MID-PACIFIC 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 L. Hopwood

School Colors: Green and White
School Mascot: Owl (Pueo)
School Motto: "The Honor of My School is Mine"

President: Dr. Paul Turnbull
High School Principal: Mr. Thomas McManus
Middle School Principal: Dr. Dwayne Priester
Elementary School Principal: Dr. Edna Hussey
TABLE OF CONTENTS

MESSAGE FROM THE PRESIDENT ................................................................. 7
MESSAGE FROM THE HIGH SCHOOL PRINCIPAL ........................................ 8
IMPORTANT PHONE NUMBERS .................................................................. 9
INTRODUCTION .......................................................................................... 10
MISSION ..................................................................................................... 10
ACCREDITATION/MEMBERSHIP ............................................................... 10
UNIQUENESS ........................................................................................... 10
RELIGIOUS POLICY ................................................................................... 10
NON-DISCRIMINATION POLICY ............................................................... 10
MID-PACIFIC LEARNER PROFILE ......................................................... 11
MID-PACIFIC HONOR CODE .................................................................... 12
STATEMENT OF UNDERSTANDING ....................................................... 13
SCHOOL RESPONSIBILITIES ................................................................ 13
STUDENT RESPONSIBILITIES ............................................................... 14
PARENT RESPONSIBILITIES .................................................................. 14
STUDENTS LIVING WITH GUARDIANS .................................................. 15
HOMESTAY STUDENT RESPONSIBILITIES .......................................... 15
STUDENT SERVICES ................................................................................ 16
GRADUATION REQUIREMENTS (Grades 9-12) ...................................... 17
COURSE SELECTIONS ............................................................................. 18
SCHEDULE CHANGES ............................................................................. 18
MYPUEO .................................................................................................. 19
HOMEWORK POLICY .............................................................................. 19
TESTS ....................................................................................................... 19
REPORT CARDS ....................................................................................... 19
PROGRESS REPORTS ............................................................................ 19
GRADING POLICY ................................................................................... 19
COMPUTATION OF THE GRADE POINT AVERAGE (GPA) ..................... 19
CUMULATIVE GRADE POINT AVERAGE ............................................... 20
Dear Mid-Pacific Parents and Students,

When the original founders of Kawaiahaʻo Seminary and Mills Institute opened their doors in the mid-19th century, they couldn’t have imagined how radically different their schools would look when they joined forces to become Mid-Pacific in 1908.

Today, Mid-Pacific represents our founders’ principles and so much more. Mid-Pacific students are innovators; they are artists; most importantly, they are individuals. Mid-Pacific plays a leadership role in our community and in the state because of our advanced curricular and extra-curricular offerings, all of which help to prepare our students for a rapidly changing world beyond high school.

As a result of our award-winning programs and innovative approaches to education, Mid-Pacific alumni enter college prepared for their chosen field of study, and prepared to find success as individuals.

As a student or a parent at Mid-Pacific, you are part of this tradition - and you make a difference. In addition to requesting you read this handbook and familiarize yourself with the important information on the following pages, I invite you to spend time on campus and learn more about our incredible programs, our outstanding faculty, and our dedicated and talented support staff.

More importantly, I invite you to volunteer. Your voice and your participation in our community is an important part of what makes our school great, and both are greatly appreciated.

E kūlia kākou,
(Let’s strive and aspire together)

Paul Turnbull, Ph.D.
President
MESSAGE FROM THE HIGH SCHOOL PRINCIPAL

Aloha 2016-17 High School Students and Families:

It is my privilege and pleasure to welcome you to the coming year as a high school family at Mid-Pacific. As I enter my 18th year as a high school administrator, I can share one enduring truth with you—every year moves quickly, much more quickly than we often may wish! Of all our precious commodities in school, our time is perhaps the most precious, reminding us to embrace each accomplishment and hurdle along the way. Our eyes need to be on each individual student to make our time together intentional, impactful, and meaningful. The high school is filled with people who share this important sense of mission.

We surround our students with guides and mentors, but at times you will also need the information in this handbook. It describes the standards and practices that make our school an intentional community. You can find out about dress code, attendance policies, telephone numbers, grading, clubs and organizations, etc. Spend some time with it, familiarize yourself with the content, and keep a link at hand to refresh yourself as needed throughout the year. If you have any questions at anytime, please contact your grade level Dean, our Assistant Principals, or me. We are here to help.

High School is a time to grow, explore, and express yourself. Now is the time to try something new, delve into passions, and give to the people and community around you. The teachers, staff, and I look forward to the creative energy of our students as they learn and find ways to make an authentic difference in the world through their work and talents. It’s going to be a great year.

Once again, welcome!

E kūlia kākou,

Thomas McManus
High School Principal
### IMPORTANT PHONE NUMBERS

**High School Principal**
Thomas McManus 973-5019

**High School Assistant Principals**
- **Academics** Gareth Russell 973-5040
- **Student Life** Josh Watson 973-5030

**Grade Level Deans**
- 9th Grade Dean Kelli Fitter 973-5033
- 10th Grade Dean Rene Ochiai 973-5045
- 11th Grade Dean Myron Seu 973-5021
- 12th Grade Dean Duane Perreira 973-5044

**College Counselors**
- Director of College Counseling Derrick Kang 973-5046
- College Counselor Sara McKay-Hines 973-5081
- College Counselor Lei Haas 973-5031
- Secretary Renee Nakamoto 973-5046

**Student Assistance Program**
- Chaplain Kahu Wendell Davis 441-3830
- SAP Counselor Cathy Ching 441-3831

**Miscellaneous**

<table>
<thead>
<tr>
<th>Department</th>
<th>Phone Number</th>
</tr>
</thead>
<tbody>
<tr>
<td>Attendance / Damon Hall Receptionist</td>
<td>973-5025</td>
</tr>
<tr>
<td>Athletics</td>
<td>973-5095</td>
</tr>
<tr>
<td>Health Center/Nurse</td>
<td>973-5120</td>
</tr>
<tr>
<td>Main Desk/Information</td>
<td>973-5000</td>
</tr>
<tr>
<td>Records</td>
<td>973-5042</td>
</tr>
<tr>
<td>Security/Guard Shack</td>
<td>973-5133</td>
</tr>
<tr>
<td>Student Activities</td>
<td>973-5083</td>
</tr>
<tr>
<td>Student Safety &amp; Security</td>
<td>441-3758</td>
</tr>
<tr>
<td>Summer School</td>
<td>973-5032</td>
</tr>
<tr>
<td>International Baccalaureate</td>
<td>973-5040</td>
</tr>
<tr>
<td>Mid-Pacific School of the Arts</td>
<td>973-5071</td>
</tr>
<tr>
<td>Mid-Pacific Website</td>
<td><a href="http://www.midpac.edu">www.midpac.edu</a></td>
</tr>
</tbody>
</table>

*For additional contact information, please utilize the "contact us" link at the top of the main page of the Mid-Pacific website, www.midpac.edu.*
INTRODUCTION
Mid-Pacific is an independent, coeducational, college preparatory day school for grades preschool through grade twelve with an approximate enrollment of 1,500 students at a beautiful campus on approximately 40 acres in Manoa Valley, adjacent to the University of Hawaii. The majority of the student body is from Hawaii; 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 with the merging of Kawaihā‘o Seminary and Mills School for Boys in 1908, and with Epiphany School in 2004.

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.

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.

ACCREDITATION/MEMBERSHIP
Mid-Pacific is fully accredited by the Western Association of Schools and Colleges, Hawaii Association of Independent Schools and licensed by the Hawaii Council of Private Schools and is a member of the Hawaii Association of Independent Schools.

UNIQUENESS
The High School at Mid-Pacific is an innovative educational community with unique programs and initiatives including but not limited to:
- Being the first school in Hawaii to offer a fully developed 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.
- Being the only school in Hawaii to offer a pre-professional comprehensive arts program incorporated into a college preparatory curriculum. Founded in 1990, Mid-Pacific School of the Arts offers comprehensive training in theater, dance, music, musical theater, media and visual arts.
- Assessing students in a wide-range of traditional and progressive formats, including a fully project-based cohort in 9th and 10th grades (MPx) and numerous elective courses focused on authentic, deeper learning. Some courses are also offered in a “blended” online and in-class format.

RELIGIOUS POLICY
Beginning with its 19th century origins in Mills Institute and Kawaihā‘o Seminary, Mid-Pacific’s charter has held that Judeo-Christian religious and spiritual values are essential for the development of the whole person. Having grown into a global school with a diverse student population, Mid-Pacific welcomes the many religions and faiths of our community.

The primary focus is to provide a moral and ethical foundation essential to developing the character, integrity, and morality necessary in all aspects of life. This is accomplished primarily through the school’s chapel program, which is student-centered and encourages student participation.

Recognizing the personal nature of religious beliefs and the value of all religions, students are encouraged to discover their own spiritual paths. This is accomplished by fostering tolerance and respect for others’ beliefs, sharing a variety of religious and spiritual experiences, and searching for worthy values and a greater meaning and purpose in life.

NON-DISCRIMINATION POLICY
Mid-Pacific, mindful of its primary mission as an effective educational institution, does not discriminate in admissions, educational programs, 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.
MID-PACIFIC LEARNER PROFILE

To make a difference in the world today and for the future, we believe Mid-Pacific students must be knowledgeable, articulate, and culturally competent. Students develop these attributes through authentic, relevant, and intentional experiences in and out of school. We also believe that Mid-Pacific students should become expert communicators and storytellers who are confident in themselves and their place in the world. These skills will help students to foster deep ties to their local and global communities.

We achieve these aspirations by providing Mid-Pacific students with myriad academic, technological, and interpersonal resources. 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:

• Maintain a positive mindset and belief in the value of persistence in learning
• Self-assess and monitor their own progress and understanding, and communicate the quality of their learning to others, formally and informally
• Build social-emotional awareness and empathy in an increasingly interconnected world
• Nurture, sustain, and steward the environment and community in which they live
• Apply creativity and imagination to problem solving
• Collaborate with and positively impact global peers
• Communicate effectively using multiple mediums — spoken, written, artistic, and digital
• Embrace appropriate risks and opportunities to help solve novel problems
• Collect and analyze data from disparate disciplines in order to apply new solutions.
MID-PACIFIC HONOR CODE

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

SCHOOL RESPONSIBILITIES

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 life-long learning

We respect diversity:

- We promote an environment of respect for differences
- We appreciate the richness in every culture represented in Hawaii and around the 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 their 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 value parents as partners:

- 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 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, etc.) and nurture supportive relationships
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 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 our 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

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

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:

- Attend all classes, homeroom, chapel services, activity periods, assemblies and other required events scheduled
- Arrive on time to classes and be prepared by bringing appropriate school supplies, completed assignments and required books.
- Demonstrate and maintain behaviors that contribute to creating a positive learning environment by being respectful, attentive, interested, cooperative, and considerate of others.
- Read, understand and follow all rules and behavioral expectations listed in the student/parent handbook before the start of the school year.
- Take personal responsibility for their success by visiting myPueo, the Daily Bulletin, and the student email account a minimum of once a day to remain accountable to important information.
- Become involved in school and community through service clubs and class activities.

PARENT RESPONSIBILITIES
Parents are expected to ensure their child’s success by working in partnership with faculty and staff to guide their child toward a more active, accountable and responsible role in his/her own learning. Parents will:

- Support school officials in their effort to develop and maintain a positive learning community by reading, understanding and supporting all rules, policies and behavioral expectations written in the student/parent handbook.
- Expect from their child prompt and regular attendance to classes and all scheduled activities, with an attitude conducive to learning.
• Teach their child to be accountable for his/her own actions and help them to grow and develop self-discipline and self-control.

