



MID-PACIFIC

Innovators. Artists. Individuals.

2017-2018
Elementary School Handbook

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

Mid-Pacific Elementary School Handbook

The handbook is an integral part of your agreement with Mid-Pacific. To confirm this agreement with Mid-Pacific, please check the box on the on-line registration form under the Student/Parent Agreement section.

Every student and parent/guardian is expected to read the Elementary School Handbook. A student's enrollment in Mid-Pacific indicates that all parent(s)/guardian(s) have read the handbook, agree with its contents, and support the mission, policies, and vision of the school. Your check mark on the on-line form will constitute your agreement and will need to be on record in the office before student assessments will be released.

During the 2017-2018 school year, your child may be photographed for the school memory book, print materials, publications, website, or admissions recruiting purposes. *Please notify the school in writing if you would prefer that your child NOT appear in these photos.*

IMPORTANT TELEPHONE NUMBERS

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Mid-Pacific

Mid-Pacific 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 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 Elementary School in 2004, and the Reggio-inspired preschool for children ages 3 through 5 opened in 2005.

Vision

Mid-Pacific 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, a preschool-through-high-school, college-preparatory community founded on Christian values, 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, preschool through high school, is fully accredited by the Western Association of Schools and Colleges and the Hawai'i Association of Independent Schools. It is also licensed by the Hawai'i Council of Private Schools.

Uniqueness

Mid-Pacific 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.

MP is 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 the Arts offers rigorous training in theater, dance, music, and visual arts. Mid-Pacific eXploratory (MPX) is an innovative project-based learning program offered to freshmen and sophomores. The approach integrates science, technology, engineering, the arts, and mathematics. Mid-Pacific is also the first to offer a Reggio Emilia-inspired preschool in Hawai'i.

Religious Policy

Mid-Pacific, a Christian school by charter, promotes the development of spiritual life, character, and values based on our Christian heritage. This religious heritage includes 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.

This development is pursued primarily through weekly chapels at which attendance is required of all students. Students in high school also learn about the significance and value of religious beliefs in a required one-quarter religion class that guides students in a comparative study of eight major world religions.

While Mid-Pacific teaches the Christian message and values, it does not interpret its Christian heritage as meaning that it should proselytize among its students. Because the student body reflects the religious diversity of the larger community, a student's choice to follow other faith traditions is respected, and our religious education program seeks only to educate and promote understanding.

Non-Discrimination Policy

Mid-Pacific, 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.

It is Mid-Pacific's policy to not discriminate against persons with disabilities on the basis of disability, and to provide children and parents with disabilities an equal opportunity to participate in Mid-Pacific's programs and services, in compliance with state law and the federal Americans with Disability Act.

Mid-Pacific Assumptions & Beliefs

We believe in our students.

- Every student in our diverse student body is a valuable human being.
- Every student can learn and is capable of quality work.
- Every student has unique abilities and a unique learning style.
- Every student is capable of demonstrating respect and responsibility for people and places.
- Every student has a passion for life and the capacity for lifelong learning.

We respect diversity.

- We promote an environment of respect for differences.

- We appreciate the richness in every culture represented in Hawai'i and around world.
- We include study of the world's many religions and cultures.
- We do not discriminate on the basis of age, race, religion, gender, or national origin.
- We are based on Christian values.

We believe in our faculty and staff.

- We value their unique gifts and skills.
- We support them in the goal to be the best facilitators of learning.
- We value their contribution to creating a safe and healthy functioning school.
- We value their relationships with students, parents, and alumni.
- We appreciate their initiatives in making the school a better place.

We acknowledge the many contributions of our Board of Trustees.

- We recognize their guidance, leadership, and expertise.
- We appreciate their commitment of time, financial support, and participation in activities.

We assure a responsive administration.

- We operate from a caring perspective.
- We seek sound and innovative ways to grow and support the mission of the school.
- We promote communication across all lines (age, culture, roles, departments) and nurture supportive relationships.

We value parents as partners.

- We seek input from parents regarding school changes.
- We recognize the complexity of their tasks in raising a family.
- We promote open communication with parents.
- We respect the trust parents place in us as partners in their children's education.

We value our alumni.

- We seek their continued involvement in maintaining our position as a premier college-preparatory school.
- We value their expertise, time, and financial support in maintaining and developing high-quality programs.
- We value and appreciate their participation in school activities.
- We seek to provide services to our alumni that they value and appreciate.
- We seek feedback from alumni regarding our school's programs.

We value community partnering.

- We continually seek to network with business, government, industry, educational institutions, community, and social services in innovative ways to create an integrated learning community for students.

We strive for excellence in all areas.

- In academics
- In spiritual and moral core values
- In performance from our students, faculty, staff, and administration
- In the arts
- In athletics
- In technology
- In facilities

We appreciate and value the contributions of the Board of Counselors, the Parent Community Association, and the Alumni Association.

LEARNER PROFILE IN KID LANGUAGE FOR PRESCHOOL AND ELEMENTARY

Mid-Pacific provides a challenging and developmentally-appropriate curricular continuum and supportive student life program. Our educational offerings are based on our belief that in today's world, Mid-Pacific students will display the following characteristics upon graduation (note: the bold-face statements are the "translations" in "kid language")

- Maintain a positive mindset and belief in the value of persistence in learning

ENJOY the journey of learning and don't give up when it is challenging.

- Self-assess and monitor their own progress and understanding, and communicate the quality of their learning to others, formally and informally

REFLECT on your learning and share it with others.

- Build social-emotional awareness and empathy in an increasingly interconnected world

DEVELOP an awareness and understanding of what's going on in the world.

- Nurture, sustain, and steward the environment and community in which they live

CARE for and RESPECT the environment and community that you live in.

- Apply creativity and imagination to problem solving

EXPLORE and IMAGINE different ideas and ways that can solve a problem.

- Collaborate with and positively impact global peers

WORK respectfully as a team to change our world for the better.

- Communicate effectively using multiple mediums — spoken, written, artistic, and digital

EXPRESS your ideas, thoughts, and feelings in different ways — speaking, writing, art, music, movement, and technology.

- Embrace appropriate risks and opportunities to help solve novel problems

CHALLENGE yourself to take risks and be open to opportunities to solve unique problems because everyone's ideas count!

- Collect and analyze data from disparate disciplines in order to apply new solutions

GATHER and THINK about information from different learning experiences to create new ways to solve problems.

Elementary School Overview

A Unique Learning Community

The elementary school is a progressive learning community that is well regarded for its highly qualified faculty and unique, nurturing environment.

The guiding principle of the elementary school is *Children First*. A *Children First* philosophy embodies the belief that every child is uniquely valued, can learn successfully, and has multiple strengths. Our child-centered approaches enable children to initiate questions and ideas, explore alternatives, and interact with peers, teachers, parents, and the larger community.

These are the educational belief statements supported by the *Children First* philosophy:

Learning occurs naturally when it is meaningful, purposeful, and connected to the discovery of self in relation to God, family, community, and the world.

Learning is a unique process for each person; all children learn at varying rates of development and use multiple intelligences. This also means that children should be able to express their learning through a variety of ways, all equally valid and important.

Lifelong learning is the process of building on past experiences and prior understanding, discovering answers to self-generated questions, testing assumptions, refining beliefs, and reflecting on the process. Effective learning is best supported in a nurturing, joyful environment. The elementary school environment includes a collaborative community of parents, peers, and teachers.

In order to achieve deep understanding, all children should have many and varied opportunities for engaging in learning, from experiential, hands-on activities to more abstract, concept-building tasks. Concepts should be revisited each year and developed with increasing complexity.

Development in all areas – intellectual, emotional, social, spiritual, and physical – is essential in helping children to achieve their greatest potential as thoughtful, independent, and compassionate individuals.

Educational Program

Mid-Pacific Elementary provides an integrated, developmental approach that is committed to educate each child and inspire a lifelong joy in learning. The school seeks to provide students with multiple opportunities throughout the elementary years to experience learning as many processes in different contexts. Through inquiry strategies and in collaboration with their peers and teachers, students are taught how to ask questions, speculate, hypothesize, theorize, find answers, consult resources, and reflect on their learning. This constructivist approach – students making meaning of their learning – is a linchpin of the curriculum and instruction in all facets of the school. Learning is hands-on, enactive, meaningful, and fun.

The academic curriculum weaves together the best educational theories and practices related to literacy – language learning, mathematical reasoning, social concept-building, and explorations in science. At the elementary, literacy in all content areas manifests itself in sustained reading, writing, problem solving, and critical thinking, as well as in all the skills, knowledge, processes, and attitudes that support literacy.

