

Class Information

SESSION June 13 to July 14	TEACHER	ROOM	CLASS PHONE
Bollywood	Sumoha Min	Hopwood H4 <i>Middle School classroom</i>	441-3759
Children's Performing Arts Studio	Celia Chun Jasmine Fernandez	Kawaiaha'o Recital Hall <i>Meet in Wilcox dining hall</i>	441-3780
Cook it Book it	Mahina Komeiji	'Apapane Rm 15	441-3819
Jump Start Kindergarten	Jennifer Matsumoto Kelley Hitomi Noelani Goldstein Laura Adams	'Elepaio Rm 6 & 7 <i>Meet in Wilcox dining hall</i>	441-3820 441-3821
Introduction to Robotics	Pam Jenkins	Hartley H224 <i>Meet on Wilcox lanai</i>	441-3905
Keiki Art Studio	Appi Yashiro	'I'iwi Rm 11	441-3828
Keiki Hula	Wehi Romias	Music Room (Rm 16)	441-3812
Keiki Fun 'n Sun	Leslie Gleim Robynne Migita Jayna Lee	Pueo Rm 8	441-3822
Lights! Camera! Action! Moviemaking	Kevin Tokuda	'Apapane Rm 14	441-3825
Li'l Critters: The Science of Insects	Darwin Bohnet	Noio Rm 2	441-3817
Math Adventures Gr. 1-2	Bailey Jamile	Noio Rm 3	441-3816
Math Adventures Gr. 3-4	Carly Compton	Noio Rm 4	441-3818
Money Doesn't Grow on Trees: A Business Unit for Little Kids	Jana Takemura	Noio Rm 1	441-3815
Reading & Writing Workshop Gr. 1-2	Michele LeBlanc Eric Royo	Manu-o-Ku Rm 12	441-3826
Reading & Writing Workshop Gr. 3-4	Leni Nakao-Yamada	Manu-o-Ku Rm 13	441-3827
Sports Camp	Ray Nunez Jordan Kealoha	Mills Gym M19 <i>Meet in Wilcox dining hall</i>	441-3746
Afternoon Art Camp	Appi Yashiro	'I'iwi Rm 11	441-3828
Afternoon Mandarin Camp	Hsiao Ying Chen	Noio Rm 3	441-3816
Afternoon Science Camp	Darwin Bohnet	Noio Rm 2	441-3817
Afternoon Sports Camp	Wil Chock	Playcourt	441-3800
Afternoon Stitches, Stories, Strings	Karen Koles	Noio Rm 4	441-3818
Afternoon Kinder Camp	Noelani Goldstein	'Elepaio Rm 6	441-3820
Bricks 4 Kidz®	Bricks 4 Kidz staff	Manu-o-Ku Rm 12/13	441-3800
SESSION July 17 to 21 / July 24 to 28	TEACHER	ROOM	CLASS PHONE
Extended Camp PK-KG	Jayna Lee Laura Adams	Pueo Rm 8	441-3822
Extended Camp Gr 1-6	Kevin Tokuda Mahina Komeiji Bailey Jamile	'Apapane 14/15 'I'iwi Rm 10/11	441-3825/3819 441-3824
Extended Science Camp	Darwin Bohnet	Noio Rm 2	441-3817
Extended Sports Camp	Wil Chock	Playcourt	441-3800

The 2017 Mid-Pacific Institute Summer Program

The 2017 Mid-Pacific Institute Summer Program offers children entering preschool through fifth grade five weeks of fun learning experiences. From reading and writing workshop to video production to business inquiry to robotics, students will work collaboratively with their peers under the guidance of skilled teachers. The preschool program offers daily explorations in early literacy development through many hands-on activities such as story making, drama, painting, and play.

The 2017 program runs from June 13 through July 14. There will be no school on June 12 in observance of King Kamehameha Day and July 4 in observance of the Fourth of July. Extended Camps run from July 17 through July 28, 8:00 a.m. to 5:00 p.m.

To ensure that your child enjoys quality learning experiences in a safe learning environment, please read through the summer program policies and procedures in this handbook with your child.



Welcome to Mid-Pacific Institute
Preschool and Elementary

General Policies and Information

Introduction to Mid-Pacific Institute

Mid-Pacific Institute is an independent, coeducational, preschool and grades K-12 college-preparatory school with an approximate enrollment of 1,500 students. The campus is located on 34 acres in Mānoa Valley, adjacent to the University of Hawai'i. The majority of the student body is from Hawai'i, but Mid-Pacific Institute also attracts students from other states, Asia, Micronesia, Canada, Australia, Europe, and Africa. Although Mid-Pacific's heritage dates back to 1864, the present school was formed in 1908 with the merging of Kawaiaha'o Seminary for Girls and Mills Institute for Boys. Epiphany School became Mid-Pacific Institute Elementary School in 2004, and the preschool for children aged 3 and 4 opened in 2005.

Vision

Mid-Pacific Institute will prepare students to make a difference in the world by embracing change with creativity, collaboration, critical thought, and global awareness, guided by moral and ethical values.

Mission

Mid-Pacific Institute is a preschool through high school, college-preparatory community, founded on Christian values, which nurtures and challenges students to develop intellectual, emotional, artistic, spiritual, and physical strengths to become compassionate and responsible lifelong learners and global citizens.

Accreditation

Mid-Pacific Institute is fully accredited by the Western Association of Schools and Colleges and the Hawai'i Association of Independent Schools and is licensed by the Hawai'i Council of Private Schools.

Uniqueness

Mid-Pacific Institute is the first school in Hawai'i to fully offer the International Baccalaureate (IB) Diploma Program, a critically acclaimed, two-year program that emphasizes rigorous, internationally-based curriculum standards and promotes awareness and appreciation of global issues and perspectives. Mid-Pacific Institute is also the only school in Hawai'i to offer a pre-professional comprehensive arts program incorporated into a college-preparatory curriculum. Founded in 1990, Mid-Pacific School of Arts offers rigorous training in theater, dance, music, and visual arts.

Religious Policy

Mid-Pacific Institute, a Christian school by charter, promotes the development of spiritual life, character, and values based on our Christian heritage. Mid-Pacific Institute's religious heritage holds the belief that knowledge of Judeo-Christian principles and values provides a moral and ethical foundation essential to character, integrity, and morality in the classroom and in society. These goals are pursued during the school year primarily through weekly chapels during the regular school year at which attendance is required of all students. There are no chapel services during the summer program. Students in the high-school program also learn about the significance and value of religious beliefs in a required one-quarter religion class, which guides students in a comparative study of eight major world religions.