• Maintain an active interest in their child’s schoolwork and activities by viewing myPueo with their child on a regular basis, responding to all school-related mailings, and communicating with their child’s Dean, counselor, and teachers in a cordial manner to obtain answers to concerns.

• Teach their child socially acceptable behavior, including respect for laws, rules, authority, and respect for the rights and property of others.

General questions and concerns regarding the above should be directed to the student’s Dean.

**STUDENTS LIVING WITH GUARDIANS**

All Mid-Pacific students must have an officially registered guardian of at least 25 years of age who is legally responsible for the student’s welfare, and who lives at the student’s residence. No student may live independently, regardless of the student’s age. In the event that there is a change in guardianship or if the official guardian will be absent for a significant amount of time, please notify the Dean of arrangements for appropriate supervision.

**HOMESTAY STUDENT RESPONSIBILITIES**

The Homestay experience is to be regarded as a sharing of cultures and not simply as room and board accommodations.

• The student must abide by the rules of the host family, the school’s expectations for Homestay students, and the laws of the community, such as set curfew hours for minors.

• The student will stay with his/her originally assigned host family unless a move is arranged by mutual agreement between the host family and Mid-Pacific Homestay Program.

• If it is determined by the Mid-Pacific Homestay Program that the student's behavior at the originally assigned home is the cause for locating a new Host Homestay family, an additional fee will be charged.

Policies may be changed at any time without specific notification and at the discretion of the school administration.

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

During the 2016-2017 school year your child may be photographed for the school’s yearbook, website or for admissions recruiting purposes. Please notify the school in writing if you would prefer that your child NOT appear in these photographs.
STUDENT SERVICES

Welcome to a brand new year. Each beginning carries within it the opportunity for growth and change. As Deans and counselors, we are dedicated to encouraging each student to strive for the best in themselves, and to be positive and caring members of the Mid-Pacific community.

We provide coordinated counseling services, which are carried out by the grade level Deans, college counselors, SAP (Student Assistance Program) counselor, and school nurse. All counseling services are confidential unless there is a concern that a student may cause harm to himself/herself or others. We work as a team, consulting with faculty and administration when needed, to best meet the individual needs of our students.

GRADE LEVEL DEANS
Each grade level in high school is assigned a Dean. The Deans work with students, parents, and faculty to promote the growth of each student through academic advising as well as social and personal counseling. When it appears a student may require in-depth or extended counseling, his/her Dean will consult with parents regarding referral to outside professionals. Deans also counsel students with regard to appropriate behavior, and may assign demerits as necessary, and assign a Citizenship Grade each quarter.

<table>
<thead>
<tr>
<th>Grade Level Dean</th>
<th>Name</th>
<th>Phone</th>
<th>Email</th>
</tr>
</thead>
<tbody>
<tr>
<td>9th Grade Dean</td>
<td>Kelli Fitter</td>
<td>973-5033</td>
<td><a href="mailto:kfitter@midpac.edu">kfitter@midpac.edu</a></td>
</tr>
<tr>
<td>10th Grade Dean</td>
<td>Rene Ochiai</td>
<td>973-5045</td>
<td><a href="mailto:rochiai@midpac.edu">rochiai@midpac.edu</a></td>
</tr>
<tr>
<td>11th Grade Dean</td>
<td>Myron Seu</td>
<td>973-5021</td>
<td><a href="mailto:myronseu@midpac.edu">myronseu@midpac.edu</a></td>
</tr>
<tr>
<td>12th Grade Dean</td>
<td>Duane Perreira</td>
<td>973-5044</td>
<td><a href="mailto:dperreira@midpac.edu">dperreira@midpac.edu</a></td>
</tr>
</tbody>
</table>

COLLEGE AND CAREER COUNSELORS
The College Counselors work with the Deans at each grade level to provide age-appropriate planning for college. College Counselors also provide information and guidance about colleges, financial aid/scholarships, and coordinate college-related events as well. College Counselors and Deans host 125-150 college meetings annually for juniors and seniors at Mid-Pacific, sharing information with representatives from local, mainland, and some international colleges and universities.

<table>
<thead>
<tr>
<th>College Counselor</th>
<th>Name</th>
<th>Phone</th>
<th>Email</th>
</tr>
</thead>
<tbody>
<tr>
<td>Director of College Counseling</td>
<td>Derrick Kang</td>
<td>973-5046</td>
<td><a href="mailto:dkang@midpac.edu">dkang@midpac.edu</a></td>
</tr>
<tr>
<td>College Counselor</td>
<td>Lei Haas</td>
<td>973-5032</td>
<td><a href="mailto:lhaas@midpac.edu">lhaas@midpac.edu</a></td>
</tr>
<tr>
<td>College Counselor</td>
<td>Sara McKay-Hines</td>
<td>973-5081</td>
<td><a href="mailto:smhines@midpac.edu">smhines@midpac.edu</a></td>
</tr>
</tbody>
</table>

STUDENT ASSISTANCE PROGRAM (SAP)
The SAP counselor provides a safe environment for student guidance and counseling outside of and in addition to their Dean’s guidance and support. Student support groups and individual counseling will be provided as needed. The SAP counselor will also be available to provide “drop-in” counseling services.

<table>
<thead>
<tr>
<th>SAP Counselor</th>
<th>Name</th>
<th>Phone</th>
<th>Email</th>
</tr>
</thead>
<tbody>
<tr>
<td>Chaplain</td>
<td>Kahu Wendell Davis</td>
<td>441-3830</td>
<td><a href="mailto:wdavis@midpac.edu">wdavis@midpac.edu</a></td>
</tr>
<tr>
<td>SAP Counselor</td>
<td>Cathy Ching</td>
<td>441-3831</td>
<td><a href="mailto:cching@midpac.edu">cching@midpac.edu</a></td>
</tr>
</tbody>
</table>

STUDENT ACTIVITIES
The Director of Student Activities oversees all co-curricular programs at Mid-Pacific (except for athletics), including assemblies and camps, as well as all class, club, and student government activities/events.

<table>
<thead>
<tr>
<th>Director of Student Activities</th>
<th>Name</th>
<th>Phone</th>
<th>Email</th>
</tr>
</thead>
<tbody>
<tr>
<td>Director of Student Activities</td>
<td>Bill Wheeler</td>
<td>973-5083</td>
<td>b <a href="mailto:wheeler@midpac.edu">wheeler@midpac.edu</a></td>
</tr>
</tbody>
</table>

ASSISTANT PRINCIPAL FOR STUDENT LIFE

<table>
<thead>
<tr>
<th>Assistant Principal</th>
<th>Name</th>
<th>Phone</th>
<th>Email</th>
</tr>
</thead>
<tbody>
<tr>
<td>Josh Watson</td>
<td>973-5030</td>
<td><a href="mailto:jwatson@midpac.edu">jwatson@midpac.edu</a></td>
<td></td>
</tr>
</tbody>
</table>

16
ACADEMIC INFORMATION

GRADUATION REQUIREMENTS (Grades 9-12)

Language Arts
4 Credits
(Enrollment in an English course is required each semester)

World Language
3 Credits of one foreign language
(Credit will be given for Level I completed in Grade 8)

Mathematics
3 Credits
Algebra I - Geometry - Algebra II
(Credit will be given for any of the above completed in Grade 7 or 8)

Science
Class of 2017 & 2018
1 credit Biology, 1 credit Chemistry, 1 credit Physics
Class of 2019 onwards
3 credits Integrated Science
(1 credit may be replaced by an IB Science)

Social Studies
3 credits
To include US History or IB History of the Americas

Performing & Visual Arts
2 credits

Health
½ credit

Physical Education
1½ credits, including successful completion of swim test

Technology
½ credit

Electives
4 credits

1 credit = Completion of one year of course work
½ credit = Completion of one semester of course work
ACADEMIC CREDIT
Mid-Pacific will grant credit for any course taken at Mid-Pacific in which a student receives a passing grade. Students who receive a grade below "C-" in a course may receive a recommendation from the teacher to repeat that course. Generally, a student who receives a grade below "C-" in a course that is part of a sequence (e.g., mathematics and foreign language) may not be allowed to take the subsequent course in the sequence without some makeup or other remedial work. Students are advised that many colleges will not accept grades below C-.

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

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

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

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

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

In most cases, the student’s first choice in a course selection will be met. However, if a scheduling conflict occurs or if there is insufficient enrollment in the class selected, the student will be placed in an alternate selection.

COURSE SELECTIONS MADE IN THE REGISTRATION PROCESS ARE FINAL.

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

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

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

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

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

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

**MYPUEO**

myPueo is the online system that connects Mid-Pacific communities - faculty (class assignments, homework, progress reports, attendance), student/parent (contact information), Principals’ offices (daily bulletin, news, forms) and alumni.

**HOMEWORK POLICY**

Homework may be a review and strengthening of skills learned during the school day, preparation for the following day, or a long-term project. Although some homework is given nightly, students are expected to manage their time effectively so that major long-term projects can be done concurrently with nightly, shorter assignments.

**ASSESSMENT CONFLICTS**

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

**REPORT CARDS**

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

**PROGRESS REPORTS**

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

**GRADING POLICY**

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

Grades also provide parents, teachers, colleges, and employers with summative evaluation data for Mid-Pacific students.

**COMPUTATION OF THE GRADE POINT AVERAGE (GPA)**

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

<table>
<thead>
<tr>
<th>Grade</th>
<th>Points</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>A+</td>
<td>4.333</td>
<td>90-100</td>
</tr>
<tr>
<td>A</td>
<td>4.000</td>
<td>93-97</td>
</tr>
<tr>
<td>A-</td>
<td>3.667</td>
<td>90-92</td>
</tr>
<tr>
<td>B+</td>
<td>3.333</td>
<td>87-89</td>
</tr>
<tr>
<td>B</td>
<td>3.000</td>
<td>83-86</td>
</tr>
<tr>
<td>B-</td>
<td>2.667</td>
<td>80-82</td>
</tr>
<tr>
<td>C+</td>
<td>2.333</td>
<td>77-79</td>
</tr>
<tr>
<td>C</td>
<td>2.000</td>
<td>73-76</td>
</tr>
<tr>
<td>C-</td>
<td>1.667</td>
<td>70-72</td>
</tr>
<tr>
<td>D+</td>
<td>1.333</td>
<td>67-69</td>
</tr>
<tr>
<td>D</td>
<td>1.000</td>
<td>63-66</td>
</tr>
<tr>
<td>D-</td>
<td>0.667</td>
<td>60-62</td>
</tr>
<tr>
<td>F</td>
<td>0.000</td>
<td>59 and below</td>
</tr>
</tbody>
</table>
In computing the GPA, the points earned in all courses will be weighted equally. The GPA is computed by adding the points earned in each course and then dividing by the number of courses.

Students enrolled in Advanced Placement (AP) and/or International Baccalaureate (IB) courses receive higher grade point equivalents which reflect the greater difficulty of these classes. For example, a grade of “A” will be equivalent to 5.000, “B” equivalent to 4.000, etc. The normal grading scale provides that the “A” is equivalent to a 4.000, “B” equivalent to 3.000, etc. These higher grade point equivalents are used in computing the student’s GPA and class rank, and in the determination of Honor Roll and President’s List students. Students who receive a “D” or an “F” in the AP, IB, or Honors course will not receive an additional point.

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

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

**CUMULATIVE GRADE POINT AVERAGE**

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

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

**CLASS RANK**

Mid-Pacific does not rank students individually. Instead, a decile ranking is computed to all external recipients of Mid-Pacific student transcripts.

**DETERMINATION OF HONORS**

**PRESIDENT’S LIST** - To earn President’s List standing, the student must:

1. Have no quarter grade below “C-” in any class nor have a “No Credit” grade.
2. Have at least a 3.700 GPA for the quarter.