21st century technology are used as instructional tools to support learning. Students in grades 3-5 are issued a school iPad, which is used in school. Each student in Kindergarten through grade 2 has access to iPad usage while in school. Every classroom is equipped with several computers, printers, and access to the Internet.

SmartBoard technology is provided in kindergarten through fifth grade classrooms. Students also benefit from mobile labs of laptop computers in the technology lab.

A low student/teacher ratio enables learning to broaden and deepen. In addition to same-age classrooms (Kindergarten and 5th Grade), the elementary offers multiage learning (Grades 1-2 and Grades 3-4 combinations) as an educational strategy that promotes the development of a fuller range of a child's cognitive and social skills.

Support Programs: Art, Music, Physical Education, and Character Education

Every child at the elementary school participates in a well-rounded curricular program that integrates the arts, physical education, and character education. Supported by education theorist Howard Gardner's notion of multiple intelligences, the school offers children multiple ways of expressing themselves, multiple ways of learning, and multiple opportunities for success. Art education, with activities ranging from ceramics and water color to printmaking and charcoal drawing, encourages children to explore color, texture, form, and perspective. In music education, children sing, play musical instruments, and learn about sounds, rhythms, and musical notation. Musical productions provide opportunities for every child to take center stage. Physical education activities include volleyball, basketball, jump roping, and other activities, which help children increase their physical stamina and coordination. Sportsmanship, goal-setting, active participation, and skill-building are emphasized. The art, music, character education, and physical education teachers work with all grade levels to integrate skills and content.

Service Learning

The spirit of the elementary school experience is rooted in a Christian-based education program that focuses on the theme "Circle the World with Love" and its four aspects: love of God, love of self, love of others, and love of the global family. All grade levels participate in community service projects, such as collecting food for the hungry, visiting a senior care home, and raising funds for community needs.

Within the public and private school community in Hawai'i, the elementary school is regarded as a leader in peer mediation and Peace Team programs that offer student models for resolving conflicts with others. The fifth graders comprise the Peace Team, a service group which provides friendly help to younger students. Interested third, fourth, and fifth graders receive nine hours of intensive training to become peer mediators. Students learn conflict resolution skills, communication and listening techniques, anger-diffusion skills, and group-cooperation skills. Third graders assist kindergartners from the autoline to the dining room, while fourth graders open and close car doors at the autoline.

Extracurricular Programs

Nearly half of the elementary student population participate in the extended-day program, which runs until 5:30 p.m. Children do their homework and can participate

in a variety of supervised games and activities. Several after-school enrichment classes are offered for an additional fee through the Extended Learning Program. Enrichment classes in hula, yoga, ballet, and other areas are available. Japanese and theater classes support a deepened knowledge and respect for local diversity. Students in fourth and fifth grades may also play on the Christian Schools Athletic League (CSAL) volleyball and basketball teams.

Faculty and Staff

The elementary-school faculty consists of caring and knowledgeable teachers, many of whom are considered educational leaders among Hawai'i teachers. More than half the faculty have master's degrees, and many have academic specialization and professional credentials in curricular areas, early childhood education, and elementary education. The teachers have a gift and enthusiasm for teaching, have a keen understanding of learning and how their students learn, embrace the innovations and challenges of a progressive curriculum and supporting technology, and respect their students as individual learners.

Teacher-training programs at the University of Hawai'i at Mānoa and West O'ahu and Chaminade University regularly send their student teachers to the elementary school to observe teaching in action, to interact with our faculty in practice teaching, and to conduct research on student learning. The teachers are actively involved in local and professional organizations.

All members of the faculty and staff work collaboratively to support Mid-Pacific's nurturing environment and to foster the intellectual, emotional, physical, and spiritual development of each student. Faculty and staff model for students their love for learning and values of compassion, integrity, and community responsibility.

Parent Community Association: Na 'Ohana Pueo

Na 'Ohana Pueo, Mid-Pacific's parent community organization, actively promotes many activities and events. The Board welcomes all parents to its quarterly meetings. Parent involvement is important to your child's success at school. Get involved! Support school events! Check the calendar for meeting dates and times.

BE-ATTITUDES FOR STUDENTS

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 and 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, and do not bring them to school.

Remember to make good choices.

Student Responsibilities

Students are expected to accept responsibility for their behavior and consider the rights of others in the Mid-Pacific community. Students are expected to:

1. Attend all classes, chapel services, assemblies, and other required events as scheduled.
2. Be prepared for class by bringing appropriate school supplies, completed assignments, and required books.
3. Demonstrate and maintain behaviors that contribute to creating a positive learning environment such as being respectful, attentive, interested, cooperative, and considerate of others.
4. Respect our campus by walking on the walkways, not on the grass.
5. Read, understand, and follow all rules and regulations.
6. Practice high standards of digital citizenship.

Parent Responsibilities

In order to support the elementary Children First philosophy, Mid-Pacific looks to parents as partners in the education of children. The following are expectations that we have of parents:

1. Read the Mid-Pacific mission and educational beliefs, and speak with the teachers about how these are implemented.

2. Read all written updated communications on the school website, the primary means of communication used by the school.
3. Support school officials in their effort to develop and maintain a positive learning community.
4. Instill in their child a desire to learn and adopt an attitude about learning as a natural, lifelong activity.
5. Teach their child to be accountable for his own actions and help him to grow and develop self-discipline and self-control.
6. Become acquainted with their child's school, its staff, curriculum, and activities. Attend parent-teacher conferences, school functions, and parent education sessions offered throughout the year.
7. Encourage a sense of independence and ethic of respect for honest work at home and at school.
8. Know and understand the rules their child is expected to observe at school. Be aware of the consequences for violations of these rules.
9. Maintain an active interest in their child's schoolwork and activities by communicating with their child's teachers and counselors and reading and responding to all school-related mailings.
10. Teach their child, by work and example, respect for the law, for the authority of the adults at school, and for the rights and property of others.
11. Guide their child from the earliest years to develop socially acceptable standards of behavior, to exercise self-control, and to be accountable for one's actions.
12. Make certain their child's attendance at school is regular and punctual and that family trips are scheduled during vacation periods and holidays.
13. Insist that their child be clean and dressed in compliance with school rules and in a fashion that will not disrupt classroom learning.
14. Read, understand, and support all rules and regulations.

In addition to the responsibilities listed above, Mid-Pacific encourages parents and families to give of their time and resources to support the school, to get involved with Nā 'Ohana Pueo, and to volunteer for the many activities. As a reminder to all, tuition only covers about 85% of each student's education. The remaining 15% is made up through the generosity of parents, alumni, and friends. Capital improvements and financial aid are only possible through the kind donations of foundations, corporations, parents, and alumni. Mid-Pacific respectfully requests that every family participate in all fund-raising activities to the best of their ability.

Homework Policy

The faculty and administration have discussed current educational research about the intentions of assigning homework. We value students' lives outside school and the fact that many students participate in a range of enrichment activities, yet we understand the prevailing expectations about homework that are widely held by parents. The faculty and administration outline our beliefs about the practice of assigning homework at Mid-Pacific Elementary School:

1. Due to the nature of learning in our elementary classrooms, which is process-oriented, experience-based, or sequential, as in art or mathematics learning, it is difficult for teachers to assign make-up work. The best learning occurs in the classroom among peers and requires the daily attendance and participation of each child.
2. Assignments should be thoughtfully selected or designed by the teachers, with the intent of giving students further opportunities for understanding concepts and ideas.
3. Home assignments are never intended to be punitive. We expect each student to give good effort at home, but if the student is unable to complete or attempt the assignment because of a lack of understanding, it is the role of the teacher to work with the student. Parents should contact the teacher about any challenges their child is having with assignments. Students should also be encouraged to tell their teacher about specific difficulties with an assignment. Each student is responsible for completing his homework, with parents in a supporting role.
4. The recommended length of time to do daily written homework begins with ten minutes in Kindergarten, with an increase of ten minutes at each grade level, e.g., multiage 1-2, between twenty and thirty minutes; multiage 3-4, between thirty and forty minutes; and fifth grade, one hour. These approximate time increments, appropriate to the grade level, are guidelines only. If you find that your child is exceeding the recommended amount of time for written homework on a regular basis, discuss this with your child's teacher.
5. Teachers usually assign an additional amount of time for independent reading appropriate to the grade level (e.g., ten-fifteen minutes for 1st and 2nd graders).

Assessment of Student Learning and Reporting Process

Assessment of student learning is the process of gathering data from multiple sources to make a judgment about student learning. Teachers assess student learning by looking at learning processes and products of learning that demonstrate achievement. Our assessment of elementary student learning covers their intellectual, social, emotional, and physical growth over time. Criteria for evaluation, based on curriculum standards and school wide learning expectations, are determined by the teacher and students.

