are not limited to trading cards of all sorts, laser pointers, radio-controlled toys, skateboards, scooters, rollerblades, playing cards and dice, drug and/or gambling paraphernalia, alcohol/tobacco or tobacco-related containers, spray paint or other graffiti-related supplies.

PROHIBITED AREA - Being present in an area that is designated by school authorities as being off-limit whether at all times or for stated periods of time.

PROPERTY DAMAGE/MISUSE/ABUSE - The damage/misuse/abuse of property by action other than that for which it was intended.

PUBLIC DISPLAYS OF AFFECTION - Excessive physical contact.

SEXUAL HARASSMENT - Sexual harassment is any type of sexual advance, request for sexual favors and other unwelcome verbal, visual or physical conduct of a sexual nature toward another student or staff member creating an intimidating, hostile, humiliating or sexually offensive environment (see Sexual Harassment Policy).

STEALING - The unauthorized taking and/or possession/use of another's property, whether by theft, deception, or threat. Also includes the possession/use of property that one knows or reasonably should have known to have been stolen.

THREATS - Verbal, physical, or written actions with the intent to inflict fear, injury or damage.

TOBACCO - The possession of or use of tobacco of any kind (including but not limited to smoked, chewed, or electronically delivered) will result in suspension and/or dismissal.

VULGARITY/PROFANITY/SWEARING - Poor choice of words will be corrected and will be referred for disciplinary action.

VANDALISM - The willful and/or malicious damaging, destruction, or defacing of school property, regardless of its scope or size.

WEAPONS - Students shall not possess, handle, transmit, or conceal, on school grounds or at any school-related activity, any object that can be dangerous to one self or others. These objects include, but are not limited to, guns, knives, explosive devices, propelled objects, sharp objects, thrown objects, gasses, acids, or any other objects which are designed to cause injury or death. Toy guns, knives or any other toy that may be construed as weapons are not allowed. Students may not threaten to use a weapon of any sort against any person or against the school. Such actions will result in immediate suspension pending review for dismissal.

Mid-Pacific is solely responsible for determining what prohibited behavior is.

BULLYING POLICY

Bullying shall mean the unwelcome verbal, written or physical conduct directed at a student by another student that has the effect of:

1. Physically, emotionally or mentally harming a student;
2. Damaging, extorting or taking a student's personal property;
3. Placing a student in reasonable fear of physical, emotional or mental harm;
4. Placing a student in reasonable fear of damage to or loss of personal property; or
5. Creating an intimidating or hostile environment that substantially interferes with a student's educational opportunities.

Cyber Bullying includes, but is not limited to, the following misuses of technology: harassing, teasing, intimidating, threatening, or terrorizing another student or staff member by way of any technological tool, such as sending or posting inappropriate or derogatory email messages, instant messages, text messages, digital pictures or images, or website postings (including blogs) which has the effect of:

1. Physically, emotionally or mentally harming a student;
2. Placing a student in reasonable fear of physical, emotional or mental harm;
3. Placing a student in reasonable fear of damage to or loss of personal property; or
4. Creating an intimidating or hostile environment that substantially interferes with a student's educational opportunities.

Respect for others and oneself and having a generosity of spirit and human kindness are core values of Mid-Pacific. Therefore, bullying in any form, including cyber-bullying, has no place in our community. Bullying occurs when a person is a target of negative actions, usually in the form of intentional, repeated hurtful acts, words, or other behavior such as intimidation, harassment, social alienation, and physical aggression. Bullying can be physical, verbal, emotional, or psychological. Once bullying is reported, an investigation will determine what type of infraction has occurred. Mid-Pacific will act promptly to eliminate the offending conduct and, where appropriate, will also impose suitable disciplinary action from counseling to dismissal.

SEXUAL HARASSMENT POLICY

Mid-Pacific is committed to providing an environment conducive to learning and fostering mutual respect and sensitivity among all members of our school community. Sexual harassment and any activity that interferes with this environment and/or undermines personal rights will not be tolerated.

Sexual harassment is illegal and includes unwelcome sexual contact, advances, pressure for sexual activity, obscene or suggestive remarks or jokes, verbal or written insults or abuse, display of explicit materials, and/or conduct which causes the recipient to feel discomfort or humiliation or that interferes with the recipient's performance, or creates and intimidating, offensive or hostile environment for the recipient. The unwelcome harassment includes contact by way of any technological tool, including but not limited to,

email, instant messages, text, digital pictures or images or website postings (including blogs). Violators of Mid-Pacific's sexual harassment policy shall be subject to disciplinary action, which may include expulsion.