**HONOR ROLL** - To earn Honor Roll standing, the student must:

1. Have no quarter grade below “C-” in any class nor have a “No Credit” grade.
2. Have at least a 3.333 GPA for the quarter.

**MID-PACIFIC SCHOLAR** - To earn recognition as a Mid-Pacific Scholar, one of the following must be met by the end of the year.

1. Honor Roll for three quarters.
2. President’s List for two quarters.
3. President’s List for one quarter and the Honor Roll for one quarter.

**HONOR GRADUATE** - To earn recognition as an honor graduate, a graduating senior must have a cumulative grade point average (9th-12th grade GPA) of 3.700 at the end of the first semester of the senior year. Honor graduates must have completed three consecutive semesters of academic work at Mid-Pacific by the end of the first semester of the senior year.

**NATIONAL HONOR SOCIETY** – Beginning with the class of 2019, all sophomore, junior and senior students holding a 3.700 cumulative GPA are invited to apply to the National Honor Society (NHS). Students in the classes prior to 2019 need a cumulative GPA of 3.500 in order to be invited to apply. Faculty members provide feedback on each student. Applications are then submitted to the Faculty Council, an independent group selected by the
principal. The Faculty Council's decision to accept a student into NHS is based upon exemplary character, demonstrated strength of leadership and evidence of commitment to service. Students must maintain strength in all four areas of academics, character, service and leadership to continue to be a member of NHS. Membership is more than an honor and privilege. It incurs a responsibility and an obligation to demonstrate the qualities that resulted in a student’s selection. NHS students are expected to uphold the highest standards within school and participate in community and school service projects.

**HOLOMUA HONOR SOCIETY** - Being selected to Holomua, the oldest honor society on campus is a time-honored tradition reserved for the most exceptional juniors and seniors. Selection to Holomua is made at the end of a student's junior or senior year. Nominations are made by the faculty and current Holomua members. Nominees must receive at least one-half of the committee’s affirmative votes to be inducted. Besides being members of the junior and senior class, nominees must have exhibited qualities of good character as well as good citizenship, displayed positive leadership qualities, be in strong academic standing, participated in service to the school and/or to the community, and must have also shown an active concern for, as well as participation in school activities.

**ADVANCED PLACEMENT & INTERNATIONAL BACCALAUREATE PROGRAMS**
1. All students enrolled in AP and/or IB courses are required to take and make a serious attempt at the appropriate exam(s) administered each May in order to pass the class. Failure to do so will affect the final grade in the course.
2. All program fees (course handouts, field trips, material fees, etc.) and AP/IB exams fees must be paid to the School Store at the beginning of the school year.
3. In May, students are excused from classes during the administration of the examinations. Students taking afternoon examinations are excused from morning classes. Students taking morning examinations are required to attend classes after their exams.
4. Classes will continue to be held for AP and IB courses until the end of the semester. In some cases, at the discretion of the individual teacher(s), students may be assigned to independent activities.
5. Continued participation in AP/IB classes until the end of the semester determines Mid-Pacific's semester grades. Students withdrawing from a full year AP/IB course after the first semester will receive a “Withdrawal” on their transcript for the entire year for that course.
6. Students taking AP/IB examinations may be excused from taking the Mid-Pacific second semester final examination in that subject.
7. Any student who feels qualified to take an AP test in a particular subject may do so whether or not that student is enrolled in the AP course. All arrangements must be made through the IB/AP Coordinator.
8. A student's ability to enroll, or continue enrollment, in an AP or IB course, or as a full IB Diploma student, is subject to review at the end of each school year and will be based on the recommendations of the subject teachers, Dean and IB Coordinator. The decision to continue in the AP or IB programs will be made by the IB Coordinator in consultation with the Dean. Students not originally recommended to take these courses are highly encouraged to request a review through their Dean and the Assistant Principal for Academics.

**TEACHER'S ASSISTANT PROGRAM**
The Teacher Assistant (TA) program provides interested students with a unique learning experience and offers them the opportunity to develop leadership skills, serve the school, help their fellow students, and work closely with individual teachers in specific subject areas. The TA duties include: tutoring students individually and/or in small groups, organizing and preparing class materials, leading and/or participating in group work, and researching materials to augment the curriculum. Students serving as a TA are expected to model the highest standards of behavior and decorum, contributing to a positive learning environment for all. Students in the program receive credit for their work and will be graded on a credit/no credit basis. Participation in the program may not be counted as one of the minimum number of classes students are required to take each semester. A maximum of one credit (two semesters) is allowable towards meeting graduation requirements and a maximum of two TA periods is allowed per school year. Students may be removed from the position if responsibilities are not satisfactorily fulfilled.
Qualification Requirements:
- Recommendation by the teacher, Dean, and administration
- A GPA of 3.0 in the subject area
- An overall GPA of 2.0

COMMUNITY/SCHOOL SERVICE PROGRAMS
Mid-Pacific encourages students to participate in service activities in the community, both on and off campus. Aside from the altruistic value of such participation, students can gain valuable knowledge, skills and experience in possible career areas, as well as add depth to college admissions applications.

While Mid-Pacific encourages students to participate in community service for its inherent value, service will not be noted on student transcripts, nor is academic credit be granted for service. Students are encouraged to record community service hours in their Naviance Family Connection account for later use in college or scholarship applications as well as application to school honor societies. Additionally, service may be expected as part of membership in school groups such as homerooms or co-curricular clubs.

ACADEMIC MONITORING AND/OR DISMISSAL POLICY
A student whose grade point average (GPA) is less than 2.000 or who has two failing grades will be placed in Academic Monitoring status and may be dismissed from school at the end of the current semester.

All students on Academic Monitoring will receive interim reports on myPueo and will be required to attend academic support sessions with their instructor(s) during tutorial time, as directed by their instructor(s) or Dean. These sessions take precedence over any co-curricular activity.

Athletes on Academic Monitoring are subject to the terms of the Athletic Eligibility Policy. Participation in co-curricular activities may also be reviewed subject to equivalent terms.

Students who are in academic difficulty may also be required to attend a study hall during an unassigned class period.

ACADEMIC SUPPORT SYSTEMS

TUTORIAL
Tutorial sessions are scheduled during the week. During tutorials, all teachers are available for academic assistance. Students may consult with several teachers for a few minutes each or spend the entire period with one teacher during this time. It will be the student’s responsibility to attend these sessions. Required tutorial sessions will take precedence over all co-curricular activities. Students directed to attend the mandatory tutorial session must arrive promptly at the start of each tutorial session and remain until the end unless excused by the teacher. Failure to attend each tutorial session will be considered an unexcused absence.

PEER TUTORING PROGRAM
The Peer Tutoring Program involves qualified students who are recommended by their teachers and/or Dean to serve as volunteer peer tutors to other students who may need help with their academic work. Acceptance into the program as a peer tutor will depend on the student’s academic record and on personal characteristics that indicate suitability for the position, such as responsibility, maturity, patience, and knowledge in the subject area.

Peer tutoring will generally be on a one-to-one basis, or in small group sessions. Tutoring sessions will be held on campus during the school day. Placements are made on a space-available basis.

FREE PERIOD
Students who elect to take fewer than seven classes per semester will have free period(s) during the school day and may choose to spend that time in serious study.

Students who have a free period at the start of the school day may report to school at the next scheduled period.

Students with free periods at the end of the school day are expected to remain on campus, with the exception of juniors and seniors with off-campus passes.
All students who have free periods at the end of the day are expected to attend all assemblies, class meetings, or other school-related events that are scheduled at the end of the school day.

**HOMEROOM**
Once a week students will meet as a homeroom or as a whole class. This time will be used for class meetings, other activities and/or special assemblies. The time can be used for sharing information, taking care of school business and promote bonding among students. Attendance is mandatory.

**CHAPEL**
Chapel is an important aspect of Mid-Pacific for the development of strong values, good character, responsible behavior, and meaningful purpose in life. Through the lens of Judeo-Christian values, and those religions and spiritual traditions consistent with these values, students learn about spirituality and the attributes of a compassionate, responsible global citizen.

Chapel is student-centered; therefore, students are encouraged to create and implement programs. These presentations may include songs, skits, discussions, forums, readings and guest speakers. They may also address current social and world issues. School clubs and service organizations are invited to participate in Chapel programs if they promote an activity that reinforces the mission of our religious policy. A Chapel committee may assist the Chaplain with the planning and implementation of programs. All Chapel programs will be under the supervision and facilitation of the School Chaplain.

**STANDARDIZED TESTING PROGRAM**
Mid-Pacific uses various standardized testing programs at appropriate grade levels in order to evaluate the progress of our students, as well as to give students practice towards the college admissions tests. Other than the PSAT, students must register and pay for the costs of the exams which include the SAT, ACT, and TOEFL for non-native English speakers.

**All sophomores and juniors will be expected to take the PSAT at Mid-Pacific in mid-October.** This test helps students prepare for the SAT. Since Mid-Pacific encourages all students to take both the SAT and ACT during 11th and 12th grades, we want our students to become familiar and comfortable with the college admission exams. Mid-Pacific registers students and pays for the PSAT exams. These results do not appear on students’ high school transcripts.

Additional information is available at [www.collegeboard.com/student/testing/psat/about.html](http://www.collegeboard.com/student/testing/psat/about.html).

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

Colleges will accept either the SAT or ACT and will use the best exam in the admission process. School will either accept the student’s best score or will “Super-score” taking the best section from multiple sittings. Therefore, we encourage all students to take both tests at least once in the second semester of the 11th grade and again during the first semester of the 12th grade.

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

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

These tests are given at the same time as the SAT I tests, so students must plan their testing schedules carefully. The language test with listening is only given in November.
ACT - The ACT Assessment measures skills in English, mathematics, writing, reading, and science reasoning. These areas are tested because they include the major areas of instruction in most high school and college programs (from ACT registration booklet). Students should register for the optional Writing Test.

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

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

<table>
<thead>
<tr>
<th>Test</th>
<th>Website</th>
</tr>
</thead>
<tbody>
<tr>
<td>ACT</td>
<td><a href="http://www.act.org">www.act.org</a></td>
</tr>
<tr>
<td>Khan Academy</td>
<td><a href="http://www.khanacademy.org">www.khanacademy.org</a></td>
</tr>
<tr>
<td>SAT</td>
<td><a href="http://www.collegeboard.com">www.collegeboard.com</a></td>
</tr>
<tr>
<td>TOEFL</td>
<td><a href="http://www.toefl.com">www.toefl.com</a></td>
</tr>
</tbody>
</table>
2016-2017 COLLEGE ADMISSIONS TESTING SCHEDULE
Please refer to the organization's website for detailed information. Registration dates are subject to change. * Indicates dates that Mid-Pacific is scheduled to offer the exams.

