

2024-2025
Elementary School Handbook



MID-PACIFIC
Innovators. Artists. Individuals.



MESSAGE FROM THE PRESCHOOL & ELEMENTARY SCHOOL PRINCIPAL

Dear Parents,

Welcome to Mid-Pacific for the 2024-2025 school year! Our community of nearly 300 preschoolers and elementary students from kindergarten through fifth grade are a visible, active, and thriving part of Mid-Pacific. A faculty and support staff, including the Extended Learning Program, ensure that every child is cared for, encouraged, and challenged to be their best selves.

The Handbook provides you with important information and resources to help you have a successful school year. It contains information about our unique learning program, our values and pedagogical underpinnings, expectations, daily procedures, and policies.

A key factor in your child's success is your involvement in school life. Participate whenever possible. Respond to requests from the parent organization, Nā 'Ohana Pueo, to volunteer for events — we have many special events at the preschool and elementary, as well as opportunities to engage schoolwide. Your involvement begins with reading the Handbook so that you are well informed and prepared to participate in your child's learning journey. Here we go!

For our children,

A handwritten signature in black ink that reads "Edna L. Hussey". The signature is fluid and cursive, with the first letters of each name being capitalized and prominent.

Edna L. Hussey, Ed.D.
Principal

PRESCHOOL & ELEMENTARY IMPORTANT PHONE NUMBERS



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Principal
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Agreement of Understanding:

The handbook is an integral part of your agreement with Mid-Pacific Institute. Every parent/guardian is expected to read it as well as the Acceptable Use Policy contained herein. A student's enrollment in Mid-Pacific indicates that all parent(s)/guardian(s) have read the handbook, agree with its contents, and support the mission, policies, and vision of the school.

www.midpac.edu

Table of Contents

About Mid-Pacific	6
Mid-Pacific Core Values	7
Alma Mater	9
About this Handbook	10
Learner Profile	12
Elementary School Overview.....	14
Nā 'Ohana Pueo, Mid-Pacific's Parent Association.....	17
Financial Information.....	18
Admission and Enrollment	19
Be-Attitudes for Students	19
Student Responsibilities	20
Parent Responsibilities	21
Homework Policy.....	22
Assessment of Student Learning and Reporting Process.....	22
Counseling and Support Services	24
Student Code of Conduct.....	25
General School Policy and Information:	
School Calendar.....	28
Absences and Tardiness	28
Absences and Schoolwork.....	28
Campus Safety.....	29
Service Animals	30
Child-Abuse Reporting.....	30
Communication between Home and School	30
Complaints or Criticisms	31
Custody.....	32
Dress Code.....	32
Drop-off and Pick-up	33

Field Trips	36
After School Care Program	36
Extended Learning Program	36
Flyers.....	37
Food.....	37
Games, Toys, and Electronic Items	38
Information Disclosure and Release	38
Insurance.....	38
Medical Information	39
Parent Partnership.....	47
Memory Book	48
Office Matters	49
Playground	49
School Supplies	49
Telephone Calls	49
Visits to the School and Classroom	50
Communication with Parents During an Emergency	50
Emergencies & Natural Disaster Plans	51
Preschool & Elementary School Campus Map	53

MID-PACIFIC

Mid-Pacific is an independent, coeducational, preschool and grades K-12 college-preparatory school with an approximate enrollment of 1,400 students. The campus is located on 34 acres in Mānoa Valley, adjacent to the University of Hawai'i. The majority of the student body is from Hawai'i, but Mid-Pacific also attracts students from other states, Asia, Micronesia, Canada, Australia, Europe, and Africa. Although Mid-Pacific's heritage dates back to 1864, the present school was formed in 1908 with the merging of Kawaiaha'o Seminary for Girls and Mills Institute for Boys. Epiphany School became Mid-Pacific Elementary School in 2004, and the Reggio-inspired preschool for children ages 3 through 5 opened in 2005.

Vision

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

Mission

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

Accreditation

Mid-Pacific, preschool through high school, is fully accredited by the Western Association of Schools and Colleges and the Hawai'i Association of Independent Schools. It is also licensed by the Hawai'i Council of Private Schools.

Uniqueness

Mid-Pacific was the first school in Hawai'i to fully offer the International Baccalaureate (IB) Diploma Program, a critically acclaimed, two-year program that emphasizes rigorous, internationally-based curriculum standards and promotes awareness and appreciation of global issues and perspectives.

MP is the only school in Hawai'i to offer a pre-professional comprehensive arts program incorporated into a college-preparatory curriculum. Founded in 1990, Mid-Pacific School of the Arts (MPSA) offers rigorous training in theater, dance, music, and visual arts. Mid-Pacific eXploratory (MPX) is an innovative project-based learning program offered to freshmen and sophomores. The approach integrates science, technology, engineering,

the arts, and mathematics (STEAM). Mid-Pacific was also the first to offer a Reggio Emilia-inspired preschool in Hawai'i.