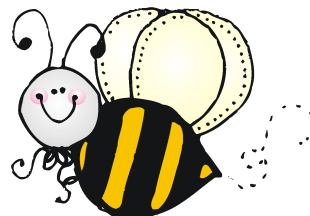
Non-Discrimination Policy

Mid-Pacific Institute, mindful of its primary mission as an effective educational institution, does not discriminate in admissions, educational programs, scholarship and loan programs, athletics, employment, or activities against any applicant, student, or employee because of race, religion, color, sex, marital status, age, national origin, ancestry, handicap, or sexual orientation.

BE-Attitudes

Be respectful and caring.

Be respectful of yourself and others.
Be honest.



All students have a right to be safe and happy.
People are not for hitting or hurting in any way.
Adults who work at Mid-Pacific Preschool & Elementary School deserve respect.
Everyone has a right to feel that his or her belongings are safe; take only what belongs to you.
Use appropriate language.
Be respectful of the classroom, materials, and school environment – our school is a special place for learning and fun.
Protect the environment. Pick up litter.
Keep our walls and furniture clean.

Be responsible.

Arrive on time every day, ready and willing to learn.
Take pride in doing your own work rather than copying someone else's work.
Dress appropriately.

Be safe.

Follow the playground rules.
Everyone on a school bus has a right to be safe.
Use only rooms or areas you have been given permission to use.
Stay at school until you are picked up or have written permission from your parents to go elsewhere.
Do not use weapons, drugs, or alcohol or bring them to school.

Remember to make good choices.

Absences

If your child is ill and must remain at home, please call the school office at 441-3800 to report the absence. Please contact your child's teacher directly in the classroom about any assignments.

Campus Safety

We have regular fire drills, inspections by the Honolulu Fire Department, and conferences with State Health Department and Occupational Safety & Health Administration personnel as needed. We comply with Civil Defense regulations regarding hurricane and tsunami alerts. We also have emergency plans for bomb threats and unauthorized-persons situations. See Emergency Plans.

Dress-Code Guidelines

Elementary:

Boys: Shorts with 5" inseams or longer (kindergartners and first graders are permitted to wear 2" inseams), jeans, long pants.

Girls: Skirts, dresses, muumuus in short or long lengths, shorts (same inseam length as boys).

Boys and Girls: Shirts or t-shirts should be solid-color, striped, plaid, or patterned. A shirt bearing any character or slogan which promotes violence or ignorance is unacceptable, as are surfing and skating shirts. Athletic or regular shoes and socks or flat sandals with solid rubber soles and backstraps.

Preschool:

Boys and girls: Dress comfortably in appropriate playwear. Wear covered shoes and socks. Please send in two complete changes of clothing in a plastic bag with all belongings clearly marked with your child's name.

Drop-off and Pick-Up

We ask for your cooperation in following the pick-up and drop-off procedures. During the first few days of summer school, anticipate some waiting time as the traffic flow falls into place.

PLEASE INFORM ALL PERSONS WHO ARE AUTHORIZED TO PICK UP YOUR CHILD ABOUT OUR PICK-UP AND DROP-OFF PROCEDURES. THIS WILL HELP TO AVOID DELAYS.

There is one entrance only onto the Mid-Pacific Institute campus; this is on Ka'ala Street. To relieve traffic congestion from the middle school and high school, all preschool and elementary school parents must exit Mid-Pacific Institute by taking a right turn onto Maile Way, which leads to University Avenue, during the morning and afternoon peak traffic hours.

Place your child's name card (name printed large and clear) on the dashboard. We will call out your child's name so that we can help your child move forward, ready to be picked up.

Morning summer session runs from 7:45 a.m. or 8:00 a.m. to 12:00 p.m. for elementary-school students and 8:00 a.m. to 2:30 p.m. for preschoolers, except for students enrolled in the afternoon program. Students leaving at 12:00 p.m., 2:30 p.m. and 5:00 p.m. will be ready at the turnaround area in front of Wilcox Building. **However, if you make any changes in pick-up arrangements, call the school office at 441-3800, and if possible, let your child know in the morning.**

Elementary School Drop-off and Pick-up: Parents of children in Kindergarten through Grade 5 must pick up and drop off their children in the turnaround area in front of Wilcox Building. **Drop-off is between 7:30 a.m. and 8:15 a.m.** All children must be in their respective classrooms by the start time, or they will be considered tardy to school.

Only kindergartners are accompanied to Wilcox Dining Hall by the student assistants. They will remain there until their teachers, who accompany them to the classrooms, meet them at 7:55 a.m. All other children wait outside their classrooms on the lanai.

Pick-up for kindergartners through Grade 5 registered in the morning session is from 12:00 p.m. to 12:15 p.m. The children walk with their teachers to the turnaround area.

Preschool Drop-off and Pick-up: Parents of preschool children must park in the designated area or around the turnaround area near Wilcox Building and walk to the preschool classroom to drop off and pick up their children. **The preschool morning drop-off is between 8:00 a.m. and 8:15 a.m. This drop-off time is different from the regular school year.** We do not provide any morning childcare for preschoolers prior to this time.

The afternoon pick-up is at 2:30 p.m. for afternoon camp or 5:00 p.m. for after school care program. Please pick up your child on time. There will be a late pick up fee if children are picked up after 2:45 p.m. or 5:15 p.m., respectively.

Closed Campus: Students are required to remain on campus from the time of their arrival before school until afterschool departure. Parents should submit a note to the school office and the child's teacher if their child will be picked up sometime during the school day for any reason. The school should also be notified if parents want their children (only 5th graders) to walk themselves to the middle or high school parts of the campus at afternoon dismissal. Students who leave the campus after school may not return without written authorization.

Authorized Pick-ups: Only people whose names are on the authorized pick-up list on file in the office or whose names have been called in or sent into the office by a parent may pick up a student. We will not release your child to anyone else.

Dismissal: When picking up children, please form one lane and move forward at the direction of the faculty member serving as traffic supervisor. We will make every effort to make sure your child is ready and waiting for you. Always make sure your child is aware of who is picking up and at what time. If your child is not ready and waiting, you will have to exit the campus via Maile Way and return to campus through the Ka'ala Street entrance. An elementary student with siblings in middle or high school must have written permission from parents if the student is to walk to the middle or high school campus after school. Generally, we will escort the elementary students across the pedestrian crosswalk at the lower drop-off area.

Late pick-ups: Any elementary school child who is not picked up by 12:30 p.m. or preschool child who is

not picked up by 2:30 p.m. will be placed in the extended-day program; there is a fee for this. If an emergency arises, please call the School Office (441-3800) so that we can inform the child that you will be arriving late.