**ACT: (online: www.act.org)**

<table>
<thead>
<tr>
<th>Test Date</th>
<th>Regular Registration Postmark Deadline (regular fee)</th>
<th>Late Registration Postmark Deadline (regular fee + late fee)</th>
</tr>
</thead>
<tbody>
<tr>
<td>September 10, 2016</td>
<td>August 5, 2016</td>
<td>August 6-19, 2016</td>
</tr>
<tr>
<td>October 22, 2016</td>
<td>September 16, 2016</td>
<td>September 17-30, 2016</td>
</tr>
<tr>
<td>December 10, 2016</td>
<td>November 4, 2016</td>
<td>November 5-18, 2016</td>
</tr>
<tr>
<td>April 8, 2017</td>
<td>March 3, 2017</td>
<td>March 4-17, 2017</td>
</tr>
<tr>
<td>June 10, 2017</td>
<td>May 5, 2017</td>
<td>May 6-19, 2017</td>
</tr>
</tbody>
</table>
### SAT: (online: www.collegeboard.com)

<table>
<thead>
<tr>
<th>Test Date</th>
<th>Anticipated Regular Registration Postmark Deadline (Regular Fee)</th>
<th>Anticipated Late Registration Postmark Deadline (Regular Fee + Late Fee)</th>
</tr>
</thead>
<tbody>
<tr>
<td>October 1, 2016*</td>
<td>September 2, 2016</td>
<td>September 16, 2016</td>
</tr>
<tr>
<td>November 5, 2016</td>
<td>October 7, 2016</td>
<td>October 21, 2016</td>
</tr>
<tr>
<td>December 3, 2016</td>
<td>November 4, 2016</td>
<td>November 18, 2016</td>
</tr>
<tr>
<td>March 11, 2017*</td>
<td>February 10, 2017</td>
<td>February 24, 2017</td>
</tr>
<tr>
<td>May 6, 2017</td>
<td>April 7, 2017</td>
<td>April 21, 2017</td>
</tr>
<tr>
<td>June 3, 2017</td>
<td>May 5, 2017</td>
<td>May 19, 2017</td>
</tr>
</tbody>
</table>
EXPECTATIONS OF ACADEMIC HONESTY

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

Students at Mid-Pacific shall not cheat or plagiarize.

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

"Plagiarism" is defined as using others' ideas and words without clearly acknowledging the source of that information. Examples include: copying someone else's work word-for-word, paraphrasing, and borrowing ideas and putting them in different words. Cutting and pasting material found on the Internet is another common example of plagiarism. To avoid plagiarism, credit must be given whenever the following are used:

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

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

Disciplinary action shall be handled by the Dean and may include, but are not limited to, demerits, Saturday school, suspension, and dismissal.
MID-PACIFIC IS COMMUNITY CENTERED. Attending Mid-Pacific is a privilege, not a right. Students, parents, faculty and staff play a unique role and are expected to contribute to sustaining the learning environment by observing the policies, procedures, beliefs, responsibilities and behavioral standards defined by Mid-Pacific’s code of conduct and the laws of the land.

CODE OF CONDUCT
It is the goal of Mid-Pacific to provide an environment which is safe, comfortable and conducive to learning. Students are expected to abide by the conduct policies outlined in this section both on and off campus, and at all times. These policies are subject to change when deemed necessary by the administration. Although most students have no difficulty conforming to these expectations, those who violate these rules will be subject to consequences, intended to:

1. Help the student recognize that his/her behavior is inappropriate and unacceptable.
2. Help the student learn ways to modify and/or correct his/her behavior.
3. Help the student to develop additional coping skills that may be utilized in the future under the same or similar circumstances.
4. Develop and/or reinforce an awareness of the relationship between his/her own attitudes and behaviors, and the feelings and reactions of others.
5. Assist the student in resuming his/her social/emotional/academic "place” within the school community.
6. Promote and maintain order, safety and a positive climate within the school.

VIOLATION OF LOCAL, STATE OR FEDERAL LAW
Any student who violates a local, State or Federal law may be subject to expulsion. The school may also bring the matter to the attention of appropriate law enforcement authorities.

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

STATE OF HAWAII COMPULSORY ATTENDANCE LAW
"Unless excluded from school or exempted from attendance, all children who will have arrived at the age of at least six years, and who will not have arrived at the age of eighteen years on or before December 31 of any school year, shall attend either a public or private school for and during such school year, and any parent, guardian, and other person having the responsibility for or care of a child whose attendance at school is obligatory, shall send the child to some such school."

ATTENDANCE
Mid-Pacific students are expected to be prompt and to attend all homeroom and class sessions, chapel services, activity periods, assemblies, and other specified events. Attendance is checked multiple times per day by the Damon Hall receptionist and grade level Deans.

ATTENDANCE: Damon Hall Receptionist Telephone (808) 973-5025

If a student will not be attending school, his/her parent or guardian should notify the Damon Hall receptionist by 8:30 a.m. each day that the student is absent. A valid reason for the absence is necessary to be considered an excused absence.
Written requests to be excused (past or present) must be presented to the Dean and not to the classroom teacher (see "Make-Up Work" for additional information).

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

ARRIVING LATE TO SCHOOL
Punctuality is expected to each class and activity. Routine traffic conditions, oversleeping or family delays, etc., are not acceptable reasons to be late to school. Students who are late to their first scheduled class of the day must report to the attendance desk in Damon Hall. Parents/guardian(s) are expected to notify the school that their child will be late by calling the attendance desk at (808) 973-5025.

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

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

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

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

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

FAMILY TRIPS
Family trips are considered unexcused absences. Family travel plans, including flight schedules, should be made so they will not interfere with the student's school schedule. No make-up work is given for unexcused absences (see also Make-Up Work).

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

CHRONIC ABSENCES
Students who are chronically absent and claim illness will be required to produce a physician's note.
Absences from school are not to exceed 10 school days or individual class periods per semester; or 12 school days or individual class periods per year (excused or unexcused). Absences in excess of these amounts may result in consequences including but not limited to: lowered grades; loss of credit; an attendance contract and/or dismissal for non-attendance. Absences at or near these limits will be noted by the student’s Dean and will result in a required family meeting to address the reasons for absence as well as the availability and suitability of any additional support for the student. The grade level Dean, in consultation with school administration, will make the final determination.

ARRIVING ON CAMPUS: RE-ADMIT PASS
Students are expected to check-in at Damon Hall when returning or arriving late to campus. Students must obtain a readmit pass to present to their teachers.

LEAVING: OFF-CAMPUS PASS
Students are expected to be on campus for the duration of the school day. Should it be necessary to leave during the school day, students are expected to check out through Damon Hall or the infirmary and obtain an off-campus pass. Students must have the permission of a parent/guardian and the approval of a Dean, school nurse or school administrator to leave campus during the school day. The off-campus pass must be presented to the guard at the gate prior to leaving campus.

Students are not to leave campus to go to cars parked off campus or to the student parking lot on campus.

JUNIOR-SENIOR OFF-CAMPUS PASSES
Seniors are eligible to receive off-campus passes which will allow them to leave and return to campus during their lunch period and/or free periods. In order to receive a Senior Off-Campus Pass:

1. Seniors must have a minimum CGPA of 2.5 and a minimum 1st Quarter GPA of 2.5 without any “D” or “F” grades in any course. Students must maintain a B+ in Citizenship in order to retain their passes.
2. Seniors must return a signed authorization form from his/her parent.
3. Senior Off-Campus passes will be revoked if the senior is issued an interim report, demerits for non-compliance with school rules, or if deemed necessary by the Senior Dean, Assistant Principal, or High School Principal.

Seniors are reminded that an Off-Campus Pass is a privilege, and not a right, and therefore, may be revoked at any time during the school year.

This privilege is also extended to juniors in the second semester, who have acquired a cumulative GPA of 3.70 and have a minimum of an A- in Citizenship for the first semester. Passes may be revoked at any time by parent request or as a disciplinary measure from Deans or administration.

VISITORS
Visitors are individuals who are not employed or attending classes at Mid-Pacific.

Alumni of Mid-Pacific, parents and those who have valid reasons to come on campus are welcome. Students’ friends who do not have an appointment to be on campus are prohibited.

Students may request to have a friend or family member visit campus provided the request is made to their Dean and approved a minimum 3 days in advance.

All visitors to the Mid-Pacific campus during regular school hours (7:55 a.m.-3:25 p.m.) are to report to Security at the front gate, identify their purpose and destination, and proceed to obtain a campus pass at the high school front office in Damon Hall. The pass is to be returned to Security when leaving the campus.

CONTACTING STUDENTS
Contacting or leaving phone messages for students through the school offices are to be limited to those of an urgent or emergency nature. A student will not be called away from class except in a case of extreme emergency. The emergency telephone number to contact students is 973-5025. Please also refrain from non-essential contact with students through personal communications channels (including text messaging) to maintain the productivity of the learning atmosphere.
MAKE-UP WORK
Parents/guardians/students may obtain homework assignments by logging into myPueo.

Students with **excused** absences are allowed to make up exams, tests and quizzes. All work due during the excused absence period (such as homework papers and projects) will be graded without penalty. The student’s Dean will determine the status of a student’s absence and notify the teachers, as well as provide support to coordinate any late homework, tests and assignments due. A student will not be expected to hand in all work after an excused absence or illness on the day they return. A student will have one school day extension per day of excused absence from school. Students are encouraged to communicate proactively with the teacher and their Dean in order to best accommodate make-up needs.

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

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

In the event of chronic or on-going conditions which affect a student’s work, students and families are encouraged to contact the Dean to discuss the student’s needs.

RESPECT AND RESPONSIBILITY FOR POSSESSIONS
Students are expected to be responsible for their own possessions and to be respectful of the possessions of others. Mid-Pacific discourages bringing valuables or large amounts of money to campus. Students sometimes assume that things are stolen when they are in fact lost and should check with “Lost and Found” (see the receptionist at Damon Hall). Reported thefts will be investigated by school security staff.

*Mid-Pacific is not responsible for lost or stolen items on campus.*

RESPECT FOR THE HEALTH AND SAFETY OF STUDENTS
Mid-Pacific is dedicated to preserving and protecting the safety of all students. Mid-Pacific administration reserves the right as a private educational institution to search student lockers and cars as well as a student’s personal self and property if there is reasonable suspicion the student is in possession of contraband or items injurious to him or herself or others. Refusal to comply will result in immediate suspension with possibility of dismissal. Parents may not be consulted prior to such searches.

Mid-Pacific also reserves the right to request a drug and alcohol test (SAP 5-A) when there is reasonable suspicion that a student is involved with or under the influence of an illegal substance. Screening must be done within 4-6 hours of the request, or it will be considered a positive screening, and student will be dismissed from school.

TRAVEL RULES
On all Mid-Pacific sponsored trips, school rules apply from the time the student is in the custody of the chaperones at the commencement of the trip until the student is released to the custody of the parents at the end of the trip. Any student who violates any of the rules of conduct at any time will be subject to school consequences, up to and including, expulsion.

BEHAVIORAL EXPECTATIONS AND CONSEQUENCES
Student travel is a privilege. Traveling students are considered to be representatives of Mid-Pacific. Behavioral expectations for all off-campus excursions are the same as the on-campus expectations outlined in the Mid-Pacific Student Handbook. Additional consequences may result from violations.

The following expectations are also in effect for off-campus travel:

ACCOMMODATIONS
It is required that all students stay in the accommodations which have been arranged by the school.
ACCOMPANIMENT
Students must be in near proximity of adult chaperones at all times. Students may never leave the hotel, residence, or travel venue without the consent and supervision of an adult chaperone.

TRAVEL ATTIRE
When representing Mid-Pacific in a public venue, students must be in dress code as outlined in the Student Handbook. Groups - athletic teams or activity - may be required to be in uniform attire, as determined by the coach or teacher.

BEHAVIOR
In addition to the Mid-Pacific Code of Conduct, the following specific regulations are in effect:

- Alcohol, cigarette smoking, and other controlled substance use, regardless of local ordinances regarding age or use, are not allowed. A violation will result in (1) the immediate notification of parents and the school and (2) the immediate return home of the student (if feasible) or the student’s restriction to a supervised room.
- Cross-gender visitation to residence areas is not allowed. Cross-gender visitation in common areas, at specified times, is allowed. A violation will result in (1) the immediate notification of parents and the school and (2) the immediate return home of the student (if feasible) or the student’s restriction to a supervised room.
- Leaving the residence or venue without a chaperone is not allowed. A violation will result in (1) the immediate notification of parents and the school (2) the immediate return home of the student (if feasible) or the student will be restricted to supervised activity until returning to Honolulu. This type of infraction will result in immediate suspension with pending dismissal from Mid-Pacific.
- Breaking curfew is not allowed. The lead chaperone or designee has the authority to assign consequences up to and including sending the student home at the family’s expense.
- Hazing is not allowed. A violation will result in 1) the immediate notification of parents and the school and 2) the immediate return home of the student (if feasible) or the student’s restriction to a supervised room. If the excursion is a club or team event, the student will be removed from the club or team.