Performance Continua

The Elementary School has developed learning expectations, called performance continua, for each grade level in language arts and mathematics. These continua are based on state and national standards of performance and faculty observations. We have identified observable student behaviors and varying qualities of learning products (e.g., writing) that can be assessed. Student performance is defined generally in the following ways:

- ✓ Beginning (K-2) or Initiating (Grades 3-5): Emerging understanding and familiarity with concepts and skills
- ✓ Exploring: Growing familiarity with concepts and skills
- ✓ Expanding: Working with more confidence towards understanding concepts and demonstrating skills
- ✓ Extending: Increasing confidence and aptitude in skills and conceptual understanding
- ✓ Established: Meeting all performance expectations upon exit from grade level and beginning to show understanding of some concepts and skills beyond grade-level expectations

Electronic Progress Portfolios of Learners

At the beginning of each semester, students set learning goals. During the school year, students accumulate products of learning in electronic folders and focus on the strategies that promote learning in different content areas. During each semester, students create an electronic progress portfolio by selecting pieces that best represent their learning in different areas over time. They also self-reflect on what and how they have learned. Parents access the portfolios prior to the December and May conferences.

Parent-Student-Teacher Conference

We believe that effective communication between the school and parents is critical for academic success. Early in the year, parent-teacher meetings, or Intake Conferences, are scheduled for parents of new students and any other parents who would like such a meeting. During this time, parents are asked to provide information about their child's social, emotional, and intellectual strengths. For all students, conferences among the child, the child's parents, and the child's teacher(s) are also scheduled at the close of each semester. Both academic and social progress are assessed – initiative, effort, use of class time, class participation, social relationships, behavior, and attitude toward learning. The performance continua are available online and can only be accessed by Mid-Pacific parents. Parents receive a written summary of each semester conference. Parent and students attendance is required at each conference. Parents are always encouraged to speak informally or request a meeting with their child's teacher at any time.

Teachers will contact parents directly by phone or email if there are academic or social/emotional issues. A meeting may be scheduled with other teachers the student may have so the concerns can be viewed through different perspectives. A follow-up meeting with the Principal can be arranged so that concrete, next steps can be discussed.

Counseling: “H-2-H” (Heart-to-Heart) Program

Meeting the Needs of Students

In meeting the social, emotional, and spiritual needs of students, Mid-Pacific offers all students, preschool and elementary, personal counseling to ensure that their concerns are heard and that appropriate intervention strategies are implemented. Every child should feel safe and respected.

The counselor works closely with the student, parents, teacher(s), and principal. When necessary, the counselor consults with the psychologist in private practice who offers consultation support to the preschool and elementary school. The psychologist might suggest strategies, conduct on-site observations, or meet with the student, parent(s), and teacher(s) involved.

Role of the Psychologist-Consultant

The psychologist operates within the framework of the Preschool & Elementary School Counseling Program, and as such works in close collaboration with the counselor. Counseling-related concerns are best brought to the counselor’s attention first; she then initiates the psychologist’s participation in the matter as appropriate. Specific requests for the psychologist’s consultation should be conveyed through the counselor, who coordinates any involvement.

The psychologist is involved in such activities as conducting behavioral observations of children in the classroom and participating in conferences with parents and teachers. She confers with the teaching and administrative staff in drawing up assessment and intervention strategies for the children referred for consultative input. Within the framework of the model of consultation outlined above, the psychologist works exclusively with the counselor and the faculty/staff of Mid-Pacific Preschool & Elementary School. She is not available to provide counseling services directly to the students themselves or to their parents.

Role of Behavioral Therapeutic Services of Hawaii (BTSH)

BTSH implements a range of behavioral, psychological, and counseling services to support the needs of Mid-Pacific students, preschool through high school. Services include individual and group counseling, teacher training, academic modifications, assessments, parent and student support, and teach support. The BTSH team is composed of a clinical psychologist/licensed provider, masters level clinician, graduate-level psychology students. At the preschool and elementary, the BTSH team works closely with the principal, teachers, counselor, and learning specialist. Referrals for educational diagnostic evaluations may be made by the school, BTSH, or psychologist-consultant.

Role of the Learning Specialist

The Learning Specialist, a member of the Student Well-Being team, works collaboratively with the faculty to identify the specific supports needed for a child. Sometimes the Learning Specialist conducts classroom observations or works with individual students in the classroom. The Learning Specialist supports the classroom teacher by recommending other instructional strategies and tools that directly help students with learning differences. The Learning Specialist maintains a confidential file for students needing emotional, social, and/or cognitive support.

Supporting a Trust Relationship

Mid-Pacific considers parents our most important partners in the education of their children. The school keeps parents informed about their children when the concern clearly warrants parent notification. Not all incidents may require notification. For example, if a student requests a meeting with the counselor because he is not getting enough time to play on the tire swing, this is a matter that can be easily resolved in school. However, if the child is feeling ostracized by peers or is feeling confused about some problem at home, parents are contacted by the counselor. We want our students to feel safe when speaking with the counselor, so your cooperation is necessary in supporting a trust relationship between counselor and student.

Procedure for a teacher, student, or parent scheduling a counseling session with the counselor:

1. Teachers, students, and parents contact the counselor directly.
2. The counselor arranges for any or all of the following, depending on the situation:
 - classroom observations
 - meeting with student
 - meeting with teacher
 - meeting with parent(s)
 - meeting with elementary school principal
 - meeting with psychologist-consultant
3. The counselor records the date and time of any meetings she has with students, parents, teachers, consultant, and/or the elementary school principal. Parents and teachers may request a follow-up meeting with the counselor.

Procedures for scheduling a parent/student counseling session with the psychologist:

1. Call the counselor directly at 441-3839 or e-mail her at srivera@midpac.edu.
2. Discuss with the counselor the kind of assistance requested from the psychologist.
3. The counselor contacts the psychologist and provides necessary information concerning the nature of the consultation requested.

4. The psychologist contacts parents and informs the counselor and the principal about any follow-up.
5. A brief, written summary documenting each meeting is kept with the psychologist. Neither the parents nor the school receives a copy.

Procedure for Meeting with the Learning Specialist or Behavioral Therapeutic Services Hawaii (BTSH)

The procedure for a teacher, student, or parent scheduling a meeting with the Learning Specialist or BTSH:

- Teachers, students, and parents contact the principal directly.
- The principal arranges for any or all of the following, depending on the situation:
 - classroom observations by learning specialist, BTSH, or psychologist-consultant
 - meeting with student
 - meeting with teacher
 - meeting with parent(s)
 - meeting with psychologist-consultant, learning specialist, or BTSH
- The learning specialist records the date and time of any meetings she has with students, parents, teachers, consultant, and/or the principal. Parents and teachers may request a follow-up meeting with the counselor.

The procedure for scheduling a parent/student session with the learning specialist or psychologist is:

- Call the learning specialist at 441-3804 or e-mail her at khasler@midpac.edu.
- Discuss with the kind of assistance requested from the learning specialist or psychologist.
- The learning specialist contacts the psychologist and provides necessary information concerning the nature of the consultation requested.
- The learning specialist contacts parents and informs the the principal about any follow-up.
- A brief, written summary documenting each meeting is kept with the learning specialist.

Student Code of Conduct

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.

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 context and circumstances warrant another approach. 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. All students have a right to learn and feel safe. No classroom disruptions.
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 deserve respect.
2. No adult or child should ever be threatened.
3. Student work must be done by the student and not copied from another or taken from another source.
4. Be a good digital citizen. Take care of your iPad and how the iPad is used in school and at home.

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. People are not for hitting or hurting in any way.
2. Do not vandalize.
3. The iPad should not be used to hurt others feelings (such as spreading gossip or making threats).
4. Everyone has a right to feel that his personal things are safe. Do not take what is not yours.
5. Stay at school until you are picked up or have written permission from your parents to go elsewhere.

Consequences of a 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 a 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.

COMPUTER, DIGITAL MEDIA & 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

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 attempt to remove this setting on their Mid-Pacific Institute issued iPad or any school owned device.

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 technology 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).

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 Storage

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, Peer-to-Peer or Social 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.

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.

In general, and subject to applicable law, Mid-Pacific Institute reserves the right to access and copy information and files (including email and text messages) residing on Mid-Pacific Institute-owned equipment, systems, and in storage contracted by Mid-Pacific Institute from outside enterprises. This includes access without notice, where justified by the Mid-Pacific Institute's operational and/or legal needs and consistent with applicable laws.

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.

Representation

Members of the Mid-Pacific Institute community must remember that when communicating 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.

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.

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
- connect, install or attach Machine to Machine (M2M), Internet of Things (IoT), Internet of Everything (IoE) or other such devices
- detach computers, servers, printers, networking equipment from the school network

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.

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 an 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

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 un'l 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 student's/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>).