Road Safety: Children are not permitted on the drop-off/pick-up roads except when accompanied by an adult.

Excursions/Field Trips

Teachers may schedule excursions. Details of each trip will go out to the parents prior to the event. While we appreciate support from our parents on school-related excursions, it is best to check with the teacher about participating in the excursion (due to additional fees, space, etc.). Parents and students represent Mid-Pacific Institute at all times during these excursions. Therefore, parents, students, and teachers must abide by school policies regarding behavior on school excursions. For the safety of your own child and all other Mid-Pacific Institute students, we ask that you observe the following:

1. Accompany your child at all times, unless instructed otherwise by the school chaperones (teachers in charge).
2. Do not leave your child during an excursion at any time with another parent without written permission (school waiver) from the parent.
3. All school-related excursions are also school functions or events. Therefore, alcohol consumption and smoking are not allowed whenever students are part of the group, such as at group meals.
4. As a general rule, MPI refrains from allowing siblings to participate in school-related excursions. School-related excursions are intended for the benefit of our students. However, there are occasionally excursions on which siblings may participate; in these cases, the parent is completely responsible for their supervision.
5. Ask the teacher(s) how you can assist on the excursion. For example, parents can help with setting up snacks, clean-up, or carrying supplies.
6. Student discipline issues are handled by the teacher in charge.
7. Mid-Pacific Institute carries liability insurance for its students, faculty, and staff only.

Games, Toys, and Electronic Items

Mid-Pacific Institute reserves the right to ban any toy, game, or electronic item considered disruptive. Banned items include, but are not limited to, all electronic items (including iPods and cell phones), cards (including Pokemon and Magic), and erasers that come in shapes such as foods, toys, or cars. Keep these items at home because they will be confiscated. Check with the school if you are uncertain whether an item may be brought in. (See Office Matters for telephone information.)

Medical Information

First Aid: When a simple injury occurs, we will care for it in school. A form describing the accident will be given to the parents; a duplicate will be kept on file in the office. There is a full-time nurse for the preschool & elementary school, and a nurse for preschool through grade 12 on the Mid-Pacific Institute campus.

Illness or Medical Emergency: If a child is ill or seriously injured, parents or guardians are notified and requested to pick up the child as soon as possible. In the event of a medical emergency, we will call 911 for an ambulance, then call the parents (or whoever is listed as an emergency contact if we are unable to reach the parents) to meet us at Kapi'olani Medical Center for Women and Children. The hospital, located at 1319 Punahou Street, is five minutes away from Mid-Pacific Institute. **MAKE CERTAIN THAT THE SCHOOL OFFICE HAS CURRENT PHONE NUMBERS SO THAT YOU CAN BE REACHED IN AN EMERGENCY OR ILLNESS SITUATION.**

Do not return your child to school after an illness until his **temperature has been normal for 24 hours (unmedicated) and there are no other symptoms** (e.g., headache, frequent coughing, or muscle aches). If your child has these symptoms, you will be called to pick him/her up.

Special Accommodations: To accommodate children who are allergic to nuts and nut products, parents are asked not to send their children to school with nuts or foods containing nuts. Peanut butter

sandwiches may be brought. Children with severe allergies are not seated near students who bring peanut butter sandwiches.

There are faculty and staff members who have received training on how to handle children with diabetes.

Medical Appointments: Routine physical and dental examinations should be scheduled at times other than school hours. If this is not possible, the teacher and school office must be notified.

Returning to School After an Absence: Students returning to school after five days' absence are required to bring to the teacher a written note from the parent or guardian stating the dates absent and the reason for the absences. A release form signed by a doctor is required if the child has been absent due to any communicable disease or infectious ailment.

Medications: No medications will be stored or administered by authorized school personnel without prior written parent approval. Students are not permitted to self-administer any medications (e.g., aspirin, Tylenol, cough syrup, etc.). All medications should be brought to the health room in the original container. The physician's written approval must include the following information: name of child, name of medication, dosage, date(s) and time(s) to be given, and name or prescribing physician. Teaspoons should accompany liquid medication. Mid-Pacific Institute does not keep a supply of any children's medications.

Head Lice (Ukus): Ukus are an unpleasant hazard of school life in Hawai'i, and you should check your child's hair for them regularly. Should your child be found to be infested, you will be notified to pick him/her up for treatment. Your child may return to school if treatment occurs. If your child returns to school with evidence of continuing live infestation, you will be asked to pick him/her up again. (We understand that treated hair may not be immediately cleared of uku debris.) The school office can offer you good advice on ridding your child of these pests.

Notification of Any Change in Policy

Mid-Pacific Institute will inform parents about any school policy changes in writing no less than thirty days prior to the change. The policy change will be included in Mid-Pacific Institute's operating policies (the handbook).

Office Matters

Office Hours: Monday – Friday, 7:00 a.m. to 3:30 p.m.

Lost and Found: Articles not claimed by students at the end of the day are left in the Dining Room in a bin labeled "Lost and Found." If articles are marked with the student's name, chances of recovery are improved. We will notify parents before we donate unretrieved items to Goodwill or another charitable organization.

Messages: Parents should contact the school office (441-3800) if a child needs to be contacted or a message relayed. Messages for students or teachers should reach the school office before 10:00 a.m. to ensure their delivery.

Office Telephone: The telephone in the school office is to be used by students in an emergency only, and permission must be obtained from the teacher during school hours. Use of the office phone after school will be permitted for good reason. However, students and parents should coordinate after-school plans before arrival in the morning. The phone may not be used by students to make social arrangements.

Playground

Playground Equipment: All equipment such as balls, hoops, and ropes should be handled appropriately and returned to designated areas for proper storage. All classes are responsible for playground equipment. Students should not bring their own balls, tennis rackets, etc. to school. A ball brought from home will be considered a donation to the school.

Playground Rules: Many of the most serious, yet usually avoidable, disciplinary problems and accidents

occur on the playground. Playtime can and should be a joyous time for children. By establishing rules, we hope to ensure the general safety of all the children. Please go through the rules with your child.

General

1. Follow directions given by the playground supervisors.
2. Class-vs-class recess play is not allowed.
3. The grassy area by the outdoor stage is to be used during recess as a spillover area only at those times when the ball field is closed.
4. Only cartwheels and somersaults are allowed with adult supervision nearby; no handstands, back flips, etc.
5. No dodge ball, tackle football, or any other game in which a person is used as a target is allowed. Tag and catch-and-throw football are allowed.
6. Observe height restrictions on the playstructure for upper-body equipment.
7. Allow space between groups of game players.
8. Try to work out problems; seek help of adult supervisor when needed.
9. Include any and all children in games whenever possible.
10. Cooperate; be kind and considerate.
11. Do not run through group games.
12. Do not run around buildings.
13. Do not play with rocks, sticks, or any other dangerous objects.
14. Do not play in a dangerous fashion (i.e., kicking, pushing on the equipment, etc.). Do not push or shove.
15. Remain in designated play areas.
16. Finish your food and drink before using the playground equipment.
17. Do not run on the play structure.
18. Play on grassy areas only when supervised by a teacher or staff member.