CHAPERONES’ RESPONSIBILITIES
To ensure the safety of all students, Mid-Pacific requires all adults who volunteer as chaperones to have a criminal background check (fingerprinting) completed. Mid-Pacific will pay the fee for the background check. In addition, all chaperones must have had a tuberculin skin test taken at some previous time (the TB test is required to be taken once prior to working with students). Proof of the skin test is required.

HIGH SCHOOL DRESS CODE
By the student’s enrollment in Mid-Pacific, both parents and students agree to accept and support the dress code standards of the school. Cleanliness, modesty, and good taste are minimum standards by which one’s appearance is judged. A student attending Mid-Pacific is to dress in a manner that reflects an attitude and spirit attuned to learning and which enhances academic, personal and social growth. As a part of learning to live within appropriate limits (as one must likewise do in adult life and in virtually all workplaces and professions), students are expected to adhere to the school’s dress code.

A student’s attire must meet the following standards:

1. **SHIRTS** – Students must wear a collared shirt to school. Short or long sleeves are acceptable. Examples include aloha shirts, polo shirts and dress shirts. Shirts are not to be worn partially buttoned or as a jacket over non dress code tops. For all style shirts, short, tight, sheer, see through, cropped or altered shirts are prohibited. Shirts are not to be tied at the waist. Clothing that exposes midriffs, sleeveless shirts, low-cut dresses or shirts, spaghetti straps, and tank tops are prohibited. However, non-collared, full dresses that meet the specifications above are allowed. T-shirts may only be worn on “School Pride Fridays” (see below) or with prior approval from administration.

2. **PANTS, SKIRTS, SHORTS** - All pants, skirts, shorts, jeans, and capris must have a natural waistline (i.e., not low cut) and natural fit (i.e., not excessively tight or baggy). Shorts, skirts, skorts, and dresses may not be higher than mid-thigh. Frayed clothing, tight skirts, clothing with holes, baggy or oversized pants or shorts,
or sportswear are prohibited. Examples of prohibited items include boardshorts, athletic shorts, stretch/bike shorts, sweat pants, stretch pants, yoga pants, and “jogger” pants. Leggings may be worn only under dress code-allowed articles such as shorts or skirts.

3. FOOTWEAR - Sneakers, running shoes, gym shoes, or any other covered shoes are required. Slippers are not allowed. Standing on the back of shoes creating slip-on style shoes is also prohibited.

SLIPPER PASSES: Any student requesting a slipper pass for medical reasons must obtain a slipper pass (note) from their Dean BEFORE 8:10 a.m. Requests after 8:10 a.m. will be considered unexcused and will result in demerits being issued. Reasons such as leaving the student’s shoes at home, misplaced, in disrepair or damaged, soiled or wet, will be considered unexcused. It is advisable for students to purchase a spare pair of shoes to keep in their locker in the event of the above-mentioned reasons.

4. HAIRSTYLES - Students are to maintain hairstyles that are neat and conservative. Extreme forms of hairstyles are prohibited. These include, but are not limited to: mohawks, tails, long nape fringes, tracks, sculpted or partially shaved designs, as well as hair coloring that falls outside the range of natural hair color.

FACIAL HAIR - While neatly groomed mustaches are permitted, boys are to otherwise be clean-shaven (i.e., beards are prohibited for students).

5. HEADGEAR - Hats, caps, or visors may be worn outdoors, but are to be removed when one is inside a building. Bandannas or other symbols/garments associated with gangs and or gang activities may not be worn or displayed.

6. JEWELRY - All jewelry items should be in good taste for school, neither distracting nor gaudy. Body piercing jewelry (including clear studs) for nose, lips, tongue and eyebrows is not allowed. Ear gauges and ear spikes are not allowed.

7. TATTOOS - Tattoos on exposed parts of the body should be minimal and not contain any inappropriate messages.

8. OTHER - Other articles of clothing and/or manners of dress not appropriate for a school environment such as pajamas, bathrobes, and undergarments worn as outer garments are prohibited.

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

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

PROHIBITED BEHAVIORS/POSSESSIONS

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

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

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

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

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

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

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

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

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

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

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

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

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

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

ENTERTAINMENT DEVICES - Personal listening devices (e.g., iPods, iPads, MP3 players, etc.), with earphones may only be used before 8:00 a.m., during passing times, unscheduled period(s), lunch and after 3:05 p.m. They may also be used during long homeroom (except during class meetings, speakers or other programs) at the discretion of the homeroom teacher. These devices must be turned off and put away during class time unless specifically directed by the teacher. They may not be out or on during Chapel. They must be turned off and put away if they interfere with the learning environment, as determined by a teacher, faculty member, Dean or administrator. These devices may be brought to school at the student’s own risk of having them lost or misplaced.
FIGHTING - The act of quarreling involving bodily contact in or on school property or going to or from school including any activity under school sponsorship. Please remember words, as well as acts, can cause fights. Instigating an altercation because of what is said may result in disciplinary action.

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

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

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

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

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

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

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

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

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

PUBLIC DISPLAYS OF AFFECTION - Excessive physical contact.

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

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

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

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

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

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

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

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

**BULLYING POLICY**

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

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

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

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

All forms of bullying are unacceptable and, to the extent that such actions are disruptive of the educational process of Mid-Pacific, offenders shall be subject to appropriate staff intervention, which may result in administrative discipline.

The term “bullying” and “cyber bullying” shall not be interpreted to infringe upon a student’s right to engage in legally protected speech or conduct.

**SEXUAL HARASSMENT POLICY**

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

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

Violators of Mid-Pacific’s sexual harassment policy shall be subject to disciplinary action, which may include expulsion.

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

**GENERAL CONSEQUENCES AND PROCESS FOR BEHAVIORAL OFFENSES**

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

Misbehavior in the classroom will be first addressed by the teacher. More severe or chronic misbehavior will be referred to the Dean. Students will be escorted by security or a staff member to their Dean immediately, particularly in matters that are serious or potentially volatile in nature.
MULTIPLE/REPEATED NON-COMPLIANCE: Repeated behavioral misconduct, including dress code violations, flagrant or consistent defiance and repeated antagonistic, uncooperative or disrespectful behavior toward any faculty/staff member will be grounds for any level of sanction, up to and including suspension and/or dismissal.

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

Consequences may include:

Counseling and guidance aimed at changing negative behavior/attitudes and developing an appreciation for one's positive attributes and abilities, including approaches and strategies generally recognized as counseling activities.

Consequences may include:

- Conferencing with parents/guardians and other persons of significance to the incident and the student. These sessions may also include the student as an active participant in the meeting.
- Documentation, correspondence and notation in the student's school file.
- Demerits.
- Confiscation of contraband or items related to the conflict/disturbance.
- Restitution (financial and/or in kind, as determined by Mid-Pacific).
- Saturday School.
- Behavioral probation, with stipulated conditions, such as external counseling/therapy or substance abuse services.
- Behavioral or Academic Contract.
- Suspension.
- Dismissal from school.
- Other consequences will be determined at the discretion of the Dean.

BEHAVIORAL PROBATION
Behavioral probation is a period of time in which a student must demonstrate through a positive attitude and actions that he or she is committed to remain enrolled at Mid-Pacific. A student with an "F" in citizenship will be placed on behavioral probation. Students may be placed on behavioral probation for repeated noncompliance to the school rules. The length of the period of probation may vary depending upon the history of infractions and seriousness of the situation.

SUSPENSION
A student may be suspended in-school if deemed appropriate. A student who is suspended away from school may not be on campus (unless he/she has an in-school suspension) nor participate in any school-related activity for the duration of the suspension. This includes rehearsals, practices, performances, games, dances or any co-curricular activity. The student's absence from school will be considered unexcused, and policies regarding make-up work will apply (refer to sections on Unexcused Absences and Make-Up Work. If a student has not completed the period of suspension by the end of the school year, he/she must continue the suspension at the beginning of the next school year at Mid-Pacific (until the specified time period of the suspension is completed).

REVIEW FOR DISMISSAL
In cases where infractions are serious enough to warrant possible dismissal, the following actions generally take place:

In cases where dismissal is a possible outcome, students may be suspended for an indefinite period of time during which the school administration investigates the matter and gathers and reviews relevant information. Students are interviewed and asked to complete a statement regarding their knowledge and/or involvement in the incident(s). Parents are apprised of the severity of the concern and asked to take-on supervision of their child for the duration of the review. Corroborating information in the form of other student, adult, or recorded
statements/evidence is sought. The Dean and administration review all available information regarding the incident and make a recommendation for action to the Principal. Families may request a meeting with the principal and appropriate school staff to present additional perspectives. The Principal makes the final decision on the outcome and ensures that all parties are informed.

DISMISSAL
Students will be dismissed if determined to be using, possessing, providing or buying drugs or alcohol, in possession of a weapon or drug paraphernalia, for theft or other illegal activities on campus, in the immediate jurisdiction of campus, or at school-sponsored or campus events. Such students will be suspended immediately until an investigation is conducted. Students with an "F" in citizenship will also be considered for dismissal any time during the school year. Students dismissed from school will get an "F" in citizenship. Students who have been determined to be involved in illegal activities off-campus may also be dismissed from school.

VISITING CAMPUS IF DISMISSED
Students who were dismissed for academic reasons may return to the campus as a visitor (see Visitor Section).

A student who has been dismissed from school because of problematic behavior may not return to campus for any reason, no matter how brief the visit is intended to be, without the authorization of administration. This includes, but is not limited to, on-campus activities such as dances and athletic events. Requests for permission to return to campus must be based on reasonably substantial grounds and will be examined and decided upon on a case-by-case basis. Being on campus without proper authorization or remaining beyond the agreed length of time may result in a trespassing charge. Students dismissed based on misconduct will not be permitted to attend Mid-Pacific off-campus activities, including proms, banquets, picnics, or other school-sponsored events.

In general, students who withdraw from Mid-Pacific may return to the campus at reasonable times, and unless otherwise advised, need not obtain prior approval. However, in the case of students who withdraw or are withdrawn just prior to or simultaneous to dismissal action, the conditions noted in the above paragraph of this section would apply and will be discussed by the Dean prior to the student's leaving.

CITIZENSHIP/CITIZENSHIP GRADE
In accordance with our philosophy, Mid-Pacific encourages and recognizes good citizenship and character. Our students consistently demonstrate traits that bring honor to themselves and their school. Students should be aware that colleges, scholarship committees, and employers are most interested in a student’s character. The citizenship grade will reflect the student’s adherence to the school’s standards of conduct. Good citizenship, whether on or off campus, is an expectation of continued enrollment at Mid-Pacific. The faculty and administration will impose consequences, including dismissal, to any student who demonstrates traits or behaviors that bring dishonor to the school.