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.

Apple ID Creation, Use and Support

Mid-Pacific specifically instructs parents, guardians and students in grades 5 through 12 on how to create an Apple ID without a credit card prior to taking possession of the Mid-Pacific iPad. Students are also free to use their own personal Apple ID as long as it is strictly their own and not shared with anyone (e.g. brother, sister, or family.) While we do our best to support students with Apple ID issues, there are times that Mid-Pacific technology staff will be unable to assist as the students' Apple ID is not maintained by Mid-Pacific Institute. These include but are not limited to password reset, security question changes, two-factor authentication, credit card or payment issues. In these situations, please contact Apple Support to resolve any issues with the Apple ID.

Elementary students in Kindergarten through fourth grade are the exception as they will have Apple IDs that are assigned to them that are controlled by Mid-Pacific Institute for use with iPads in the classroom.

The sharing of Apple IDs between students is prohibited.

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.

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.

iPad Web Filter

The school issued iPad utilizes a web filter that operates both on and off campus. Students should never use proxies or other means to bypass this filter or manually attempt to remove this setting on their Mid-Pacific Institute issued iPad or any school owned device.

All websites that are browsed via the school issued iPad are tracked by the web filter and can be identified by user. Students should have no expectation of anonymity when searching or viewing websites using 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 Ins'tute issued iPad in their child's possession including, but not limited to: broken or scratched screen, damage to the exterior shell, damaged buttons and ports, 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 for replacement. Please refer to the iPad Damage Incident Fee schedule for more details (available here: [hUp://midpac.edu/aup/fee.pdf](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.

What to do if the Mid-Pacific issued iPad is lost, stolen or damaged?

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.

General iPad Usage/Care Expectations

The following is a list of general expectations that students and parents need to be aware of:

- iPads must never be left unsecured and unattended. Students are responsible for knowing the location of the iPad at all times.
- iPads must be fully charged for the first class of the school day. The expectation is for students to utilize their iPad for the entire school day without having to charge its battery.
- If an iPad is left at home or cannot operate because it's not charged, the student remains responsible for completing all coursework as if they had use of their iPad.
- Students are only to be using the iPad for education purposes during class time.
- iPads need to have all required class materials downloaded and installed prior to the beginning of class.
- Downloading of apps and materials should be done at home.

- iPad should be put in backpacks when arriving to school and prior to leaving any class.
- Students are expected to keep lockers and locker combinations private, to prevent loss and/or theft of iPads.
- Any teacher/faculty/administrator at any time can ask to view a student's iPad and its contents.
- iPads should never be loaned to other individuals. Students are to use the iPad assigned to them by Mid-Pacific Institute. Using another student's iPad can be viewed as theft.
- If a student finds an unattended iPad s/he should immediately turn it into the Technology Office or, if found after hours, turn it in at the guard station at the front gate.
- Students who lose their iPads should go to the Technology office to report the loss.
- Do not remove any Mid-Pacific Institute decals or tags from the iPad.
- Keep food and beverages away from the iPad and do not expose it to liquids or moisture.
- Do not disassemble any part of the iPad or attempt any repairs.
- Backing up the iPad to iCloud or any computer should be done on at least a weekly basis. Doing so will safeguard student data. Items that are deleted and not backed up are lost forever.
- There should be no expectation that Mid-Pacific Institute is responsible for or able to restore your data.
- Storage space on the iPad is limited. Academic content takes precedence over personal files and apps.
- Never drop nor place heavy objects on top of the iPad.
- Do not subject the iPad to extreme heat or cold. Do not leave the iPad in a vehicle for long periods of time.

- Inappropriate media may not be used as a screensaver or background image. Presence of pornographic materials, inappropriate language, alcohol, drugs or any other contraband, gang related symbols or images will result in disciplinary action.

G SUITE FOR EDUCATION GUIDELINES

This section addresses Mid-Pacific Institute's guidelines for the use of the Google Apps for Education (GSE) as well as other Google services that are not covered under the Mid-Pacific Institute's Google Apps for Education agreement, henceforth called Google Services. Mid-Pacific Institute provides its students, faculty and staff GSE to support the educational and administrative activities of the school, and to serve as a means of official communication by and between users and Mid-Pacific Institute.

G Suite for Education

GSE services fall under the Google Apps for Education agreement and do not require users to agree to separate terms of service (TOS) or privacy policy. GSE services include the following: Calendar, Drive and Docs, Gmail, Classroom, Google Talk/ Hangouts, and Sites. GSE services are subject to change. GSE Contract and Terms of Service can be viewed here: [https:// www.google.com/edu/trust/](https://www.google.com/edu/trust/)

Other Google Services

Mid-Pacific students accessing Other Google services should be aware that this functionality is not covered under our GSE agreement, but they are turned on for students in grades 6 through 12 to use with the exception of restrictions for users under the age of 13. These services currently include the following apps listed below, however the list is subject to change.

Google Play, Google Takeout, Blogger, Chrome Management, Chrome Web Store, Google Analytics, Google Chrome Sync, Google Developers Console, Google Groups, Google Maps, Google Payments, Google Photos, Google+, Location History and YouTube.

All Mid-Pacific students utilizing these Other Google Services should be aware that user and content data may be collected, consolidated and used by Google as permitted under their current Terms of Services (TOS). Please check each provider's TOS before using them to ensure you understand what they are.

Usage

To use any Google service as provided by Mid-Pacific Institute, all users must be aware of, agree to, and adhere to the following:

- Google Apps for Education and other Google services are to be used for Mid-Pacific Institute educational purposes only.

- All students from Preschool to Grade 12 will be assigned a username@student.midpac.edu email account. Students are responsible to use good behavior and judgment online. Teachers will address learning how to be good digital citizens in the classroom and at home.
- Access and use of GSE will be available to children under the age of 13 and as directed by Mid-Pacific Institute faculty. However, Mid-Pacific Institute will restrict incoming and outgoing email only to those with a midpac.edu email address. This will ensure that no one under the age of 13 will be able to communicate with anyone outside of the midpac.edu domain. Mid-Pacific Institute will allow email from a few third-party services that are used for account maintenance purposes.
- When utilizing any GSE and/or Google service, you are bound by the policies set forth in this AUP document.
- As stated in this document, anyone in the Mid-Pacific Institute community utilizing school resources acknowledges that Mid-Pacific Institute has the ability to monitor, use and disclose their data to appropriate authorities.

G Suite for Education Account Deletion

Upon graduation or departure from Mid-Pacific, students in good standing will have 60 days to access their G Suite for Education (GSE) accounts for backup. GSE allows all users to export their data within their account to a location of choice. Information on downloading your data from GSE can be found here: <https://goo.gl/3iMkOK>

Sixty days after the student departs, Mid-Pacific will permanently delete the student's GSE account. All contents in the departing student's Gmail, Google Drive, YouTube and other Google services associated with the account will no longer be accessible. Mid-Pacific will provide no assistance and accepts no responsibility for backup, retrieval or integrity of your data. It is the student's responsibility to make copies of any data within their account.

Students that need additional time within reason can contact the Technology Department for assistance. Email helpdesk@midpac.edu or call 808-973-5062.

Applications and Services Outside of GSE and Google Services

From time to time, Mid-Pacific faculty will ask students to download and/or sign up for apps or services outside of G Suite for Education and Google Services. At the beginning of the school year, Mid-Pacific faculty will provide a list of apps and services for use in their class via a class syllabus. Because our faculty members are encouraged to explore apps and services for classroom use, there are instances where they may decide to use a new app or service that is not listed in the syllabus. If

they decide to use a new app or service not listed, they will provide advance notice to parents/guardians. Please refer to the Application and Service Consent Form for more details (available here: <http://www.midpac.edu/aup/consent.pdf>).

USE OF UNMANNED AERIAL VEHICLES ON THE MID-PACIFIC INSTITUTE CAMPUS

Mid-Pacific Institute has a robust technology and digital arts program that encompasses multiple courses and co-curricular programs that employ digital photography, videography, and photogrammetry. At times, the use of an unmanned aerial vehicle or “aircraft” 49 U.S.C. § 40102(a)(6) and 14 C.F.R. § 1.1 (commonly known as a “drone”) occurs for Mid-Pacific purposes. With the privacy and safety of Mid-Pacific students and staff in mind, to prevent the possibility of a mid-air collision that may cause harm to personal and/or school property or to individuals on campus, and to address concerns of the Federal Aviation Administration, the use of a non-school unmanned aerial vehicle is prohibited on Mid-Pacific property without the express consent of the President of Mid-Pacific Institute.