Playcourt Rules

1. The school does not allow ball games involving forceful hitting of another child with a ball or using another student as a target. This rule also applies to playing on the ball field.
2. All play equipment must be returned to its proper place.

Ball Field Rules

1. Students are not allowed to go on the infield.
2. Only a teacher may retrieve any ball that goes into the infield.
3. All play equipment must be returned to its proper place.
4. If any equipment is lost or goes over the fence, inform the teacher on duty.

Playground Rules

Tire swing

1. Hold on to the swing with both hands.
2. No standing or lying face down in the swing.
3. Keep both legs in the middle (unless swinging alone).
4. Stay back from the swing if you are not swinging.
5. Three little kids may swing together at one time.
6. Two big kids may swing together at one time.
7. No super-high swinging! Do not try to touch the poles! (Severe head injury may occur.)
8. Two-minute time limit.
9. Only one child may push the swing.

Slides

1. The slides can get hot! Check with a teacher first to see if they are safe to use.
2. Do not push.
3. Do not climb up the slide. Slides are only for going down.
4. Go feet first when going down the slide.
5. Do not walk or run down the slide.
6. Sit up on the slide. Do not lie down.

The Zip

1. Form a line at both ends of the zip. (One child zips over, and then the child on the other side zips back.)
2. Don't shoot the zipper over to the opposite side – the metal zipper can cause head injuries.
3. Don't lean out from the platform toward the zip.
4. Stay off the top of the zip bar – no hanging, sitting, or putting your feet up.
5. Do not walk under the zip.

Log Roll

1. Stop the log before you get on.
2. Stand in the middle of the log and hold on to the bars on both sides.
3. One person at a time.

Bridge

1. Do not run across the bridge.
2. Do not sit on the bridge.
3. Do not walk under the bridge.
4. You may rest or have quiet play under the bridge.

Monkey Bars

1. Go in the same direction.
2. Do not walk or run under the monkey bars while the monkey bars are in use.

Consequences if rules are not followed: Children who abuse playground privileges will be deprived of the privilege for a reasonable period of time, e.g., one recess for the first offense, etc. Parents will be notified about frequent abuse.

Policy on Disclosure of Information on Child or Parents or Guardians

All information – records, reports, data, etc. – are confidential, and any unauthorized disclosure of a report or record is a misdemeanor.

Release of Information

Parents must provide written permission to disclose any information about their child. Parents must sign a “release of information” form permitting the school to release information about their child or family to anyone.

Visits to School and Classroom

Visitor Passes: All visitors to the Mid-Pacific Institute Preschool and Elementary School campus must check in with the school office, which will issue an identifying badge. Although we welcome parents in the classroom, parents are still required to wear an identifying badge.

Classroom Visits: Parents are encouraged to visit their child's classroom. Whenever possible, please make prior arrangements with the teacher. Forgotten clothes, lunch, money, etc. should be left at the school office. Please do not go directly to the classroom.

Conferences: Parents may request a conference with their child's teacher(s) whenever they feel a need to discuss their child's attitude or progress. Likewise, a teacher may request a parent conference.

Parties: No parties are allowed without prior permission from the teacher. If you really want to bring a treat for the class, make sure that it is a healthy snack in individual portions.

Emergency Plans

1. **Fire:** The signal for a drill or actual fire is a fire bell. Drills will be held periodically. Children will leave their classrooms in an orderly fashion, under the supervision of teachers, and rapidly (not running) walk single-file to an outside meeting place. In the event our facility were to be damaged by fire and not habitable, we will care for the children on the hill with palm trees by the guard gate and call for you to pick up your child as soon as possible.
2. **Tsunami Warning:** Our school is not located in a tsunami evacuation zone, so we do not have to evacuate. The following procedures have been adopted in the event of a Tsunami Warning:
 - a. If a WARNING is issued while school is in session, our teachers or supervisors will remain with the children until you can safely pick them up. You need not leave work or rush to school. If you are in or can get to a safe area close to where you work, it is recommended you remain in the safe area until the "all clear" is announced and avoid contributing to unnecessary traffic on roads and highways.
 - b. If a WARNING is issued before school begins, classes will be canceled and the school will be closed.
3. **Hurricane/Tropical Storm:** Hurricane or Tropical Storm WATCHES are issued by the national Weather Service 36 hours prior to the arrival of storm effects. Hurricane or Tropical Storm WARNINGS are issued when one of these storms could affect O'ahu in 24 hours or less. When a WATCH is issued, we will monitor the storm and make decisions to close before the issuance of a WARNING. The timing of the closure will generally coincide with the end of a normal working day and should not inconvenience you if you are at work.
4. **Earthquake:** Should an earthquake of significant magnitude occur on O'ahu, our school could be damaged. We can also anticipate considerable disruption to our road networks. If your children are at school, you may not be able to get to them. In preparation for an earthquake event, we will periodically conduct drills in conjunction with the sounding of the Civil Defense sirens. We will explain to the children that it is important for them not to panic at this time, that the earthquake will soon be over. If indoors, we will stay indoors and take cover under desks, tables, supported doorways, etc. If outdoors, we will move away from the electrical lines.

Following an actual earthquake, when the shaking has stopped, we will first treat anyone who is injured and then evaluate the structural integrity of the school. If our buildings are sound, we will remain in place and listen on our battery-operated portable radio for Civil Defense instructions. We have made preparations to survive for up to 72 hours without outside assistance. If the school is damaged or could sustain damage as the result of an aftershock, we will do one of the following: We will move to the Mid-Pacific Institute baseball field or Noelani School, which is the public evacuation shelter closest to our school, if we are able to transport the students to that location in safety. The choice will be dependent upon the situation.

5. **Flooding:** Our school is not located in an identified flooding zone.
6. **Bomb Threats:** In the event of a bomb threat to the school, all classroom teachers will be immediately notified by the office staff and the principal. The police will also be contacted immediately. Students will evacuate the classroom in the same manner for fire drills and will walk directly to the hill with palm trees or to University Baptist Preschool at the corner of University Avenue and Ka'ala St. Students and staff will return to the campus only after the police have checked the buildings and have given clearance to re-enter classrooms.
7. **Lock-Downs:** At the first indication that an unauthorized person is on campus, teachers will verify that all students are in the classroom, lock classroom doors, and phone the office. The office staff may also phone the classroom with the lock-down instruction. Children will remain in the classroom until given instructions by the office staff or principal to unlock classroom doors.