All members of the Mid-Pacific community are expected to respect the rights and sensitivities of others and exercise sound judgment in doing so. Mid-Pacific endorses and will enforce the right of everyone to participate fully in the life of the school without harassment.

GENERAL CONSEQUENCES AND PROCESS FOR BEHAVIORAL OFFENSES

A student will be held accountable for his/her misbehavior.

Misbehavior in the classroom will be first addressed by the teacher. More severe or chronic misbehavior will be referred to the Dean. Students will be escorted by security or a staff member to their Dean immediately, particularly in matters that are serious or potentially volatile in nature.

MULTIPLE/REPEATED NON-COMPLIANCE

Repeated behavioral misconduct, including dress code violations, flagrant or consistent defiance and repeated antagonistic, uncooperative or disrespectful behavior toward any faculty/staff member will be grounds for any level of sanction, up to and including suspension and/or dismissal.

In all situations the Dean, in consultation with faculty, staff and/or administration, will determine consequences for inappropriate behavior. Each student and incident will likewise be examined on an individual basis, taking into account the seriousness of the behavior/incident, the precipitating factors, the student's prior conduct, and the student's personal characteristics and circumstances.

Consequences may include:

- Counseling and guidance aimed at changing negative behavior/attitudes and developing an appreciation for one's positive attributes and abilities, including approaches and strategies generally recognized as counseling activities.
- Conferencing with parents/guardians and other persons of significance to the incident and the student. These sessions may also include the student as an active participant in the meeting.
- Documentation, correspondence and notation in the student's school file.
- Demerits.
- Confiscation of contraband or items related to the conflict/disturbance.
- Restitution (financial and/or in kind, as determined by Mid-Pacific).
- Saturday School.

- Behavioral probation, with stipulated conditions, such as external counseling/therapy or substance abuse services.
- Behavioral or Academic Contract.
- Suspension.
- Dismissal from school.
- Other consequences will be determined at the discretion of the Dean.

COMPUTER, DIGITAL MEDIA AND INTERNET ACCEPTABLE USE POLICY (AUP)

The effective operation of the computer network and its resources relies upon the proper conduct of the end users who must adhere to strict terms and conditions. These terms and conditions are provided here so that you may become aware of the responsibilities you are about to acquire. The use of Mid-Pacific Institute's computing facilities/resources and the Internet is a privilege, not a right.

If a user violates any of these terms and conditions, disciplinary action and/or legal action may be taken. When applicable, law enforcement agencies may be involved.

TERMS AND CONDITIONS

1. ACCEPTABLE USE: Mid-Pacific Institute is providing Internet access, Google Apps for Education (Gmail) accounts and network student accounts on the physical and wireless network to support the curricular goals of the school. Mid-Pacific Institute employs the use of an Internet filter as a technology protection measure pursuant to the Children's Internet Protection Act. The filter may not be disabled for use by students or other minors for any reason. (20 U.S.C. Sec. 6777 47 U.S.C. Sec. 254). Students should never use proxies or other means to bypass this filter or manually turn their VPN off on their Mid-Pacific Institute issued iPad.

Students that bring devices with their own Internet service plan still fall under the guidelines and expectations in this policy while on campus. Use of Mid-Pacific Institute's computing facilities/resources, iPad and use of the Internet must be consistent with the educational objectives of the school.

Students shall not access, create, transmit, retransmit or forward material or information:

- that is not related to Mid-Pacific Institute education objectives
- that plagiarizes (copies the work of another without express consent)
- that uses inappropriate or profane language likely to be offensive to others in the school community
- that harasses, teases, intimidates, threatens, or terrorizes another person

- that harasses, threatens, demeans, or promotes violence or hatred against another person or group of persons with regard to race, color, sex, religion, national origin, age, sexual orientation, marital status, disability or handicap
- that is knowingly false or could be construed as intending to purposely damage another person's reputation
- using another individual's Internet or electronic communications account without written permission from that individual
- that promotes violence or advocates destruction of property (including, but not limited to, information concerning the manufacturing or purchasing of destructive devices or weapons)
- that contains pornographic, obscene or other sexually oriented materials, either as pictures or writings, that are intended to stimulate erotic feelings or appeal to prurient interests in nudity, sex, or excretion
- for personal profit, financial gain, advertising, commercial transaction or political purposes
- for sending of mass or inappropriate email, texting instant messaging and/or any other communication methodology (spamming)
- that impersonates another or transmits through an anonymous re-mailer
- that contains sensitive personal information about themselves or others, including information protected by confidentiality laws
- that accesses fee services without specific permission from the system administrator
- in violation of any federal or state law, including but not limited to U.S. copyrighted material and material protected by trade secret

Students are also prohibited from storing the following on any Mid-Pacific Institute computer or within their network accounts: programs/software/executable files, games, and music/video files (unless they are original work or A/V clips being used as part of a school project).