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

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

<table>
<thead>
<tr>
<th>Demerits</th>
<th>Grade</th>
<th>Demerits</th>
<th>Grade</th>
</tr>
</thead>
<tbody>
<tr>
<td>0-2</td>
<td>A</td>
<td>10</td>
<td>C</td>
</tr>
<tr>
<td>3</td>
<td>A-</td>
<td>11-12</td>
<td>C-</td>
</tr>
<tr>
<td>4-5</td>
<td>B+</td>
<td>13</td>
<td>D+</td>
</tr>
<tr>
<td>6-7</td>
<td>B</td>
<td>14-15</td>
<td>D</td>
</tr>
<tr>
<td>8</td>
<td>B-</td>
<td>16-17</td>
<td>D-</td>
</tr>
<tr>
<td>9</td>
<td>C+</td>
<td>18 or more</td>
<td>F</td>
</tr>
</tbody>
</table>
EXTRA-CURRICULAR ACTIVITIES

STUDENT GOVERNMENT ASSOCIATION

The Student Government Association (SGA) is the main student governing body of Mid-Pacific. Participation in the SGA provides opportunities and experiences that will enable students to develop into effective leaders. SGA officers are responsible for planning school-wide programs and events, and serve as the primary liaison between the student body and school administration.

Each grade level (9-12) has its own council of class officers. Class officers are responsible for planning and implementing the co-curricular activities of their grade level.

CLUBS AND PROGRAMS
Mid-Pacific offers a full range of campus clubs, committees and programs. Some of the clubs and activities available to students through the SGA are listed below. Others may be created each year as a result of student interest.

- **AMERICAN RED CROSS CLUB**
  - Club members work on projects that are sponsored and/or supported by the American Red Cross throughout the year.

- **AMNESTY INTERNATIONAL**
  - Amnesty International is an international organization with over 500,000 members in over 150 countries. The organization works for the release of prisoners of conscience, fair and prompt trials for political prisoners, and to end torture and execution. The club members also meet, have conferences, and do joint projects with other local, national and international Amnesty International groups.

- **BUSINESS CLUB**
  - This club provides club members with opportunities to explore business theories and practices.

- **CHESS CLUB**
  - Chess Club members meet to discuss and play the game of chess and other board games.

- **CHINESE CLUB**
  - The purpose of the Chinese Club is to promote awareness of and interest in Chinese culture through school-based activities. It aims to bring together students of different ethnic backgrounds to participate in projects and events that increase understanding and friendship among students, faculty and staff. Club members may be involved in learning Chinese songs, crafts or games, in viewing videos or in practicing some form of martial arts.

- **CHRISTIAN 3:16 CLUB**
  - The Mid-Pacific Christian Club is a non-denominational group. It provides a place for students who share a common faith in God to gather and encourage one another as they discuss the Bible, a book relevant to the problems and questions that students have. Group members also pray and worship together. Outside activities are also organized to bring group members together with Christians of other schools. Any student may become a member.

- **DIGITAL PHOTOGRAPHY CLUB**
  - The purpose of this club is to provide students with a greater awareness of photographic techniques and principles, and to expose them to the artistic medium of digital photography.

- **FASHION CLUB**
  - Members of this club meet to observe and discuss new fashion trends. They follow up on these discussions by designing their own products.

- **GAY-STRAIGHT ALLIANCE (GSA)**
  - GSAs are nationwide student-led clubs that aim to create a safe, welcoming, and accepting environment for all youth, regardless of sexual orientation or gender identity. Open to students both gay AND straight, its only requirement is a belief in equal rights for all. No one will ever be expected to declare his or her orientation.
**GLOBETROTTERS**
The Globetrotters is a club open to all students in grades 6-12 who are interested in learning about and exchanging culture from all over the world. The purposes of the club are to: promote friendship among the many cultural groups at Mid-Pacific, share and learn about different cultural aspects, and participate in school and community service activities, especially in multi-cultural concerns.

**IMPROV CLUB**
Club members learn/perform the different styles and techniques of improvisation.

**INTERACT CLUB**
The Interact Club is a leadership and service program for youths, ages 14 to 18 or of secondary school age, with an estimated global membership of 198,000. Overall, there are now over 8,600 Interact Clubs in 110 countries. Mid-Pacific’s Interact Club is sponsored by the Rotary Club of Honolulu Sunrise.

**JAPANESE CLUB**
Open to students interested in learning about the culture of Japan and its citizens.

**K-DRAMA CLUB**
Open to students who are interested in learning about Korean culture, food and people through the viewing of K-Dramas

**THE MATH TEAM**
The High School Math Team is a member of the Oahu Mathematics League and competes against the teams of other public and private schools at each monthly meet. Members must be in grades 9-12 and have completed at least Algebra and geometry. Active involvement in the Math Team provides students with a rich opportunity to further develop the mathematics they have learned in the classroom, and to learn mathematics beyond the scope of the curriculum.

**MODEL UNITED NATIONS**
For students interested in learning about the United Nations, developing negotiation skills, and creating solutions to global conflicts.

**NATURE CLUB**
This club helps raise the awareness of environmental issues concerning our school and community.

**PACIFIC AND ASIAN AFFAIRS COUNCIL (PAAC)**
As members of PAAC, students will become better informed about international affairs, particularly of the Pacific and Asian regions. They participate in conferences with students from other schools. Students will have the opportunity to be a delegate to a weekend workshop and serve as members of a delegation to the Model APEC Conference.

**RANDOM ACTS OF KINDNESS (RAK) CLUB**
The purpose of this club is to build school spirit and a sense of community by performing random acts of kindness throughout the year.

**ROBOTICS TEAM**
This club works on skills and techniques for building various types of robots. Their main projects revolve around entering robotics competitions throughout the year.

**SPANISH CLUB**
Open to students interested in learning about the Spanish language and culture.

**SPEECH AND DEBATE TEAM**
The Speech and Debate Team gives MID-PACIFIC students the opportunity to participate in Hawaii Speech League events. Interested students learn speaking skills, how to interpret a speech for performance, and the critical thinking skills necessary to be an outstanding public speaker and debater.
GUIDELINES FOR CLASS LEVEL AND CLUB ACTIVITIES

In addition to interest clubs and organizations, each class (i.e., grade level) acts as a cohesive unit, planning and carrying out activities and events. The following are guidelines for class and club activities:

1. All classes participate in the school picnic.

2. Each class and club is to perform at least one school-service project and one community-service project per year.

3. All classes and clubs hold activities for its members throughout the year. These activities must be approved by the organization’s advisor(s), the Director of Student Activities, and the Principal.

4. All activities are to be non-floral (exceptions: Junior-Senior Prom and lei/flowers presented to recognize special guests and other similar situations).

5. All classes and clubs are to conform to and comply with all other guidelines, standards and policies governing co-curricular activities.

6. In order to coordinate and implement an effective, active, and on-going program, all club, class and committee organizations are accountable to the Director of Student Activities.

7. For trips that involve bus transportation, students must go to and return from the activity with the sponsoring organization.

All activities and meetings must be planned through the appropriate teacher(s)/advisor(s) in accordance with the school’s activity policy. An Activity Proposal Form must be completed and submitted to the Director of Student Activities for approval at least two weeks in advance of the planned activity. Use of facilities on campus must be cleared with the Facilities Manager.
**ATHLETICS**

Mid-Pacific offers an extensive athletic program by fielding the following sports. Mid-Pacific is also involved with Pac-Five, a unique concept which was formed to allow meaningful competition in the Interscholastic League of Honolulu (ILH). Pac-Five sports are noted by *. The sports offered are divided into three seasons – Fall, Winter and Spring.

### FALL SEASON (Aug-Nov)

<table>
<thead>
<tr>
<th>BOYS</th>
<th>GIRLS</th>
</tr>
</thead>
<tbody>
<tr>
<td>Bowling</td>
<td>Varsity/Junior Varsity</td>
</tr>
<tr>
<td>Football*</td>
<td>Varsity/Intermediate</td>
</tr>
<tr>
<td>Kayaking</td>
<td>Varsity/Junior Varsity</td>
</tr>
<tr>
<td>Sporter Air Riflery</td>
<td>Varsity/Junior Varsity</td>
</tr>
<tr>
<td>Tennis</td>
<td>Junior Varsity</td>
</tr>
<tr>
<td>Volleyball-Girls</td>
<td></td>
</tr>
<tr>
<td>Water Polo-Boys</td>
<td>Varsity/Intermediate</td>
</tr>
</tbody>
</table>

### WINTER SEASON (Nov-Feb)

<table>
<thead>
<tr>
<th>BOYS</th>
<th>GIRLS</th>
</tr>
</thead>
<tbody>
<tr>
<td>Canoe Paddling</td>
<td>Varsity/Junior Varsity</td>
</tr>
<tr>
<td>Cheerleading</td>
<td></td>
</tr>
<tr>
<td>Precision Air Riflery</td>
<td>Varsity/Junior Varsity</td>
</tr>
<tr>
<td>Tennis</td>
<td>Intermediate</td>
</tr>
</tbody>
</table>

### SPRING SEASON (Feb-May)

<table>
<thead>
<tr>
<th>BOYS</th>
<th>GIRLS</th>
</tr>
</thead>
<tbody>
<tr>
<td>Baseball</td>
<td>Varsity/Junior Varsity/Intermediate</td>
</tr>
<tr>
<td>Sailing</td>
<td>Varsity/Junior Varsity</td>
</tr>
<tr>
<td>Softball</td>
<td>Varsity/Junior Varsity/Intermediate</td>
</tr>
<tr>
<td>Tennis</td>
<td>Varsity</td>
</tr>
<tr>
<td>Track</td>
<td>Varsity/Junior Varsity/Intermediate</td>
</tr>
<tr>
<td>Volleyball-Boys</td>
<td>Varsity/Junior Varsity/Intermediate</td>
</tr>
<tr>
<td>Water Polo-Girls</td>
<td>Varsity/Intermediate</td>
</tr>
</tbody>
</table>

Intermediate – Grades 7-9
Junior Varsity – Grades 9-11
Varsity – Grades 9-12 (except Football - Grades 10-12)
PARTICIPATION IN THE ATHLETIC PROGRAM

Although all students are encouraged to participate in the Mid-Pacific Athletic Program, such participation is a privilege. Once students become a member of Mid-Pacific Athletics, they assume added responsibility in both academic and social areas. As recognized representatives of Mid-Pacific, members are expected to exhibit appropriate behavior at all times, in or out of uniform, as well as when on or off campus.

The school offices reserve the right to limit student participation in case of non-attendance at school.

Each coach has the prerogative to establish additional rules for the sports/activities he or she supervises. These rules may include attendance at practice, dress, and general conduct of participation during practices, contest, trips, tournaments, etc.

It is the responsibility of all concerned with activities at Mid-Pacific to:

a. Emphasize sportsmanship, ethical conduct, and fair play.
b. Respect the judgment and integrity of the officials.
c. Encourage student leadership.
d. Recognize the purpose and intent of the Athletic Program.
e. Keep things in perspective – Remember to play for the love of the game.

Athletic Participation Requirements are:

1. Annual physical examination
2. Medical insurance coverage
3. Parental permission
4. Participation in ImPACT & Bess Testing (for participants in sports listed below)

Requirement #1 and #2 are met by completing the "Mid-Pacific Student Health Record." This completed and signed document must be submitted to the Athletic Department Office before participating in any athletic activities including tryouts, practices, competitions, scrimmages and (pre-season) conditioning workouts. Students will not be allowed to participate until their current "Mid-Pacific Student Health Record" or "Temporary Physical Form" is endorsed and on file in the Athletic Department Office. Both forms can be downloaded from the Athletics webpage in myPueo.

Requirement #3 is met by attending one of the parent meeting at the beginning of the school year. The "Mid-Pacific Athletics Participation Consent Form" must be completed at this meeting unless otherwise arranged with the Athletic Office. This form is not available online.

It is mandatory for students in the following sports to complete the ImPACT & Bess Tests prior to the start of their respective ILH season:

- Baseball
- Basketball (Boys & Girls)
- Cheerleading
- Cross Country
- Football
- Judo
- Sailing
- Soccer (Boys & Girls)
- Softball
- Track & Field
- Volleyball (Boys & Girls)
- Wrestling
- Water Polo (Boys & Girls)

Under no circumstances will a student be allowed to participate in any athletic activity until all requirements are fulfilled.