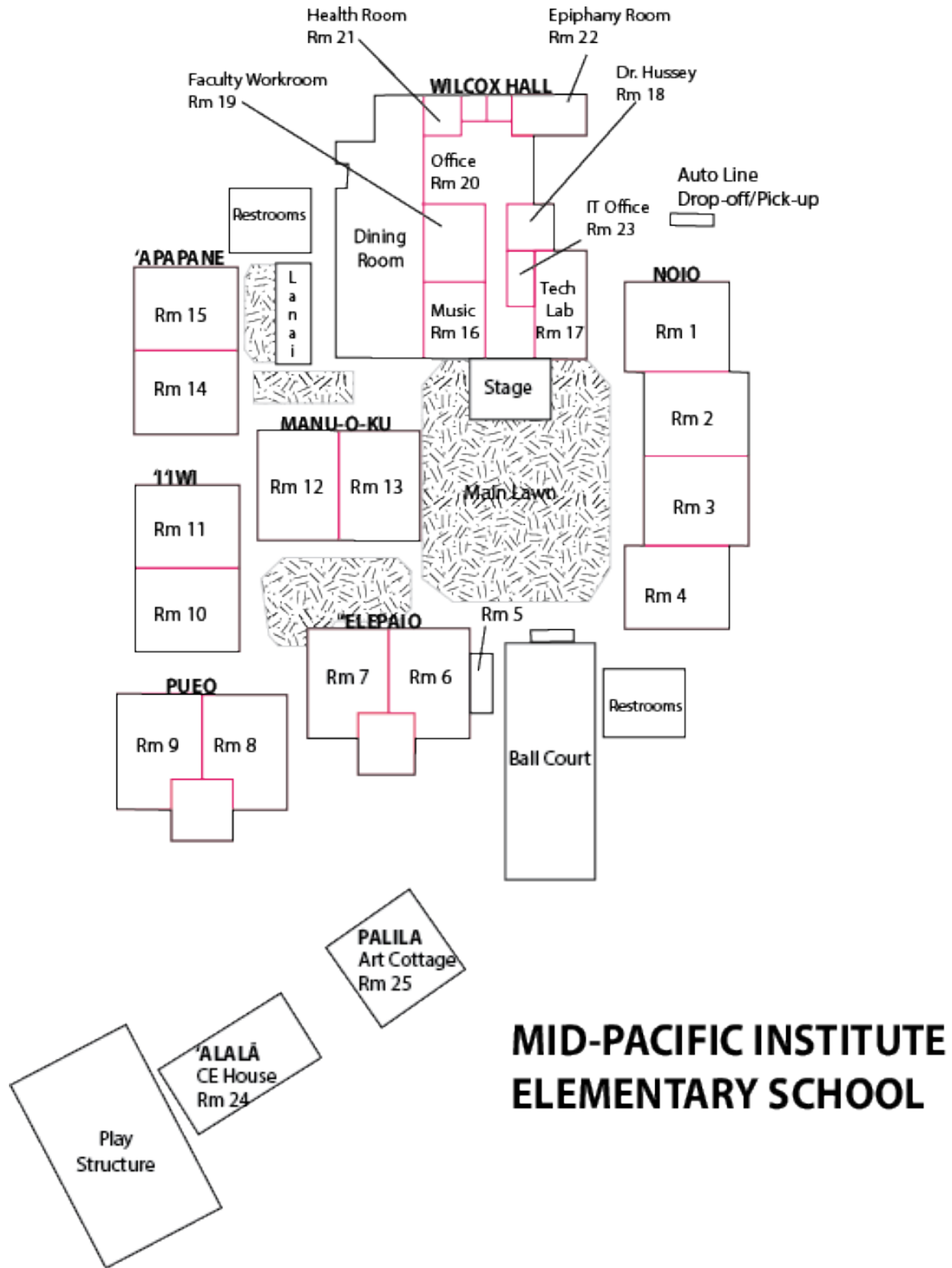
In summary, please be assured that we will take good care of your children during any emergency or disaster. Several suggestions are appropriate:

- a. If it is announced over radio or television that the public schools are closing, we will also, in all

likelihood, be closing. Under no circumstances, however, will we close until all children have been picked up by their parents or a person authorized by parents.

- b. DO NOT CALL US DURING EMERGENCIES. Keep the telephone lines open and available for those who have urgent needs.
- c. It is essential that you establish individual and family plans for tsunamis, hurricanes, earthquakes, and flooding. These plans should identify what preparatory actions should be taken for each hazard. They should include where shelters are located and how you will travel to them if evacuation advisories are issued, what you plan to do if the family is separated, what type of survival supplies you will need, etc. Such information can be obtained from the O'ahu Civil Defense Agency at 523-4121.

Campus Map



MID-PACIFIC INSTITUTE ELEMENTARY SCHOOL

Elementary School Policies and Information

Philosophy

The discipline policy or code of conduct in the elementary school is intended to be a process that is part of the curriculum. The process is intended to help the children acquire social problem-solving skills and self-regulation strategies. We recognize that the world our students will live in as adults will require a generation of compassionate, cooperative problem solvers. The ability to communicate and think creatively cannot be overstated.

Mid-Pacific Institute Elementary School Student Bill of Rights

We understand that we are a Christian school practicing Christian values.

We understand that we are in school to learn.

We respect the rights of everyone at Mid-Pacific Institute Elementary School.

We respect the authority of administration, teachers, and staff.

We have the right to be happy and to be treated with kindness at school.

We have the right to be safe at school.

We have a right to express our feelings and opinions as long as doing so does not interfere with the rights of others.

Background

The following code of conduct is written in such a way that children can understand what the expectation is. As an example, to simply state “cheating” as an unacceptable behavior may not be understood by all children. Some children would have to break the code of conduct to find out what it is. Teachers are responsible for “teaching” the code through example and/or role playing.

Children and parents should understand that breaking the code will result in a consequence – not a punishment. The intention is always to preserve the student’s dignity whenever possible, to increase the focus of control, and to increase student motivation.

The principal, faculty, and staff reserve the right to handle an individual situation differently than described below if the circumstances warrant. The code may be added to or changed at any time with written notice to students and parents.