2. **DIGITAL MEDIA:** The use of digital media and devices that create or store digital media on campus, whether issued by the school or the student, should be limited to academic use only.

Camera and Microphone Devices: Camera and Microphone devices may not be used:

- to photograph another person who has a reasonable expectation of privacy without the person's prior knowledge and consent
- in a way that would violate another person's copyright
- to harass, intimidate, embarrass or bully another person or to invade another person's privacy
- in the classroom unless permission is granted by a teacher

PORTABLE STORAGE DEVICES AND CLOUD DEVICES: The use of portable devices that store information (USB flash drives, external hard drives, etc.) and any form of Cloud storage should be limited to legal, appropriate use on campus. It is illegal to move copyrighted material between devices and/or cloud storage – this includes music,

applications, video, and more. Students should check with the Technology Department before moving questionable files to or from the Mid-Pacific Institute network.

FILE SHARING: The use of Web Publishing, FTP, Email Server or Peer-to-Peer networks and other file sharing services outside of approved academic sites is prohibited. Students who wish to publish their material or make files public may do so with the Technology Department's permission. This includes, but is not limited to, personal computers and other electronic devices using the campus network.

GAMES: Campus computers and the network may not be used for playing computer games, unless ruled academic or appropriate by faculty and approved by the Technology Department.

SOFTWARE/SYSTEMS: Students may not attempt to modify the Campus computers, telephone systems, mobile devices including iPad or network facilities or attempt to disrupt campus systems. Tampering, modifying or installing any software other than the computer applications that are pre-installed is forbidden, unless allowed by a Technology Department specialist. Tampering or modifying protections or restrictions placed on campus computer applications or files is prohibited.

3. **PRIVACY:** Email, Internet use, files and information in student accounts and/or iPad are not guaranteed to be private in our school setting. Messages relating to or in support of inappropriate or illegal activities will be reported to the authorities. Students' use of Internet applications may be subject to periodic checks by librarians, faculty, or system operators. Mid-Pacific Institute teachers and technology staff have access to student accounts. Accounts may also be checked periodically to ensure that their use adheres to the guidelines specified within this document.

4. **ETIQUETTE:** Mid-Pacific Institute expects students to behave as appropriate digital citizens. Curriculum, class meetings, and homeroom discussions will facilitate digital citizenship development. Students are expected to abide by the generally accepted rules of computing, network, Internet etiquette, and those outlined in the Responsible Use for Digital Citizens at Mid-Pacific Institute section of this document.

5. **REPRESENTATION:** Members of the Mid-Pacific Institute community must remember that when telecommunicating with individuals, groups, or institutions, one does so as an individual. Do not present your views, ideas, questions, or actions as representing Mid-Pacific Institute without specific permission from a dean, supervisor, principal or other administrator. Remember to make it clear that your communications represent you and not the institution.

6. **WARRANTIES:** Mid-Pacific Institute makes no warranties of any kind, whether expressed or implied, for the service it is providing. Mid-Pacific Institute will not be responsible for any damages you suffer. This includes loss of data. Use of any information obtained via Mid-Pacific Institute is at your own risk. Mid-Pacific Institute specifically

denies any responsibility for the accuracy or quality of information obtained through its services.

7. SECURITY: Security on any computer system is a high priority, especially when the system involves many users. If you feel you can identify a security problem, you must notify a member of the Technology Department or faculty/staff and not demonstrate the problem to other users.

In addition, students shall not:

- use another person's password or any other identifier
- gain or attempt to gain unauthorized access to (hack, jailbreak, decompile, etc.) computers or server/networking systems, wireless networks, mobile devices, accounts or software
- read, alter, delete or copy, or attempt to do so, electronic communications of other system users
- access or attach to any campus data port, server or networking equipment
- connect external networking devices to the campus network including but not limited to routers, servers, peer to peer servers, printers, hubs, switches and other peripherals.
- detach computers, servers, printers, networking equipment from the school network

8. VANDALISM: Vandalism will result in cancellation of privileges, school disciplinary action and/or legal action. Vandalism is defined as any malicious attempt to harm or destroy hardware, software, or data of the school or of any other user on the Internet. This includes, but is not limited to, the downloading, creation or uploading of computer viruses, malware, adware and spyware. If equipment is damaged in the course of on or off campus use, students assume responsibility for any repair or replacement costs if their use has been determined to be inappropriate.