Any athlete who quits a sport after the final roster has been submitted to the Athletic Department will be ineligible to participate in another ILH sport for one-calendar year. Exceptions are subject to approval by the Director of Athletics and Principal and/or Dean, if extreme circumstances arise (e.g., a season-ending injury, academic concerns that are verified by the class Dean). Parents and/or student may file an appeal in writing to the Director of Athletics within two weeks of quitting the team.

Unless specifically allowed by a Dean, students who are absent from school, including excused absences, may not attend or participate in any athletic activity (including practices, scrimmages, games) at any time during the day of absence. Coaches may establish additional rules which carry over from one day to another (e.g., if a child misses the last practice before a game, he/she may not participate in the next competition). Students who are not attending school shall not be on campus.
ATHLETIC ELIGIBILITY POLICY
Athletic participation is governed by the academic eligibility policy. Participation in interscholastic athletics is entirely voluntary; however, the student athlete must comply with the rules and regulations of Mid-Pacific, the Interscholastic League of Honolulu (ILH) and the Hawaii High School Athletic Association (HHSAA).

1. Eligibility for athletic participation requires student-athletes to maintain a GPA of at least 2.0 at the end of each grading period (quarter or semester), to have no more than one grade of "F" in any class, including Citizenship, and not to be on Academic Monitoring status (see p. 11 for clarification of Academic Monitoring). A student who is deemed ineligible may still practice, but will be ineligible for participation in any game or contest for a four-week period.

2. If a student is deemed ineligible at the end of a grading period, he/she will receive mandatory interim grade checks every three weeks during the ensuing quarter. At the end of each interim period, the student's eligibility status will be evaluated based on the individual grades and GPA calculated from the interim grades.

3. The grade level Dean (in consultation with teachers, administrators, and/or the Director of Athletics) will determine whether or not a student should be eligible for athletic participation. If eligibility is in question, the Principal will make the final decision.

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

1. I understand that rules stated in the Family Handbook apply to the participation in the Athletic Program.

2. To participate in interscholastic athletics is entirely a voluntary action on my part. I understand that I must comply with the rules and regulations of Mid-Pacific, the Interscholastic League of Honolulu (ILH), and the Hawaii High School Athletic Association (HHSAA).

3. I realize that, as a Mid-Pacific student-athlete, I am responsible not only to myself but also to my teammates, coach and greater Mid-Pacific community. Therefore, I will always conduct myself in a sportsmanlike manner, do my best to maintain proper academic standards, demonstrate the level of commitment required to play competitive sports, and avoid activities that endanger my well-being.

4. I realize that failure to maintain academic standards (below the minimum GPA of 2.0 and/or two failing grades) will result in athletic ineligibility.

5. As stated in the Mid-Pacific Family Handbook, I understand that Mid-Pacific reserves the right to limit participation of students in cases of nonattendance at school.

6. Students suspended from school by the Dean’s Office will not be allowed to participate in activities or athletics while they are on suspension.

7. I will attend all scheduled team practices and athletic events. If I anticipate a problem in attending, I will speak with my coach personelly in advance. I understand that there will be consequences if I cannot attend all scheduled team practices and athletic events even if I communicate the conflicts to my head coach in advance.

8. I understand that my coaches have the ultimate authority when it comes to determine strategy and player selection.

9. I understand that the team uniform is my responsibility and that a damaged, lost, or stolen uniform must be replaced at my family’s expense.

10. I understand that if I choose to break any of the established rules for my team, I am subject to appropriate disciplinary consequences. Disciplinary action may range from probation, game suspension, removal from the team, or exclusion from all Mid-Pacific athletic activities for the remainder of the season, the school year or even permanently.

UNIFORMS & ATHLETIC WEAR
When uniforms and related equipment are issued to team members they become their financial responsibility until returned in an acceptable condition at the end of the season. Any items lost or not returned by a student-athlete must be paid for at replacement cost. Failure to make such a payment can result in suspension from future participation in the athletic program.
At the beginning of each season, the head coach will schedule an appointment with the Equipment Manager for the issuing of uniforms for his/her team. If an athlete misses this day, it is his/her responsibility to schedule an appointment with the Equipment Manager to pick up the uniform.

All apparel affiliated to Mid-Pacific Athletics (including apparel purchased by teams and individual athletes) must be approved by the athletic office before orders are placed. This includes official orders funded by the athletic department and team orders funded by the athletes’ families.

For certain sports, the Athletic Department will purchase apparel which the student-athletes keep at the end of the season (e.g. swimming suits). Parents are required to cover 25% of the costs for these items. The cost for the parents will be communicated and collected by the coaches and submitted to the Athletic Office. These items will not be distributed until all team members paid the appropriate fees.

**ATHLETIC EVENT ADMISSION**

Student admission to all Mid-Pacific and Pac-Five ILH scheduled events is free with a school ID card. However, admission is charged for pre-season games, pre-season/post-season tournaments, play-off games and championship events. Entry to Aloha Stadium for Pac-Five football games requires event coupons and the student ID card. Coupons will be distributed to students through their homerooms at the start of the school year.

**TENNIS COURTS**

1. All tennis activities are under the direction of the Director of Tennis.
2. The tennis court facilities are reserved for the use of Mid-Pacific students, faculty, alumni and registered guests.
3. Mid-Pacific physical education and athletic department tennis teams have priority for court use on a scheduled basis.
4. All players must wear tennis attire. Tennis shoes must be worn on the courts.
5. Tennis court hours are 8:00 a.m. to 7:00 p.m. daily. These hours must be strictly enforced so that nearby residents are not disturbed before 8:00 a.m., especially on Saturdays and Sundays.

**SWIMMING POOL**

The following swimming pool rules were adopted to avoid accidents, help maintain a clean facility, and keep maintenance costs at a minimum:

1. The swimming pool is reserved for the use of Mid-Pacific physical education classes, athletic teams and organized school activities.
2. Students are not allowed in the pool area unless a certified lifeguard or qualified teacher/coach is in attendance/on duty.
3. Absolutely no horseplay (pushing, flipping from deck, wrestling, etc.) is allowed.
4. Unauthorized diving is prohibited anywhere in the pool.
5. A first-aid closet contains a telephone and spinal injury management equipment (backboard, cervical collars). This closet must be open during pool use. One gate must be open for emergency access. The key is available from the security guard.
6. Rescue equipment is available for emergencies.
7. Non-swimmers must stay in shallow water.
8. Running on the pool deck and in the shower and bleacher areas is prohibited.
9. Taking showers is required before entering the swimming pool.
10. All Band-Aids are to be removed before entering the pool.
11. Persons with infections are not allowed in the pool. Individuals with minor, non-contagious skin conditions may be allowed in the pool.
12. Food or drinks are not allowed on the pool deck area. Food may be eaten in the bleacher area behind the fence. Areas are to be cleaned after eating.
13. Glass and other easily broken objects should not be used in the pool or pool area.
14. A licensed certified lifeguard is required to be on duty and present at all times when the pool is in use.
15. Shower doors must be open for bathroom and shower access.
16. Absolutely no diving in the shallow parts of pool as marked.
KAWAIHA`O LIBRARY AND RESOURCE CENTER

LIBRARY LOCATION AND HOURS
The library, located on the bottom floor of Kawaiaha`o Hall, is open from 7:00 a.m. to 4:00 p.m., Monday through Friday.

LIBRARY COLLECTION
The library serves students in grades 3-12. The nonfiction books for all grades are shelved together, and the fiction books are separated into a middle school collection (FIC-M) and a young adult collection (FIC). Print magazines and newspapers are available for browsing but cannot be taken out of the library.

LIBRARY BEHAVIOR
Courteous behavior is expected from all visitors to the library. Students are expected to show respect for library materials and equipment. Enjoy your food outside.

CIRCULATION OF MATERIALS
Regular books circulate for three weeks (and can be renewed if needed).

OVERDUE BOOKS
Notices of overdue materials will be sent to students weekly via email. Failure to respond to repeated library notices may result in citizenship demerits. Students with overdue materials may not check out library materials until all overdue items are returned. Lost or damaged books must be paid for by the student who checked out the book/s.

Students with overdue books who fail to return the books within four weeks of the due date will have the book/s marked as Lost and will be charged for the cost of the book(s).

LIBRARY COMPUTERS & PROGRAMS/DATABASES
The library has desktop computers on the library floor. In addition, there are laptops and iPad/laptop chargers that can be checked out. Students with laptop computers can also access the campus wireless network. Besides the online catalog for the book collection, the library has numerous online research databases that provide access to eBooks, periodicals, encyclopedias, and other reference articles. Students can also access all the online databases from home with a username and password.
COMPUTER SERVICES

STUDENT GOOGLE MAIL ACCOUNTS
Students are given a Mid-Pacific Google account that has e-mail, as well as access to Google Apps for Education. All students are expected to use this email account with our web services such as Apple ID for their iPad and other web 2.0 services. Use of this Google account falls under the Mid-Pacific Computer, Digital Media & Internet Acceptable Use Policy below. Parents wishing to Opt-Out and deactivate the use of their child's Google Apps account must contact the technology department or school principal prior to the start of each school year and have a suitable replacement with comparable functionality.

STUDENT ACCOUNTS AND FOLDERS
Each student is given a network account with a unique username and password. This account gives access to campus network resources, the Internet, and file storage. Student use of the computers and Internet must fall under the guidelines and restrictions outlined in the Mid-Pacific Computer & Internet Acceptable Use Policy below.

CHEW TECHNOLOGY CENTER
The Chew Technology Center is home to Middle School technology electives. The building is equipped with a virtual reality/360° video center, interactive digital studio, collaborative seminar room, MakerSpace workshop including 3D printing and laser cutting and digital equipment designed to encourage student creativity. A MacBook Pro laptop cart is also available for check-out. It is generally open from 7:00 a.m. to 3:30 p.m. daily for classes and student general-use computer access with unique software titles and project resources including a variety of specialized equipment for check-out including scanners, cameras, digital camcorders, and audio gear. Students may use the facility for educationally appropriate activities under the supervision of the building facilitators who coordinate resources and provide assistance as needed.

WEINBERG TECHNOLOGY PLAZA
The Weinberg Technology Plaza is home to High School technology electives. The building is equipped with a virtual reality/360° video center, interactive digital studio, collaborative seminar room, MakerSpace workshop including 3D printing and laser cutting and digital equipment designed to encourage student creativity. The first floor of the Plaza permits general-use computer access with unique software titles and project resources including a variety of specialized equipment for check-out including scanners, cameras, digital camcorders, and audio gear. A MacBook Pro laptop cart is also available for check-out. It is open from 7:30 a.m. to 4:30 p.m. daily. Students may use the facility for educationally appropriate activities under the supervision of the building facilitators who coordinate resources and provide help as needed.

LIBRARY COMPUTERS AND PROGRAMS/DATABASES
Kawaiaha'o Library has computers on the library floor and an additional separate computer lab of MacBook Pros. Besides the online catalog for the book collection, the library has several online databases for sources including eBooks, magazine & newspaper articles, encyclopedias, and other reference articles. Articles from these databases are accessible from home (with a password); ask the library staff for instructions. Students may use the Internet on the library computers only for school projects (not for recreational use).