RESPONSIBLE USE FOR DIGITAL CITIZENS AT MID-PACIFIC INSTITUTE

Mid-Pacific believes that technology plays a critical role in supporting and guiding student learning and meeting the wide range of student abilities, interests, backgrounds, and needs on our campus. The purpose for the Responsible Use Policy is to foster and support creativity and innovation in the pedagogical shift from a traditional teaching model to guiding, facilitating and exploration infusing technology to meet the needs of learners. Additionally, the Responsible Use Policy establishes and maintains guidelines and procedures for appropriate technology utilization and infusion across the campus by students, faculty, staff, and administration. These procedures allow for planning and evaluation to more effectively prepare students for the transition from school to college, and to improve the operations of Mid-Pacific Institute.

Respect Yourself.

I will show respect for myself through my actions. I will consider the information and images that I post online and will not post personal information about my life and experiences.

Protect Yourself.

I will ensure that the information I post online will not put me at risk. I will not publish my personal details, contact details or a schedule of my activities. I will report any inappropriate behavior directed at me and will protect passwords, accounts and resources.

Respect Others.

I will show respect to others. I will not use electronic mediums to flame, bully, harass or stalk other people. I will show respect for other people in my choice of websites, I will not visit sites that are inappropriate and will respect my rights of access.

Protect Others.

I will protect others by reporting abuse, not forwarding inappropriate materials or communications; and not visiting sites that are degrading, pornographic, racist or inappropriate.

Act With Integrity.

I will cite sources for media and information. I will purchase, license and register all software. I will purchase my music and other media, and only use it for my personal needs.

Protect Intellectual Property.

I will protect intellectual property by purchasing, licensing and registering all software and by purchasing my music and other media while refraining from distributing these in a manner that violates their licenses.

ACCEPTANCE OF TERMS AND CONDITIONS

All terms and conditions, as stated in this document, are applicable to Mid-Pacific Institute equipment, facilities and networks. These terms and conditions reflect the entire agreement of the parties and supersede all prior oral or written agreements and understandings of the parties. These terms and conditions shall be governed and interpreted in accordance with the laws of the State of Hawaii, and the United States of America. These terms will remain in effect during the school year, all vacations/ breaks including winter, spring and summer, and holidays for which this document is signed.

I understand that it is impossible for Mid-Pacific Institute to restrict access to all controversial or inappropriate content/materials on its network, and I will not hold Mid-Pacific Institute responsible for content/materials accessed on it's network or Internet.

I hereby individually and on behalf of my child, expressly waive the right to bring or pursue any complaint, lawsuit, administrative proceeding, appeal based on any inappropriate content that may be accessed on the iPad and/or any and all claims and damage of any nature arising from my child's use of, or inability to use school technology, including but not limited to claims that may arise from the unauthorized use of the iPad.

I accept full responsibility if and when my child's use of technology is not in the school setting and understand that my child's iPad use is subject to the same rules and agreements while not in school.

We have read, understand and will abide by the terms of the foregoing Computer, iPad, Digital Media & Internet Acceptable Use Policy (AUP). Breach, disregard, or violation of this policy may result in disciplinary action as stated in the student and faculty handbooks.

Student Name (Print Clearly)

Student Signature

Date

Year of Graduation

Current Grade

Parent Name (Print Clearly)

Parent/Guardian Signature

Date

General School Policy and Information

Absences and Tardiness

Parents should call the school office at 441-3800 before 7:30 a.m. to report their child's absence or tardiness that day.

Any elementary school student arriving after 7:40 a.m. must report to the school office and pick up a pass before going to his classroom.

Absences and Schoolwork

Absence Due to Illness: If a child is ill, parents may request homework by calling the School Office at 441-3800 by 12:00 p.m. for pick-up between 3:30 p.m. and 5:30 p.m. from the extended-day program classroom or between 2:30 p.m. and 3:30 p.m. in the School Office.

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 inform the school office. Teachers will make appropriate provisions (extra assignments and after-school help) to accommodate the student's emergency absence. "Emergency" includes a death or serious illness in the family.

Absence Due to Family Vacations: The school does not support students' extended absences from school due to family vacations scheduled during the school year. Children who return to the classroom after an extended absence often experience difficulties in readjusting to the daily routines or group activities. Much of the learning at the elementary school is based upon cooperative and collaborative participation. Therefore, the school discourages the scheduling of family vacations that result in removing children from classroom learning.

The school and/or teacher cannot assume responsibility for the lapse in progress resulting from missed in-class instruction and homework. Teachers are not required to provide advance assignments or to provide any missed instruction after school.

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-threat and unauthorized-persons situations. See Emergency Plans.

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.

COMMUNICATION BETWEEN HOME 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 or school counselor, depending on the nature of the situation. Please voice your concerns, suggestions, and issue 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. 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:

Communication via the Website

- The primary mode of general school-wide communication is via the Mid-Pacific website, www.midpac.edu/mypueo. Click on the link to the preschool & elementary school. A weekly letter from the principal and updated information (e.g., homework, class events, etc.) from classroom teachers and specialists are posted on the preschool & elementary web pages. Flyers and forms can be downloaded from the website. We occasionally send home information through your child's homework folder. Parents can indicate on the database whether they would like to receive email about the most recent postings. It is the parents' responsibility to check the website for information.

- All parents should access the Owl Updates, which are sent via an email link every Sunday after 7:00pm. The Owl Updates will contain links to the principal's and teachers' blogs and the most current information related to school events.

Communication via Parent Intranet

- Parents occasionally receive information that will need to be read within 24 hours. Parents must inform the school office of any changes with email addresses.

Communication with Teachers

- The best mode of communication is email. The online school directory provides email addresses for all faculty, as well as classroom phone numbers. (See Telephones in handbook for more information on telephone usage.)
- From 7:30 a.m. to 2:30 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.
- Messages regarding illness, appointments, etc. should be received through the school office.
- All faculty and staff can be reached via e-mail. Phone numbers and addresses are located in the Student, Parent, Faculty, & Staff Directory.
- Formal parent-teacher-student conferences are scheduled in the fall and in the spring. However, you are encouraged to speak to the teacher at any time during the year.
- The principal welcomes discussion with parents on any concerns or issues. She can be reached via phone or e-mail. Appointments may be scheduled before, during, and after school hours via her administrative assistant, Kelli Tokuyama, at 441-3801 or email at ktokuyama@midpac.edu.

Communication with other Parents

Class Lists: An all-school directory is available on-line. These lists include names, addresses, and telephone numbers. Parents must provide written approval for their directory information to be shared.

Solicitation: Mid-Pacific Elementary School property and class lists may not be used to distribute literature, sell products, or promote political causes.

Complaints or Criticisms

Parents should acknowledge and use the proper channels for complaints and/or criticisms. In order, those channels are: teacher, principal, and Mid-Pacific president.

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. We will also send each parent a separate mailing of school information, if so requested.

Dress Code

Dress Code Philosophy: Students who are appropriately attired are more apt to conduct themselves in accordance with the high standards of Mid-Pacific Elementary School.

School T-Shirts: Elementary School t-shirts or collared jerseys must be worn every day, except for the two days designated each month as Choice Day (free dress). The UV sun-protection shirt with the Mid-Pacific Preschool/Elementary design may also be worn on regular school days. In addition, any t-shirt issued by the school for a special event (e.g., Ho'olaule'a) may be worn on Fridays only. Every child must have at least one of the collared jerseys. The t-shirts and collared jerseys are ordered directly online through Land's End. Shirts may be ordered throughout the year. Land's End also offers shorts, Mid-Pacific dresses, and other items but these are not required.

General Dress Guidelines:

Elementary School shirts and dresses (girls only), shorts, long pants, jeans, skirts (girls only), shorts with straight hems and 5" inseams or longer (kindergartners and first graders are permitted to wear 2" inseams); athletic or regular shoes and socks or flat sandals with solid rubber soles and back straps. Shoe laces must be tied. Rubber slippers are not permitted.

Students in inappropriate footwear will not be allowed to play outdoors, participate in P.E., or play during recess. Shoes with wheels are not allowed at school at any time.

Physical-Education Dress Requirements: All students must wear an Mid-Pacific t-shirt, athletic shoes, and socks on P.E. days. The Mid-Pacific UV long-sleeved shirt may also be worn.

Excursions/Field Trip Dress Requirements: Mid-Pacific shirts must be worn on all field trips. This is a safety precaution. A student who is not wearing a school shirt may not go on the excursion unless he is accompanied by a parent.

Choice Day & Monthly Assembly Days: The first Friday of each month is Choice Day (free dress). Clothing guidelines are the same as on regular school days with the addition of dresses or muumuus in short lengths or long lengths for girls and solid color, striped, plaid, or patterned t-shirts or regular shirts for both girls and boys. A shirt bearing any character or slogan which promotes violence or ignorance is unacceptable, as are surfing and skating shirts.