9. PERSONAL TECHNOLOGY: (includes, but is not limited to, laptops, gaming devices, netbooks, smart phones, mobile devices, tablets, iPads, wearable computers, etc.): All student-issued devices used on campus must conform to the guidelines stated in this policy. This applies to both campus Internet access as well as any the student may be able to use through their own service plan. In order for student issued devices to access the Mid-Pacific Institute campus Wi-Fi network, the device must first be registered with the Technology Department. This may include the installation of a Mid-Pacific Institute profile on the student-issued device. Mid-Pacific Institute accepts no responsibility for damage to any personal technology used on campus or while accessing its network.

USE OF THE MID-PACIFIC INSTITUTE ISSUED IPAD

IPAD DISTRIBUTION

Parents/Guardians and students must sign this Acceptable Use Policy document as well as Damage Incident Fee document before the iPad is distributed to select students.

Students agree to take reasonable and prudent care to keep the iPad secure and safe from the date students are issued their iPads until the devices are returned to Mid-Pacific Institute. iPads should be returned as close as possible to the condition that they were received.

It is the students'/family's responsibility to use a case/cover that meets the Mid-Pacific Institute iPad Case Specifications & Guidelines to protect the iPad. An Mid-Pacific Institute-issued iPad being used without a case can be taken back and withheld by any Mid-Pacific Institute faculty/staff until a suitable case is brought in by the student. Please refer to the *Mid-Pacific Institute iPad Case Specifications & Guidelines* document for information on case guidelines (available here: <http://midpac.edu/aup/case.pdf>).

IPAD RETURN/COLLECTION

The Mid-Pacific Institute Technology department will give students and families advance notice when the school issued iPad needs to be returned.

Students who graduate, transfer, withdraw, or are dismissed from Mid-Pacific Institute during the school year must surrender the Mid-Pacific Institute issued iPad and all accessories upon termination of enrollment.

IPAD NON-RETURN PENALTY

Failure to return the Mid-Pacific Institute issued iPad may result in a theft report filed with the Police department. Further, if a student fails to return the Mid-Pacific Institute issued iPad upon termination of enrollment at Mid-Pacific Institute, that student and/or parent/guardian will pay the replacement cost of the iPad and accessories or any applicable fees and could be subject to criminal prosecution or civil liability.

MID-PACIFIC INSTITUTE ISSUED IPAD USAGE

Mid-Pacific students are required to use the school issued Apple iPad while tending to school activities, assignment and functions. Students are not allowed to use their own personal iPad for school activities, assignments or functions unless given permission by a Principal, Dean or faculty member. Mid-Pacific Institute will not be held liable if a student cannot participate or complete their class work because they are not utilizing the school provided Apple iPad.

There is no expectation that Mid-Pacific Institute or any of its faculty, staff or administration will be able to provide assistance or guidance to any student using a device other than the school issued iPad.

IPAD APP PURCHASES

Mid-Pacific Institute is not responsible for any app purchases made by students through the Apple App Store/iTunes Store (free or paid), any other app stores or online services, and/or in-app purchases made within applications purchased or downloaded. Mid-Pacific

specifically instructs parents, guardians and students on how to create an Apple ID without a credit card prior to taking possession of the Mid-Pacific iPad. If a parent/guardian chooses to allow their child to have a credit card attached to their Apple ID, they do so at their own risk. Other options for allowing a child to purchase apps are through gift cards, purchasing the app for the child and gifting it to them and setting up a Family Sharing plan. These methods are outside of the scope of this document, but please consult the Technology Department for assistance.

LOST, DAMAGED, FAULTY OR STOLEN IPAD AND EQUIPMENT

The Mid-Pacific Institute issued iPad should **never be taken to the Apple Store** or any other repair center for servicing. Any issues with equipment failure due to a manufacturing hardware failure, including the battery, are covered by Mid-Pacific Institute and should be reported to Mid-Pacific Institute's Technology department located at the bottom floor of Kawaiaha'o Hall immediately. Please email helpdesk@midpac.edu or call 808-973-5062.

Parents/Guardians will be held responsible for ALL damage to a Mid-Pacific Institute issued iPad in their child's possession including, but not limited to: broken or scratched screen, damage to the exterior shell, damaged buttons, inoperability, etc. Repair cost will be assessed on a case-by-case basis. Should the cost to repair exceed the cost of purchasing a new device, the parent/guardian will pay for the full replacement value of the device. Lost items such as chargers and cables will be charged the actual replacement cost. Please refer to the *iPad Damage Incident Fee* schedule for more details (available here: <http://midpac.edu/aup/fee.pdf>).