Code of Conduct

Level 1

1. Be honest.
2. Do not use bad language.
3. Do not disrupt the classroom.
4. Dress appropriately.
5. Arrive on time every day, ready and willing to learn.
6. Do not use rooms or areas you have not been given permission to use.
7. Everyone on a school bus has a right to be safe.
8. Protect the environment. Do not litter.

Consequences of Level 1 Infraction

1. Reminder.
2. Warning, private discussion with teacher and student.
3. Note sent home to parents to read, sign, and return.
4. Written plan developed and explained to student and parents through a conference. Written report given to the principal.

Level 2

1. Adults who work at Mid-Pacific Institute Elementary School deserve respect.
2. People are not for hitting or hurting in any way.
3. No adult or child should ever be threatened.
4. Student work must be done by the student and not copied from another or taken from another source.

Consequences of Level 2 Infraction

1. Note sent home to parents to read, sign, and return.
2. Written plan developed and explained to student and parents through a conference. Written report given to the principal.
3. If student is unable to fulfill the contract, an in-school suspension is put into effect and a conference with parents, teacher, student, and the principal is held.
4. The school may recommend an evaluation.
5. If student is unable to change his behavior, it is possible that the student may be expelled from school.

Level 3 – Requiring Serious Consequences

1. Do not vandalize.
2. Everyone has a right to feel that his personal things are safe. Do not take what is not yours.
3. Stay at school until you are picked up or have written permission from your parents to go elsewhere.

Consequences of Level 3 Infraction

1. Teacher notifies the principal immediately. Parents are contacted. In-school suspension is put into effect until parents arrive. A contract is signed.
2. The school may recommend an evaluation.
3. If student is unable to change his behavior, it is possible that the student may be expelled from school.

Level 4 – Special Concern

1. Do not use weapons, drugs, or alcohol.
2. Do not bring weapons, drugs, or alcohol to school.

Consequences of Level 4 Infraction

1. Immediate suspension from school. Parents are contacted to pick up the student immediately. Police may be notified. A meeting is arranged with parents to discuss the child's rights and responsibilities and the safety of the other children at school.
2. Repeated violation of a Level 4 code will result in expulsion from school.

Extended-Day Program

Morning: Kindergarten students only are supervised with no charge in the Dining Hall from 7:30 a.m. until they are picked up at 7:55 a.m. to go to their classrooms. We may not provide supervision in any manner to students in Grades 1-5 until 7:30 a.m., according to our Hawai'i license to operate at Mid-Pacific Institute.

Afternoon (12:00 p.m. – 5:00 p.m.): Students in Grades K-5 may participate in this afternoon program. (Mid-Pacific Institute is licensed to watch one hundred children, aged 4 $\frac{3}{4}$ to 12 years, at any given time.) There is an extended-day program for the preschool and Kindergarten-Grade 5 until 5:00 p.m. The fees for the extended-day program, which include a snack, are outlined in the summer school catalog. Daily supervision is available for a flat rate. Students eat lunch between 12:00 p.m. and 12:30 p.m. Between 12:30 p.m. and 4:45 p.m., students rotate among several afternoon activities. After 4:45 p.m., any K-5 students remaining will be in Room 4. The phone number to Room 4 is 441-3818.

Mid-Pacific Institute's tax I.D. numbers to be used for child-care tax deductions are:

Federal: 99-0073514
State: W20270738-01

Please note that if a student is picked up after 5:00 p.m., late fees will be assessed. In the event of an emergency or a change of plans, please call 441-3800 before 3:00 p.m.

Food

Snacks: All children should bring a healthy snack (juice, fruit, crackers, etc.) for the recess period. Candy, gum, and soda are not allowed. Occasional snacks of chips or cookies are permitted.

Lunch: Parents may pre-order lunch for their children through Mid-Pacific Institute's food service provider, Sodexo. Lunch is offered for the entire five-week program only. If parents are fixing home lunch, prepare healthy nutritional selections; again, no candy or soda. There is no microwave available to heat children's lunches; please do not send your child to school with food that needs to be heated.

No-Peanuts Policy: Because of the potential for severe allergic reactions to peanuts (and macadamia nuts), no foods containing any form of these nuts are served by the school or our school lunch caterer. Likewise, we ask that parents who bring food items to school for a classroom event do not bring foods that contain nuts.

Dining Room Lunch Rules:

1. Students eating in the Dining Room enter from the doors opening to the lanai when it is their scheduled time for lunch and exit the same way.
2. All students must wash their hands with soap and water before eating.
3. Only walking and "inside" voices are allowed in the Dining Room.
4. Children are to remain seated when they are eating.
5. Children should respect the environment. After eating their lunch, they must clean up their area. Trash must be disposed of in the appropriate containers.
6. Students are not allowed to trade their lunch with other students.
7. They should remain seated until the adult supervisor has checked their area and excused them.

School Hours

Some morning sessions begin at 7:45 a.m., others at 8:00 a.m. Classes will end at 12:00 p.m. Students continuing in the Afternoon Camp program eat lunch from 12:00 p.m. to 12:30 p.m. in the Dining Room. Camp classes begin at 12:45 p.m. and continue with the afternoon rotation until 4:30 p.m. There is a snack period from 2:30 p.m. to 2:45 p.m. in the Dining Room. Classrooms open at 7:30 a.m. Students should be in their assigned rooms by either 7:45 a.m. or 8:00 a.m. If a student is not present at that time, he will be marked tardy or absent.

Students arriving at school after the beginning of their first session must report to the school office before going to class. Frequent tardiness disrupts the classroom and puts the child at a disadvantage.

School Supplies

Mid-Pacific Institute will order student supplies; the cost of these is included in the class fee. These supplies include items such as markers, scissors, composition books, pencils, glue, art materials, etc. These supplies will remain in the classroom at the end of the summer session.

Telephones

Parents Calling the Classroom: Parents may contact the classroom teachers directly before school: 7:30 a.m.-8:00 a.m., or after school: 12:00 p.m. Teachers may have supervisory duties or be at meetings. Please leave a message; the teacher will return your call. Please do not call the classroom during any other time while instruction is in progress.

Classroom Telephone: Students are permitted to use the classroom telephones with permission from the teacher. Any emergency situation, such as illness or injury, will be handled through the school office. To help our students become more responsible, students may not contact their parents for any non-emergency situations, such as items left at home or in the car (e.g., homework, proper attire, and lunch).

Cellular Phones/Pagers: Students may not use cellular phones or pagers during school hours. There is no reason for any elementary student to bring them to school. Keep these items at home.