"Free Dress" may also be worn on monthly Assembly Days. See the monthly calendar for assembly dates. Students who have P.E. on Fridays may wear their Choice Day clothing, other than long dresses or muumuus.

Hair and Jewelry: Colored gels or hair dye are permitted on occasion only. (e.g. Halloween, school spirit days). We advise discretion on use of jewelry. Long, dangling earrings are a safety hazard for elementary children.

Drop-off and Pick-up

Drop-off and Pick-up Traffic Information: See Drop-off and Pick-up Traffic Instructions.

Closed Campus: Students are required to remain on campus from the time of their arrival before school until after-school 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. 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 in to the office by a parent may pick up a student. We will not release your child to anyone else.

Dismissal: The school day ends at 2:20p.m. for kindergartners and 2:30 p.m. for students in Grades 1-5. Parents are expected to pick up their child(ren) no later than 3:00 p.m.

When picking up children, please form one lane and move forward at the direction of the students on duty (the HUGSS team) and/or 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. Between 2:15 and 3:00 p.m., do not park your car in the turnaround area or leave your car to get your child. Only parents of kindergartners are permitted to queue up at 2:15 p.m. to pick up their children. Please do not arrive to pick up children earlier than 2:25 p.m.

Walking to other areas of campus:

An elementary student with siblings in middle or high school or parents who are faculty or staff 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 child who is not picked up by 3:00 p.m. will be placed in the extended-day program; there is a fee for this. If an emergency arises, making it impossible to pick up your child by 3:00 p.m., please call the School Office (441-3800) so that we can inform the child that you will be arriving late. After 3:30 p.m., please call 441-3815, the number in the main room of the extended-day program.

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

Field Trips

Students go on a number of field trips for research purposes during the school year. Only the students in grades 3, 4, and 5 go on overnight trips. Details of each trip will go out to the parents prior to the event.

Mid-Pacific carries liability insurance for its students, faculty, and staff only.

We appreciate support from our parents on school-related excursions on or off O'ahu. Parents and students represent Mid-Pacific 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 students, we ask that you observe the following rules listed below.

Day Excursions/Field Trips:

1. Teachers may ask for parent help to accompany a small group of children. Ask the teacher(s) how you can assist in the excursion. For example, parents can help with setting up snacks, clean-up, or carrying supplies.
2. Do not leave your child or group of children during an excursion at any time with another parent without written permission from that parent.
3. Alcohol consumption and smoking are not allowed whenever students are part of the group, such as at group meals.
4. As a general rule, Mid-Pacific Elementary School refrains from allowing siblings to participate in school-related excursions. School-related excursions are intended for the benefit of our students. However, there have been several excursions on which siblings have been allowed to go along. If a sibling participates in the excursion with teacher permission, the parent is completely responsible for this child. Do not expect the teacher(s) to supervise siblings.

Overnight Field Trips:

1. Teachers and staff members are designated by the elementary school principal to accompany students on a school excursion. Authorized by the school, they are responsible for the safety and welfare of the students. Please cooperate with their requests.
2. A chaperone is an adult, usually an Mid-Pacific parent but not always, who has supervisory responsibilities of students when a faculty or staff member may not be within close proximity of students. A chaperone must complete a tuberculin skin test with negative results within one year of chaperone duty. The TB skin test

certificate must be given to the school for photocopying. An Mid-Pacific chaperone must also undergo a criminal background check, with results sent directly to the Director of Human Resources, also within one year of chaperone duty.

3. Do not leave your child or group of children during an excursion at any time with another parent without written permission from that parent.
4. Alcohol consumption and smoking are not allowed whenever students are part of the group, such as at group meals.
5. Observe specified times for eating meals, bus loading, baggage checkout, etc. Do not make our teachers worry about you!
6. As a general rule, the Elementary School refrains from allowing siblings to participate in school-related excursions. School-related excursions are intended for the benefit of our students. However, there have been several excursions on which siblings have been allowed to go along. If a sibling participates in the excursion with teacher permission, the parent is completely responsible for this child. Do not expect the teacher(s) to supervise siblings.
7. 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.
8. As a courtesy, notify the teacher if you will not be participating in an event. Remember that your child should be with you at all times unless instructed otherwise by the teacher.

Extended-Day Program

Morning: Kindergarten students only are supervised (at no charge) in the Dining Hall from 7:00 a.m. until they are picked up to go to their classrooms at 7:30 a.m. Mid-Pacific is licensed to watch thirty-six kindergartners between 7:00 and 7:30 a.m. We may not provide supervision in any manner to students in Grades 1-5 until 7:30 a.m., according to our school license.

Afternoon (2:30 - 5:30 p.m.): Students in all grades may participate in this afternoon program. Mid-Pacific is licensed to watch one hundred children, aged 4-3/4-12 years, at any given time. The fees for the extended-day program, which include a snack, are outlined in the financial information sent home in the spring. Daily supervision is available for a flat rate.

Students have playground time, snack, and indoor quiet activities time. Students in Grades 3-5 are in study hall 3:00 - 4:00 p.m.

Extended Learning Program

The Extended Learning Program may include, among others, Chinese, Japanese, Ballet, Tennis, Hip Hop, Violin, Yoga, and Theater. These classes are usually taught by non-Mid-Pacific faculty who are performers, licensed, or credentialed in their field. The director of the Extended Learning Program is Kimee Balmilero. Detailed information and registration will be available on the school website. If the class in which your child enrolls begins after 3:00 p.m., there will be an extended-day charge so that your child is supervised by after school staff for our child's safety.

All students who are on campus after 3:00 p.m. must be supervised by an adult, i.e., placed for the day or already enrolled in the after-school program or an enrichment class. Elementary school students may not wait unsupervised anywhere on campus, e.g., autoline shelter, lanai tables, or play structure. Parents will be charged the daily supervision rate for a student not already enrolled in the extended-day program.

If a student is picked up after 5:30 p.m., late fees will be assessed; these are \$15 for the first fifteen minutes and \$5 thereafter for every additional minute.

In the event of an emergency or a change of plans, please call 441-3800 before 3:30 p.m. After 3:30pm, please call 441-3815.

The extended-day program is licensed by the State of Hawai'i, Department of Human Services.

Mid-Pacific Tax I.D. Numbers

The numbers to be used for childcare tax deductions are:

Federal: 99-0073514

State: GE-029-237-4528-01

Flyers

Occasionally we will distribute flyers for activities and events not affiliated with Mid-Pacific. These flyers are distributed at the discretion of the principal, and are for informational purposes only; no endorsement or promotion of them is implied or intended. The Elementary School accepts no responsibility or liability for any claims arising from attendance at or participation in these events or activities.

Food

Snacks: All children should bring a healthy snack (juice, fruit, crackers) for the first recess period at approximately 9:30 a.m. Candy, gum, and soda are not allowed. Chips and cookies are acceptable as occasional snacks only.

Lunch: Parents may pre-order lunch for their children through Mid-Pacific's food service provider, Sodexo. 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.***

Birthday Treats: If cake products are the birthday treat, please do not frost with any sugary icing. Try fruit treats. We have students with severe allergic reactions to nut and dairy products. Treat bags are completely optional and should not be costly. Simple is always best and often the most thoughtful.

Kindergarten students eat in the classroom. The lunch for those who have ordered from Sodexo is taken by the food service staff to the classroom.

If a child comes to school without a lunch, parents will be notified and asked to bring in a lunch. In those situations when that is not possible, the School Office will provide a hot lunch from the dining room for which parents will be billed \$5.

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 food that contains nuts.

A child with an allergy will be seated for lunch at a table with students eating "nut-free" foods. Children who bring a peanut butter sandwich or another food with nuts for lunch or snack should wash their hands and faces when finished and make certain that their clothes are free of any crumbs or other residue. **PLEASE INFORM THE SCHOOL IMMEDIATELY IF YOUR CHILD HAS AN ALLERGY TO PEANUTS OR OTHER 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 then use the hand sanitizer upon entering the dining room.
3. Only walking and "inside" voices are allowed in the Dining Room.
4. Students are to remain seated when they are eating.
5. Students are expected to practice dining etiquette: placing napkins on their laps, removing hats, chewing with their mouths closed, using a napkin to wipe their mouths or fingers, and holding utensils properly.

6. Students should respect the environment. After eating their lunch, they must clean up their area. Trash must be disposed of in the appropriate containers.
7. Students are not allowed to trade their lunch with other students.
8. After the lunch supervisor has rung the bell, all students should refrain from talking.
9. Students should remain seated quietly until the adult supervisor has checked their area and excused them.

Games, Toys, and Electronic Items

Mid-Pacific 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, magic and Animal Kaiser), and erasers that come in shapes such as food, 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.