Parents/Guardians and student are responsible to the school for the total replacement cost of a lost or stolen iPad while the iPad is in the possession, custody, or control of the student.

If damage to the Mid-Pacific Institute issued iPad or any other equipment checked out under the care of students is intentional or the student shows negligence, Parents/Guardians will be responsible to the school for the entire cost of the equipment. Further disciplinary action may be taken by the School.

Students agree to report any damage that affects the functionality and safe usage of, or loss of, the iPad immediately to Mid-Pacific Institute's Technology Department located at the bottom floor of Kawaiaha'o Hall. Email helpdesk@midpac.edu or call 808-973-5062.

- In the event an iPad is damaged, the iPad shall be returned to Mid-Pacific Institute's Technology Department in order to expedite any necessary repairs.
- If an iPad is lost, please contact Mid-Pacific Institute's Technology Department immediately, and they will attempt to locate it.
- If an iPad is stolen, this event should be immediately reported to Mid-Pacific Institute's Technology Department or any Principal or Dean. A Police report may need to be filed before a replacement iPad is distributed.

MODIFYING, HACKING OR TAMPERING WITH THE IPAD OPERATING SYSTEM AND/OR HARDWARE

Students may not jailbreak, modify, or in any other way tamper with the school issued iPad's operating system (iOS) or hardware. Removing any or all installed Mid-Pacific Institute Profiles is strictly forbidden. Failure to abide by this policy can result in disciplinary action and loss of iPad privileges for a time to be determined by Mid-Pacific Institute administration.

ATHLETICS

ATHLETIC ELIGIBILITY POLICY

Athletic participation is governed by the academic eligibility policy. Participation in interscholastic athletics is entirely voluntary; however, the student athlete must comply with the rules and regulations of Mid-Pacific, the Interscholastic League of Honolulu (ILH) and the Hawaii High School Athletic Association (HHSAA).

1. Eligibility for athletic participation requires student-athletes to maintain a GPA of at least 2.0 at the end of each grading period (quarter or semester), to have no more than one grade of "F" in any class, including Citizenship, and not to be on Academic Monitoring status (see p. 11 for clarification of Academic Monitoring). A student who is deemed ineligible may still practice, but will be ineligible for participation in any game or contest for a four-week period.
2. If a student is deemed ineligible at the end of a grading period, he/she will receive mandatory interim grade checks every three weeks during the ensuing quarter. At the end of each interim period, the student's eligibility status will be evaluated based on the individual grades and GPA calculated from the interim grades.
3. The grade level Dean (in consultation with teachers, administrators, and/or the Director of Athletics) will determine whether or not a student should be eligible for athletic participation. If eligibility is in question, the Principal will make the final decision.

STUDENT-ATHLETE AGREEMENT

By accepting a position on a Mid-Pacific Sports Team, I am agreeing to the following guidelines:

1. I understand that rules stated in the Family Handbook apply to the participation in the Athletic Program.
2. To participate in interscholastic athletics is entirely a voluntary action on my part. I understand that I must comply with the rules and regulations of Mid-Pacific, the Interscholastic League of Honolulu (ILH), and the Hawaii High School Athletic Association (HHSAA).
3. I realize that, as an Mid-Pacific student-athlete, I am responsible not only to myself but also to my teammates, coach and greater Mid-Pacific community. Therefore, I will always conduct myself in a sportsmanlike manner, do my best to maintain proper academic standards, demonstrate the level of commitment required to play competitive sports, and avoid activities that endanger my well-being.

4. I realize that failure to maintain academic standards (below the minimum GPA of 2.0 and/or two failing grades) will result in athletic ineligibility.
5. As stated in the Mid-Pacific Family Handbook, I understand that Mid-Pacific reserves the right to limit participation of students in cases of nonattendance at school.
6. Students suspended from school by the Dean's Office will not be allowed to participate in activities or athletics while they are on suspension.
7. I will attend all scheduled team practices and athletic events. If I anticipate a problem in attending, I will speak with my coach **personally in advance**. I understand that there will be consequences if I cannot attend all scheduled team practices and athletic events even if I communicate the conflicts to my head coach in advance.
8. I understand that my coaches have the ultimate authority when it comes to determine strategy and player selection.
9. I understand that the team uniform is my responsibility and that a damaged, lost, or stolen uniform must be replaced at my family's expense.
10. I understand that if I choose to break any of the established rules for my team, I am subject to appropriate disciplinary consequences. Disciplinary action may range from probation, game suspension, removal from the team, or exclusion from all Mid-Pacific athletic activities for the remainder of the season, the school year or even permanently.