PRESCHOOL POLICIES AND INFORMATION

Preschool Hours and Daily Schedule

8:00am – 8:30am	Greeting and transition (indoor and outdoor play)
8:30am – 8:45am	Whole Class morning meeting
8:45am – 10:45am	Work time (Fish ponds, UH, art, water play, dramatic play, blocks, manipulative, drawing, painting, etc.)
10:45am – 11:00am	Clean-up
11:00am – 11:45am	Playground
11:45am – 12:00pm	Story and wash up for lunch
12:00pm – 12:30pm	Lunch in classroom
12:30pm – 1:30pm	Quiet rest time in classroom
1:30pm – 2:00pm	Outside or inside (quiet) play for non-resting children

Arrival Time and Good-bye Process

The moment when children and their parents say goodbye is extremely delicate. Even when it is quick, it is still full of meanings and emotions that have an impact on the children's sense of well-being as well as that of their parents. We understand the intense feelings saying good-bye can produce for children and their parents. We ask for your support in developing separation rituals and strategies for coping with these feelings. When you are ready to leave, give your child a brief, warm good-bye. Assure your child that you will return later that day. It is wise to return early the first few days so that your child does not become apprehensive as other children leave with their parents. Your child will sense your confidence in the teachers and school, and any fears your child may be feeling should soon be dispelled. If your child cries upon your leaving, let the teachers comfort your child and continue on your way. You are always welcome to call the school at any time to see how your child is doing. We understand your feelings.

After your child has become comfortable with your departure, we ask that you come into the classroom every day to sign in your child, assist in putting away personal belongings, connect with the teacher or teaching assistant, and say good-bye using whatever ritual you and your child have developed. Your child may want to kiss good-bye from the window or may be content to give you a wave from the light table. In either case, it is important that your child see you leave. This is imperative for building trust. It is also important that you or your child make contact with a staff member before you leave and that your child is left in an area directly under a teacher's supervision.

The teacher will have open-ended play materials such as building blocks or block puzzles available at arrival time to facilitate your child's movement into the group after saying good-bye.

Transition Times

Transition periods, which occur several times each day, are opportunities for children to learn about change. Children feel secure knowing that there is a structure and routine to their day and that we will not make them feel herded or rushed. The teachers give the children a quiet reminder before transition that it will be time to clean up, use the toilet, wash hands, get a drink of water, go outside, come to the rug for circle time, etc. The teachers use a variety of techniques, including music, rhymes, and/or chimes to help those children who are ready first to stay involved while the other children finish up. They will have time at their own pace to finish up their work and take responsibility for their materials.

Activity Times

Children's own time and rhythms are worthy of respect. The work time and space are designed to accommodate the nature of the young child, which is continuously transforming, moving, and growing.

Therefore, during the morning hours, children are able to explore interesting materials and current themes of study in areas both inside and outside of the classroom. The children may be working on inquiry projects, exploring ideas and questions about interests they have expressed. The environment is designed to activate the senses of the child (eyes, ears, and especially the hands) in order to deeply immerse and absorb them in their experience.

Outdoor Exploration Times

The outdoor play area, like the space inside, is designed to encourage encounters, communication, and relationships. The children may request to work on inquiry projects that necessitate being outdoors, under the supervision of an adult. They might be exploring light and shadows, painting cloud formations, or watching birds. The outdoor arena provides opportunities to discover natural materials and use them to build creations. It also provides the children a place to spend time in a different environment to role play, to feel the weather, or to spend time in a space where they can run, jump, and spin. It is a place to watch the rain, observe the forces of nature, listen to the sound of insects, and interact with the elements. Children may choose to take their snack outside during their morning work period. The outdoor area is also a window into the comings and goings of the older children at the school. In the afternoon, after nap, this area is also a place for downtime, with no structured activities.

Departure Time

When a child is new to the program, departure may be an emotional experience. Some children burst into tears upon seeing a parent, even though they have been busy or happy throughout the day. Others may ignore the parent and want to stay at school longer. Still others may be irritable and tired and freely express their feelings to a parent. All are healthy signs of a secure attachment and trust relationship with the parent. These signs will abate when the child works through the separation process over time.

The teachers will offer the children a quiet indoor activity so that each child may leave the group in a relaxed manner. This is an opportunity for parents to reconnect with their child, show interest in their play, and briefly check with the teacher about any information. This is also an appropriate time to read teachers' documentation notes or observations of their child. Parents must sign out their child and help collect belongings. There are individual parent mailboxes in each classroom, which often contain important information and notes from teachers.

Once a parent has signed the child out, the child is the parent's responsibility and the school is no longer liable. Please observe all safety rules when walking your child out of the school. Children must hold an adult's hand when walking through the parking area.

Communication between Parents and School

Open communication between parents and teachers is critical to your child's development and success in school. The most effective communication is directly with your child's teacher, followed by communication with the principal, depending on the nature of the situation. Please voice your concerns, suggestions, and issues to someone in the school who can address them. Changes in the child's environment (e.g., a new sibling, moving to a new home, separation of parents, death in the family, etc.) can be very unsettling to the child. If we are aware of the situation, we can be more understanding and proactive in responding to your child's situation. Your child may voice concerns about peer relationships. Let the teachers know what is happening so that these issues can be handled at school. Talk to the teachers if something is becoming a problem.

There are various ways in which you can communicate directly with the school:

- The best time to communicate with classroom teachers is when you take your child directly to the classroom in the morning or when you pick up your child at the end of the day.
- From 8:00 a.m. to 12:00 p.m., the classroom teachers are busy with the children and will be unable to speak to you directly on the phone. However, you may leave a message with the school office (441-3800) or on the teacher's voice mail. If there is an emergency, call the school office directly.
- Messages regarding illness, appointments, etc., are received through the school office.

Discipline as Problem Solving

Children need limits in order to feel secure about themselves and their environment. Our approach to discipline is to see it as an opportunity for problem solving. When a child is using something inappropriately, we ask the children to show what could be done with the object that would not harm others. For example, if a child is throwing sand, we might say, "How can you use the shovel to dig so that it won't get sand in your friend's eyes?" If the child persists in testing the limits, we might remove the child from the situation until the child cooperates and shows that he is ready to play appropriately. During this time, teachers are very actively engaged with children, listening to them, modeling appropriate skills, and helping them to choose alternatives and see the consequences of their choices.

When two or more children are having a disagreement, we use "peace sticks," a strategy whereby each child holds the stick, thus giving the child authority to express both his needs and feelings. No one is permitted to interrupt the child while the child is speaking. Then the peace stick is handed to another child, who takes a turn expressing his needs and feelings. This continues until all children have spoken. The teacher helps the children to negotiate a settlement or plan of action agreeable to all.

Corporal punishment, isolation, and harsh words are not part of the Mid-Pacific Institute philosophy.