Information Disclosure and Release

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

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.

Insurance

Mid-Pacific carries general liability coverage.

Medical Information

Medical Insurance: All students are required to have medical insurance to attend Mid-Pacific.

Health Record Form 14: The Hawai'i School Attendance Law requires all students to meet certain health requirements before they may attend any school in the state. These requirements include tuberculin (TB) clearance (based on the Mantoux test or chest x-ray), physical exams, and a series of immunizations (DTP, OPV, MMR, and Hepatitis B, and varicella). Your child's physician is aware of the requirements and will complete Mid-Pacific's health record form 14 for you. In addition, for your child to be enrolled at the Elementary School, he/she must have tuberculin clearance within a year of entry into Mid-Pacific and then undergo an annual physical examination (at

which time the physician updates the Mid-Pacific health record form). The timing of the physical examination during the year is up to you, but: **A STUDENT WHOSE HEALTH RECORD FORM IS NOT CURRENT MAY BE SENT HOME. LIKEWISE, A STUDENT WHOSE CURRENT HEALTH RECORD FORM IS NOT ON FILE IN THE SCHOOL OFFICE MAY BE SENT HOME.**

Illness or Medical Emergency: If a child is ill or injured, parents or guardians are notified and requested to pick up the child as soon as possible. In the event of a medical emergency such as a serious injury, we will call 911 for an ambulance, then call the parents (or whoever is listed on the contact card 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. Mid-Pacific has a full-time registered nurse on campus. A full-time certified health aide is on the elementary school campus. In addition, faculty and staff train annually for CPR certification and triennially for Red Cross First Aid certification.

MAKE CERTAIN THAT THE SCHOOL OFFICE HAS YOUR 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/her 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 up. This is to ensure the health of other students and the faculty/ staff.

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

Returning to School after an Absence: Students returning to school after five days' absence are required to bring a written excuse from the parent or guardian to the teacher stating the dates absent and the reason for the absence.

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 parent approval and completion of the medication form that you can obtain from the health room. 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 of prescribing physician. Teaspoons should accompany liquid medication.

Mid-Pacific Elementary School does not keep a supply of any children's medications.

Medications of any kind will be administered by the certified health aide. Medications must be clearly marked and in the original container. Medications must be picked up by the parent at the end of the school year. Never send medication with your child to keep in his lunch box or cubby. There is a serious danger that your child or another child might take it.

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, the school health aide will contact you. Your child may not return to school until treatment occurs. The form of treatment is up to you. If your child returns to school with evidence of continuing live infestation, you will be asked to continue treating your child's hair. (We understand that treated hair may not be immediately cleared of uku debris.) The school's health room can offer you good advice on ridding your child of these pests. When a child is found to be infested, the rest of the children in the class are checked as well. The child will be checked periodically by the certified health aide.

Immunization Policy: At Mid-Pacific, we value our healthy school community and recognize the role vaccines play in continuing to protect and sustain a healthy school environment. Mid-Pacific, like all other Hawaii schools, is guided by the State of Hawaii laws and regulations, which require students attending schools in Hawaii to be immunized against diphtheria, pertussis, tetanus, polio, hepatitis B, mumps, measles, rubella and chicken pox. The State of Hawaii allows exemptions on religious or medical grounds only. If your child has not completed the entire immunization program as defined by the State of Hawaii's Department of Health, please see your pediatrician to arrange for completion of these vaccines. If you have questions about completing the immunization requirements, please contact the school nurse, Lory Gaskill, RN, at 973-5120.

Memory Book

A preschool/elementary school memory book is published annually. Its cost is included in the comprehensive fee, so every child receives one. Memory books should always be a joyful reminder of school days. Your child should be thoughtful when signing another child's book. A child who writes or draws inappropriately in another child's book is required to purchase a new memory book for that child.

Mid-Pacific publishes a yearbook currently geared to the high school and middle school. Please inquire at the elementary office if you want to purchase a Mid-Pacific yearbook.

Notification of any Change in Policy

Mid-Pacific 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's operating policies (the handbook).

Office Matters

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

Change of Status: If you have a change of status (e.g., name, marital status, phone numbers, or addresses) during the school year, PLEASE advise the School Office of the change. In an emergency situation, we use the phone numbers listed in the school's database. These MUST be current.

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

Messages: Messages for students or teachers should reach the School Office before 1:00 p.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 office personnel 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 you drop your child off in the morning. The phone may not be used by students to make social arrangements.

Parent Community Association: Na 'Ohana Pueo

Na 'Ohana Pueo, Mid-Pacific's parent community organization, actively promotes many activities and events. The Board welcomes all parents to its quarterly meetings. Parent involvement is important to your child's success at school. Get involved! Support school events! Check the calendar for meeting dates and times.

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 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, social 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; respect authority.
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. No cartwheels, somersaults, handstands, or back flips are allowed without supervision.
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 for upper-body equipment.
7. Allow space between groups of game players.
8. Try to work out problems; seek help of adult supervisor or Peace Team member 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 or on the surrounding spongy surface.
18. Play on grassy areas only when supervised by a teacher or staff member.

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.

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.

Playground

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 superhigh 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. Do not push.
2. Do not climb up the slide. Slides are only for going down.
3. Feet first when going down the slide.
4. Do not walk or run down the slide.
5. 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 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 bar.

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 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. Please refer to the Code of Conduct for further information regarding rules and consequences.

School Hours

The school day begins at 7:40 a.m. and ends at 2:30 p.m. Classrooms open at 7:30 a.m. Students should be in their assigned rooms by 7:40 a.m. If a student is not present at that time, he will be marked tardy or absent. Please drop off your child as close to 7:30 a.m. as possible.

Elementary students arriving at school after 7:40 a.m. must report to the School Office before going to class. Frequent tardiness disrupts the classroom and puts the child at a disadvantage. Parents will be contacted by the principal concerning frequent tardiness.

School Supplies

The Elementary School will order student supplies; the cost of these is included in the comprehensive fee. These supplies include items such as markers, scissors, binders, composition books, sheet protectors, pencils, glue, etc. These supplies will remain in the classroom at the end of the year.

Telephones

Parents Calling the Classroom: Parents may contact the classroom teachers directly before school: 7:00-7:20 a.m., during morning recess: 9:30-10:00 a.m., during lunch recess: 11:30 a.m.-12:25 p.m., or after school: 2:40-3:00 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 time while instruction is in progress. If parents want to ensure communication with a teacher, it is best to call the Main Office, 441-3800, and the message will be promptly delivered to the teacher.

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. Students are expected to be responsible for remembering to bring their homework, lunch, projects, etc. to school. We understand that there may be a few occasions during the year when students may have to call parents for forgotten items. However, we will not allow student phone calls to parents when there is frequent or chronic forgetfulness.

Cellular Phones/Pagers: Students may not use cellular phones or pagers during school hours. We strongly advise parents to have children keep cell phones at home or in their backpacks.

Office Telephone: See Office Telephones.

Visits to School and Classroom

Visitor Passes: All visitors to the Mid-Pacific Elementary School campus must check in with the School Office, which will issue an identifying badge. Although we welcome parents in the classroom, they 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) as needed. Conferences will be scheduled at a time convenient to parents and teacher.

Parties: No parties are allowed without prior permission from the teacher. Parties cause a major disruption in the school day. If you really want to bring a treat for the class, make sure that it is a healthy snack in individual portions. Please avoid cupcakes with frosting, cookies, or candy. Treat bags are always optional and unnecessary. Instead of a party, we encourage a "Birthday Book" for the classroom library.

Drop-off and Pick-up Traffic Instructions

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

<p>PLEASE INFORM ALL PERSONS WHO ARE AUTHORIZED TO PICK UP YOUR CHILD ABOUT OUR TRAFFIC PROCEDURES. THIS WILL HELP TO AVOID DELAYS.</p>
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Getting Ready for Drop-off or Pick-up Routines

The only entrance to the Mid-Pacific campus is via Ka'ala Street. To relieve traffic congestion, all preschool and elementary school parents must exit Mid-Pacific 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 so that we can help your child move forward, ready to be picked up.

School officially ends at 2:30 p.m. for Kindergarten through grade 5. However, the kindergartners will be at the turnaround area by 2:20 p.m. Do not come earlier than the suggested times as you will not be allowed to park your car and wait: there is no parking in the turnaround between 2:15 and 3:00 p.m. Parked cars affect traffic flow.

Your child should be ready at the designated areas. 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.

Kindergarten and Multiage 1st/2nd Grade

Parents of kindergartners, first graders, and second graders must pick up and drop off their children in the turnaround area in front of Wilcox Administration Building. Drop-off is between 7:00 a.m. and 7:30 a.m. The school gate is opened at 7:00am daily. All children must be in their respective classrooms by 7:40 a.m., or they will be considered tardy to school.