RESOURCES FOR STUDENTS AND PARENTS
The Technology Department offers access for students and parents to Atomic Learning (http://www.atomiclearning.com), a web-based tutorial and training service that is available for campus and at home use. Login information is shared with students during the beginning of school. In addition, the Technology Department offers (http://www.midpac.edu/mypueo/tech/), a student portal with important links, tutorials and information.
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

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

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

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

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

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

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

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

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

*Portable Storage Devices and Cloud 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 or Peer-to-Peer networks and other file sharing services outside of approved academic sites is prohibited. Students who wish to publish their material or make files public may do so with the Technology Department’s permission. This includes, but is not limited to, personal computers and other electronic devices using the campus network.

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

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

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

4. **Etiquette:** Mid-Pacific Institute expects students to behave as appropriate digital citizens. Curriculum, class meetings, and homeroom discussions will facilitate digital citizenship development. Students are expected to abide by the generally accepted rules of computing, network, Internet etiquette, and those outlined in the Responsible Use for Digital Citizens at Mid-Pacific Institute section of this document.
5. **Representation:** Members of the Mid-Pacific Institute community must remember that when telecommunicating with individuals, groups, or institutions, one does so as an individual. Do not present your views, ideas, questions, or actions as representing Mid-Pacific Institute without specific permission from a dean, supervisor, principal or other administrator. Remember to make it clear that your communications represent you and not the institution.

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

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

In addition, students shall not:

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

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

9. **Personal Technology** (includes, but is not limited to, laptops, gaming devices, netbooks, smart phones, mobile devices, tablets, iPads, wearable computers, etc.): All student-issued devices used on campus must conform to the guidelines stated in this policy. This applies to both campus Internet access as well as any the student may be able to use through their own service plan. In order for student issued devices to access the Mid-Pacific Institute campus Wi-Fi network, the device must first be registered with the Technology Department. This may include the installation of 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**

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

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

It is the students'/family's responsibility to use a case/cover that meets the Mid-Pacific Institute iPad Case Specifications & Guidelines to protect the iPad. An Mid-Pacific Institute-issued iPad being used without a case can be taken back and withheld by any Mid-Pacific Institute faculty/staff until a suitable case is brought in by the
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](http://midpac.edu/aup/case.pdf)).

**iPad Return/Collection**

The Mid-Pacific Institute Technology department will give students and families advance notice when the school issued iPad needs to be returned. *Students who graduate, transfer, withdraw, or are dismissed from Mid-Pacific Institute during the school year must surrender the Mid-Pacific Institute issued iPad and all accessories upon termination of enrollment.*

**iPad Non-Return Penalty**

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

**Mid-Pacific Institute Issued iPad Usage**

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

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

**iPad App Purchases**

Mid-Pacific Institute is not responsible for any app purchases made by students through the Apple App Store/iTunes Store (free or paid), any other app stores or online services, and/or in-app purchases made within applications purchased or downloaded. Mid-Pacific specifically instructs parents, guardians and students on how to create an Apple ID without a credit card prior to taking possession of the Mid-Pacific iPad. If a parent/guardian chooses to allow their child to have a credit card attached to their Apple ID, they do so at their own risk. Other options for allowing a child to purchase apps are through gift cards, purchasing the app for the child and gifting it to them and setting up a Family Sharing plan. These methods are outside of the scope of this document, but please consult the Technology Department for assistance.

**Lost, Damaged, Faulty or Stolen iPad and Equipment**

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

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

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.

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 it’s 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.

GOOGLE APPS FOR EDUCATION GUIDELINES
This section addresses Mid-Pacific Institute’s guidelines for the use of the Google Apps for Education (GAE) 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 GAE 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.

**Google Apps for Education**

GAE 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. GAE services include the following: Calendar, Drive, Gmail, Sites, Contacts, Sync, and Talk. GAE services are subject to change. GAE 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 GAE 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.


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:

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

**Google Apps for Education Account Deletion**

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

Sixty days after the student departs, Mid-Pacific will permanently delete the student’s GAE 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 GAE 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 Google Apps 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).

**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 it’s 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.

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.
EMERGENCY PLAN

Please check www.midpac.edu or myPueo for up-to-date information.

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

Please make (and review periodically) emergency plans with your children, family members and friends. This would also be a great time to check your emergency supplies at home or in your automobile. If everyone in your family knows where the others are and what to do in a given situation, there will be far less confusion, and far greater potential for a positive outcome. Simply knowing where your family is can eliminate stress; it’s one less thing to worry about in a potentially dangerous situation. For students and parents alike, staying put is often the best alternative to rushing into an unknown situation.

Please be advised that Mid-Pacific students will be held in safe areas until pick-up is deemed safe. In a true emergency situation, phone lines may be damaged or simply jammed with calls. Freeway driving may be congested, 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.

<table>
<thead>
<tr>
<th>Radio</th>
<th>TV</th>
</tr>
</thead>
<tbody>
<tr>
<td>KSSK (AM 590/FM 92.3)</td>
<td>KHON (Channel 2)</td>
</tr>
<tr>
<td>KCCN (AM 1420/FM100)</td>
<td>KGMB (Channel 9)</td>
</tr>
<tr>
<td>KINE (FM 105)</td>
<td>KITV (Channel 4)</td>
</tr>
<tr>
<td>KHVH (AM 830)</td>
<td>KHNL (Channel 8)</td>
</tr>
<tr>
<td>KRTR (FM 96)</td>
<td></td>
</tr>
<tr>
<td>KUMU (AM 1500/FM 94.7)</td>
<td></td>
</tr>
</tbody>
</table>
HEALTH CENTER

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

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

If a student is ill or injured during class, he/she must get a pass (green) from the teacher to go to the Health Center. If the student needs to go to the Health Center between classes, he/she should go to the next class first to drop off all work due that day, and get a pass from the teacher. If the student is well enough to return to class, he/she will receive a pass (pink) from the nurse. If a student needs to go home, the nurse will notify the parent/guardian to arrange pick up. The student must be picked up by the parent or designated person within one hour of being notified by the nurse. If a student has his/her own transportation, permission from the parent/guardian must be obtained before leaving campus to go home. The nurse will provide a pass (blue) for the student to leave campus. Any work due while the student is in the Health Center will be due by the end of the school day unless the student has been sent home. Visits to the Health Center for any non-emergency reason (i.e., wound care, dressing changes, icing injuries), should be taken care of during free periods, lunch or homeroom.

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

Students must bring any prescription narcotic or controlled substance they will be taking during the school day to the Health Center for their protection and safety. The medication must be in the original prescription container with written authorization and instructions from physician (see Health Center Web Page for forms). Any changes in the medication must be communicated in writing with the nurse as soon as possible. Medications may not be shared by students.

If your child has a chronic condition, such as asthma, food or bee allergies, or diabetes, we encourage you to provide medications and supplies to be stored at the Health Room. Please contact the nurse and check Health Center Web Page for necessary forms. Medications stored for individual students and appropriate forms must be updated at the beginning of every school year to assure medications and information are current. It is the responsibility of the parent to provide the Health Center current with medications and forms. Expired medication and orders cannot be administered.

Please call the Health Center (phone number 973-5120) if your child has been in an accident, is in a cast, using crutches, or if your child has developed a chronic illness, any new medical condition, or any communicable disease that would limit his/her activity at school.

Any major medical expenses (e.g., ambulance, emergency room, etc.) related to student injuries and illnesses are the parent’s responsibility.

ALL STUDENTS ARE REQUIRED TO HAVE THEIR OWN MEDICAL INSURANCE.
MISCELLANEOUS

VOLUNTARY RANDOM DRUG TESTING PROGRAM

Mid-Pacific’s Voluntary Random Drug Testing Program (VRDT) is a completely voluntary program for families who wish to participate. This program, though voluntary, will require every high school and middle school family to complete a form either enrolling in or declining to participate in the program as part of the registration process. Both the student and at least one parent (or legal guardian) will be required to sign the form. Complete details about VRDT and our overall drug education and prevention program can be found on our web site (www,midpac.edu) as well as myPueo.

CAMPUS DINING HALL

HOURS: On regular school days, Scudder Dining Hall is open for breakfast for students from 7:00 a.m. to 8:00 a.m. Lunch at the dining hall will be served per the daily schedule. Scudder Dining Hall closes after lunch. The Caboose, (“Mr. Bigglesworth”) at Kawaiha‘o provides morning snacks and lunch.

RULES

1. Students may eat at the following locations: Scudder Dining Hall; Hala Terrace; Watase Courtyard; Kawaiha‘o Courtyard, “Mr. Bigglesworth” and Mills Gym picnic tables. Students are to refrain from eating in all classroom buildings, studios, theatres, gym, and auditoriums and/or directly outside of classrooms.
2. Students are allowed to bring their own lunches.
3. Each student is to clear his/her eating area when finished eating.
4. All students are to conduct themselves properly and responsibly at all times.
5. The faculty dining hall is to be used by faculty only; it is off-limits to all students.
6. For safety reasons, only those working in the dining hall are allowed in the kitchen area.

Vending machines are also available and are located in the cafeteria, next to the cafeteria, by the gym and by the tennis courts.

ELEVATORS

Students may not ride in school elevators without prior permission from the school nurse or high school Dean.

STUDENT IDENTIFICATION CARDS

Each student will be issued an identification card, showing the student’s name, grade, photograph and student ID number (in digits and bar code). Students must carry their ID card at all times and are required to show it upon the request of any faculty or staff. This card is required for borrowing books from the library, gaining entrance to most off-campus activities, to participate in the debit card program for food and beverage purchases, and certain campus activities. Replacement ID cards may be ordered from the Damon Hall receptionist at a cost of $10.00 per card, payable in advance.

PARKING PERMITS AND VEHICLE POLICY

Limited student parking is available on campus. Our policy is that student government, class officers, and seniors have priority regarding parking permits, however, underclassmen may apply in case more spaces are available. Students who do not receive permits will be placed on a waiting list and will be notified if parking becomes available. Students will only be allowed to park in the student parking lot. Student parking may occasionally be prohibited during the school year; prior notice will be posted when these dates occur. Student parking policies and procedures are specific in parking application materials.

Violations of the vehicle policy may be subject to disciplinary action, fines, suspension/revocation of vehicle permits/privileges and vehicle towing as determined by MPI administration.

LOCKERS

ACADEMIC LOCKERS

• All students have the option of obtaining a locker for the school year.
• Returning students may retain their current lockers or select another locker on a first-come, first-served basis by grade level during the locker enrollment period.
• New students will be assigned lockers based on availability.
• Lockers will be issued with a Mid-Pacific combination lock. Students will receive the combination number for their lockers via myPueo before the start of school and are responsible for their combination lock.
• Should a student prefer to bring his/her own lock, the Mid-Pacific issued lock should remain in the student’s
possession and is the student's responsibility until the end of the school year.

- Lockers should remain clean.
- Defacing or exchanging locks and/or lockers is prohibited.
- Students are to report any locker-related problems to Student Security or the grade level Dean immediately.
- Mid-Pacific reserves the right to deny a student the use of a locker due to abuse or damage and to inspect the lockers at any time, including cutting the lock, if necessary.
- Students are responsible to clean out their assigned locker, and lock the locker with the Mid-Pacific issued lock at the end of the school year.
- Mid-Pacific will not be held responsible for items left in an academic locker after the last day of school.
- Replacement cost for locks is $10.00.

P.E. LOCKERS

Students are issued lockers in Physical Education. It is each student’s responsibility to obtain a lock (it does not need to be a school lock) and secure valuable items in the locker during Physical Education classes. The locker rooms are open areas which are not locked during the school day. Therefore, students should not leave backpacks, briefcases or any other items unattended on benches, floors, etc., during class time.

TUITION AGREEMENT AND REFUND POLICY

As indicated in the tuition agreement with Mid-Pacific, tuition will not be reduced, prorated or refunded if a student does not complete the academic year for any reason, including absence, illness, withdrawal, dismissal or any change in enrollment status (e.g., dropping of classes for any reason).