Nutrition Policies

Snacks

All students bring their own snacks. Nutritional snacks are emphasized and highly sugared treats are strongly discouraged.

Some suggestions for snacks:

- Milk group: mozzarella or string cheese, cheese cubes, yogurt, milk-based drinks made with fruit or fruit juices.
- Fruit/Vegetables group; 100% fruit juices such as apple, grape, or orange, pears, banana slices, cherry tomatoes, fresh melons or berries, raisins or granola with dried fruits, fruit slices, carrots, celery, zucchini.
- Bread group: mini-bagels, bagel chips, rice cakes, Triscuits, low-salt cheese crackers, soda crackers, graham crackers, banana muffins, Cheerios, Chex or other low-sugar cereals, granola bars, Goldfish.

Lunch

Parents may choose to sign up their child for school lunch, or children may bring home lunch. The lunch menu is determined by Sodexo, Mid-Pacific Institute's caterer, with approval and oversight by a dietician.

(The school is not enrolled with the USDA Food Program.) Lunch boxes should have the child's name written clearly on them. Lunch boxes will be sent home daily. We discourage highly sugared treats at any time. If children bring their own lunches, please do not send soda. The following are some suggestions for healthy lunches:

- A sandwich or soup
- Fruit or vegetable
- Finger foods (e.g., crackers, fruit slices, etc.)

Health and Safety

The following procedures have been adopted to ensure your child's well-being, as well as to comply with state regulations regarding preschools.

Fire Drills

We will practice fire drills with the children each month.

Absence Due to Family Emergency

In the event of an emergency when the student must be away from school for more than three days, please notify the school office.

Absence Due to Family Vacations

The school does not support students' extended absences from school due to family vacations. Children who return to the classroom after an extended absence often experience difficulties in readjusting to the daily routines or group activities. Most of the learning in the preschool program is based on inquiry projects requiring peer collaboration and cooperation.

Attendance

The preschool day begins at 8:00 a.m. It is critical to your child's sense of security and well-being that he/she be dropped off between 7:30 a.m. and 8:15 a.m. so that he has time to settle in and separation occurs naturally. Your child is marked tardy or absent after 8:30 a.m. There is no childcare for preschool children prior to 7:30 a.m.

Sign-in & Sign-out Procedures

All children must be signed both in and out daily with a full signature. Children are released only to parents or person authorized by the parents on the Authorization for Pick-up form. We must have a written note or verbal authorization for changes in this regard. If you expect to have a different person picking up your child on a fairly routine basis, please add that person's name to the Authorization for Pick-up form. Even if you are having a classmate's parent pick up your child, we must have a written note or verbal authorization from you.

Illness Policy

If your child shows signs of an oncoming illness, please keep your child at home, both for your child's well-being and for the well-being of other children and their families. The following guidelines have been developed with these concerns in mind:

- The comfort and needs of your child.
- The needs of all other children and the functioning of the group.
- Staff time and energy available to appropriately care for a child who does not feel well, as well as staff members' needs to protect their own health.
- Parental needs, both individual and as a group.

When a child does not feel well, it is a time for open communication between parents and the school. It is often a difficult time for both, but it is in the best interest of the child to receive care as soon as possible so that the symptoms can be alleviated and infection to others is controlled. A sick child needs to be in the comfort of his own home with a loving parent.

Children who arrive at school with symptoms of an illness will be sent home. If you are unavailable during the day, your child will be taken to the health room, and we will contact the persons whose names are on

the emergency or authorized pick-up forms.

What to Look For

If your child has any of the following symptoms, please keep your child at home. You will be called to pick up your child if any of these symptoms are observed:

- Rapid or noisy breathing with effort
- Fever of 100 degrees F. A child may not return to school until he is fever-free (unmedicated) for 24 hours.
- Two or more loose bowel movements in 24 hours.
- Vomiting more than once in 24 hours.
- Persistent, hacking cough.
- Contagious diseases such as chicken pox, measles, conjunctivitis, ringworm, impetigo, mumps, or roseola. These diseases will require a physician's release for re-admission to school.
- Health conditions such as untreated allergies, colds, coughs, rash, or hives.
- Head lice ('uku) or nits. Even if treated with shampoo, all live nits must be removed before returning to school.
- Ear infection, throat infection, or eye infection with discharge, until on medication and released by the pediatrician for return to school.
- Child seems pale, listless, irritable, very tired, or too uncomfortable to fully participate in the program.

When in doubt about your child's health, contact your pediatrician.

If a child develops symptoms during the school day (e.g., high temperature, headache, flu symptoms, etc.), the child will be taken to the health room to be evaluated by the health aide. She will contact the parents so that the child can be picked up from school as soon as possible, or she may determine that the child needs to rest temporarily and possibly return to the classroom.

Toilet Training

All preschoolers must be toilet-trained. A family whose child is not yet toilet-trained will be asked to disenroll. We do not have the staff to accommodate these children.

Other Important School Policies

Preschool License

Mid-Pacific Institute's state license to operate a preschool is issued for one year for thirty-two children ages three to six. The license indicates Mid-Pacific Institute's compliance with the applicable rules as established by the Department of Human Services.

Parent Permission for Field Trips and Excursions

Parents are required to sign the transportation/excursions permission form prior to any excursions during the summer. Forms will indicate the purpose of the excursion, date of excursion, departure time from school and arrival back to school, destination/excursion site, address of excursion, and any special clothing or footwear required.

Transportation

We reserve chartered buses for excursions. Parents are not allowed to transport students in their private cars on excursions.

Policy on Disclosure of Information on Child or Parents or Guardians

All information – records, reports, data, etc. – is confidential, and any unauthorized disclosure of a report or record of a report is a misdemeanor.

Child-Abuse Reporting

The child-abuse laws specify that all childcare staff are required by law to report suspected abuse or face

severe fines and possible imprisonment. Should we suspect abuse, we will document any incidents and report the abuse to the Child Protection Agency, if warranted.

Custody

Mid-Pacific Institute will not voluntarily become involved in child-custody disputes. Our records, personnel, and resources are not available unless subpoenaed by the court and will be turned over reluctantly. It is our policy to require both parents, regardless of marital status, to attend parent conferences regarding their child and to honor any court-dictated arrangements regarding pick-up of a child from school.

Insurance

Mid-Pacific Institute carries general liability coverage.

Children's Personal Belongings

Children are allowed to bring a favorite stuffed animal or blanket for security to help them with separation from their parents. Items not allowed to be brought to preschool: toys, pets or animals, weapon or war toys, gum, candy, soda, money, and any valuable personal items.



Happy Summer!