Only kindergartners are escorted by KKids (3rd graders) to Wilcox Dining Hall; they stay there until their teachers who accompany them to the classrooms meet them at 7:30 a.m. First and second graders will wait outside their classrooms on the lanai.

Pick-up for kindergartners is at 2:20 p.m. The children are outside by 2:20 p.m. Only Kindergarten parents or authorized persons should be in the queue at 2:20 p.m.

School officially ends at 2:30 p.m. At that time, the children walk with their teachers to the turnaround area. It should be about 2:35 p.m. when the students arrive at the turnaround area.

Multiage 3rd/4th Grade and Grade 5

The procedure for drop-off and pick-up for students in grades 3 through 5 is the same as Kindergarten and Multiage 1st/2nd grade except for the location. From Ka'ala Street, proceed forward (do not turn right towards Wilcox) and follow the queue that eventually exits at Maile Way on the UH side of the campus.

Look for the adult supervisor and students in safety vests who greet you and assist in opening car doors. Your child then walks up the covered walkway to the elementary campus.

About 2:35 p.m., the children will walk with their teachers to the lower drop-off and pick-up area. Do not come on campus earlier than 2:30 p.m. because you are not allowed to park and wait.

Rules for All K-5 Students in Autoline

Morning Drop-off in Autoline:

1. When you are dropped off by your parents in the morning, walk directly through the main gate and remain on campus until 7:30 a.m., when your teachers open the classroom doors.
2. Do not walk back outside through the gates.
3. Do not interfere with the students who are doing HUGSS or KKIDS duty. It is not the time to visit or talk with these students, who need to be focused on their work.
4. If you are dropped off after 7:40 a.m., stop in the office to pick up a pass.

Afternoon Pick-up in the Autoline:

1. For your safety, remain seated or standing until you are picked up. The autoline areas are not playgrounds. It is not safe to run or play when you are close to moving cars.
2. Do not sit or play on the railings in the lower autoline.
3. Walk to the autoline. Students in grades 3-5, who must walk down the stairs to the autoline, should be especially careful.
4. Neither the staircase nor the front of the school office is a play area or an area for sitting.
5. You may sit and eat a snack while you are waiting, as long as you are responsible for your trash.
6. There is no reason to use a cell phone while you are waiting. If your parents are late, they will be arriving shortly or will have called the office.

COMMUNICATION WITH PARENTS DURING AN EMERGENCY SITUATION ON CAMPUS

Mid-Pacific's top priority is the health and welfare of our students.

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, traffic signals out. The Mid-Pacific Safety Committee has developed a communication plan to deal with these issues:

1. Check www.midpac.edu 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.

<u>RADIO</u>	<u>TV</u>
KSSK (AM 590/FM 92.3)	KHON (Channel 2)
KCCN (AM 1420/FM100)	KGMB (Channel 9)
KINE (FM 105)	KITV (Channel 4)
KHVH (AM 830)	KHNL (Channel 8)
KRTR (FM 96)	
KUMU (AM 1500/FM 94.7)	

Please make (and review periodically) emergency plans with your children, family members and friends. 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. For students and parents alike, staying put is often the best alternative to rushing into an unknown situation.

Emergency Plans

1. **FIRE:** The signal for a drill or actual fire is a loud buzzer. 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 that our facility is damaged by fire and not habitable, we will care for the children on the hill where the royal palm trees are located and call 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.

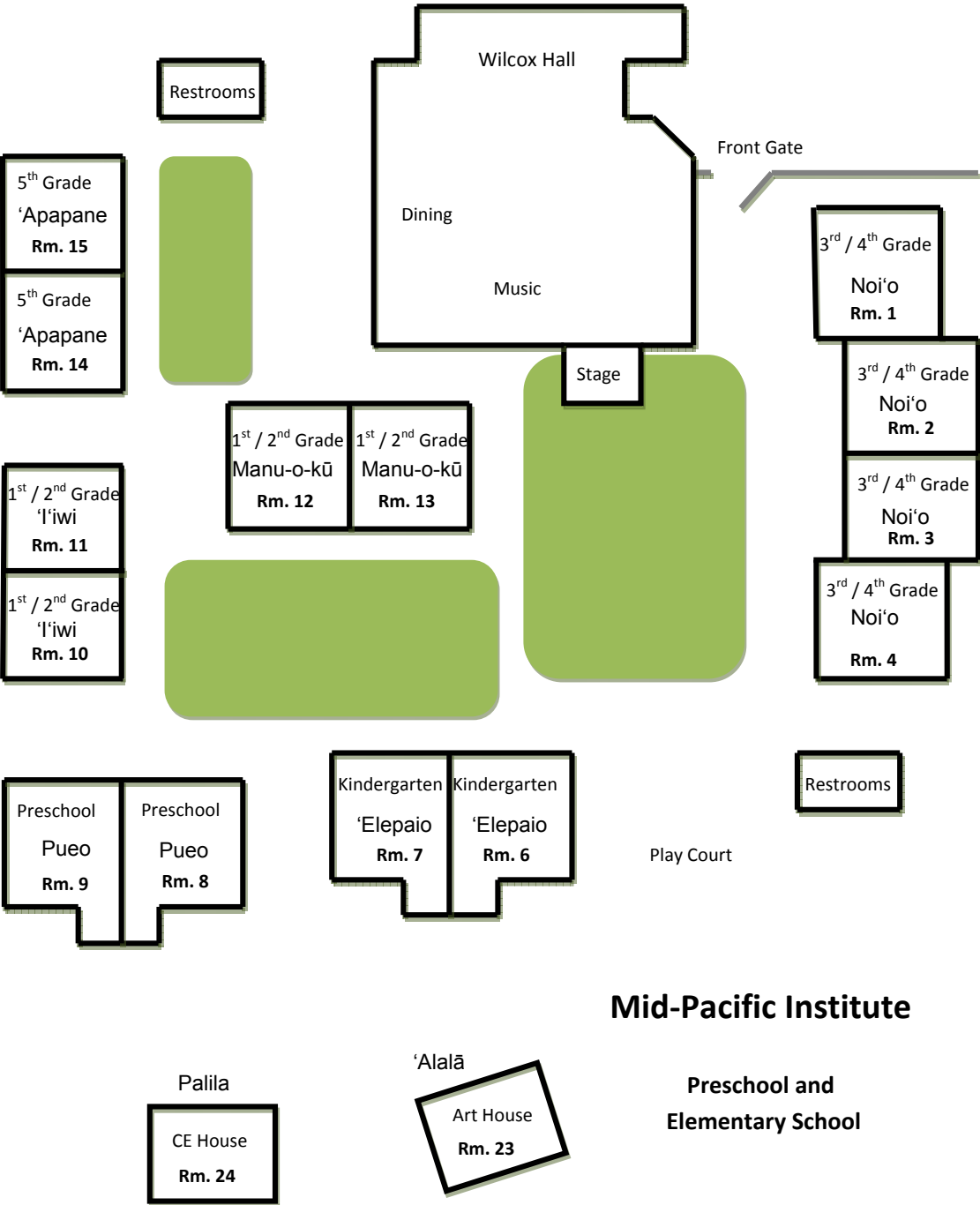
4. **EARTHQUAKE:** Should an earthquake of significant magnitude occur on O’ahu, our school could be damaged. We can also anticipate considerable disruption to our road networks. If your children are at school, you may not be able to get to them. In preparation for an earthquake event, we will periodically 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 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.

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

1. 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 or listed on the “Authorization for Pick-up” form.
2. **DO NOT CALL US DURING EMERGENCIES.** Keep the telephone lines open and available for those who have urgent needs.
3. 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.
4. **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 where the royal palm trees are located. Students and staff will return to the campus only after the police have checked the buildings and have given clearance to re-enter classrooms.

5. 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.

PRESCHOOL & ELEMENTARY SCHOOL CAMPUS MAP



Mid-Pacific Institute

Preschool and Elementary School

Alma Mater

**High above thee Mid-Pacific
Mountains greet the sun,
And Leahi watches o'er thee
When the day is done.
Cradled 'round by sea and mountain
In Manoa's lands,
So within our hearts safe cherished,
Mid-Pacific stands.**

**Sons and daughters of all nations
Meet within thy halls,
Bound by ties of deep affection
For thy vine-clad walls.
Out among the world's great peoples
May thy children go,
Bearing forth thy kindly spirit
Brotherhood to show.**

Chorus

**Mid-Pacific, Alma Mater
We thy banners raise,
Mid-Pacific, Alma Mater
Loud we sing thy praise.**

... John Hopwood

**School Colors: White and Green
School Mascot: Owl (Pueo)
School Motto: "The honor of my school is mine."**