Religious Policy

Beginning with its 19th century origins in Mills Institute and Kawaiaha'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. Mid-Pacific seeks to foster respect for others' spiritual values and beliefs. 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.

This development is pursued primarily through weekly chapels at which attendance is required of all students.

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

MID-PACIFIC CORE VALUES

Only with a shared purpose and common vocabulary can a large organization progress steadily towards the achievement of its goals. Mid-Pacific, with its large and diverse population of students, faculty and community members needs a shared purpose and vocabulary, in order to remain focused on our goals for the learning and welfare of all students.

CARING

A culture of caring reaches across generations of Mid-Pacific families and community members. Caring is an action and apt description of this pervasive spirit one experiences stepping onto the campus. Caring is making personal and professional connections, building relationships, and practicing stewardship of the environment. When we care, we listen, support, and strive to understand one another.

‘OHANA

While the meaning of ‘ohana for Mid-Pacific extends beyond family and is inclusive of all members of a community, ‘ohana engenders a deep relationship characterized by trust, respect, and commitment. An ‘ohana provides a safe space for learning, growing, taking risks, and facing adversity together. In the image of kalo with off-shoots growing from a stem, every member - keiki to kupuna - is valued, cared for, and connected. The Mid-Pacific ‘ohana is rooted in its history, thrives in the present, and continues to grow into the future.

CREATIVITY

Creativity is a unique response, an act of self-expression, and sometimes a bold way of looking at a challenge. Creativity inspires learning, thinking, and problem-solving. At Mid-Pacific, we can see daily acts of creativity made visible not only in the educational program - the arts, technology, science, mathematics, and humanities - but also in school operations, from admissions to facilities and maintenance. Looking at the world through the lens of creativity means taking risks and thinking critically at its best.

INNOVATION

Innovation is change for the purpose of improving a situation, effecting positive outcomes, supporting growth, and most especially, helping others. More than pushing ideas beyond the trend, we believe that innovation is about solving real problems connected to real issues in collaboration with others. We teach students to learn new skills and apply concepts, skills and knowledge to novel situations, with the understanding that setbacks and iterations are inherent to innovation. In the mindset of innovation, we view challenges as possibilities and opportunities for learning.

DIVERSITY

Mid-Pacific embraces the value of diversity - ethnic, cultural, intellectual, religious, social, political, and economic differences - in order to strengthen our community. From as early as 1908, this notion of diversity is embedded in Mid-Pacific’s unique history of bringing together learners from diverse backgrounds. The inclusion of students and adults with diverse skills, talents, experiences, and backgrounds inspires the creativity and innovation that we value as a school community.

ALMA MATER

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

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

Chorus

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

— *John Hopwood*

School Colors: White and Green

School Mascot: Owl (Pueo)

School Motto: "The honor of my school is mine."



ABOUT THIS HANDBOOK

The Student Handbook (the “Handbook”) is intended to serve as a general guide for students and their families to the policies, procedures and personnel at Mid-Pacific (also referred to as the “School”). Students and parents are expected to familiarize themselves with the contents of the Student Handbook, at least on an annual basis. It is important that families understand the School’s expectations and policies, and know to whom they may direct any concerns. By enrolling at Mid-Pacific, families agree to comply with all school policies, expectations and rules. If you have any questions about the policies in this Handbook, please be sure to speak with the Elementary School Principal.

Please understand that this Handbook is intended only to highlight current policies, practices, and procedures. The policies and procedures set forth herein are intended as general guidelines—specific situations may call for handling a matter in a manner different from that described herein, depending upon the particular facts and nature of the situation.

The Student Handbook is not intended to be a legal contract of any kind. In addition, circumstances will require that the policies, practices, and procedures described in the Handbook may change from time to time. Accordingly, the School reserves the right to modify any or all policies, practices or procedures, in whole or in part, at any time. While the School will make every attempt to give timely notice of substantive changes in policy, such notice is not guaranteed. Any changes will be posted on myPueo or may be communicated to families in other means, such as via email.

Should events which are beyond the School’s reasonable control and which occur without its fault or negligence necessitate a closure, delay, or modification of its educational programs and activities, the family’s obligations as outlined in this Handbook, as set forth in the Enrollment Agreement, and/or as otherwise established by the School shall continue. The School shall not be liable for any failure, delay, or modification of its programs or activities. The School reserves the right to make modifications to the school year as necessary to account for any time lost due to any closure or delay, including without limitation the following: extending the school year; conducting classes via distance-learning; and/or scheduling weekend classes. Possible events which could necessitate closure, delay, or modification as described above include, but are not limited to, acts of nature, fire, pandemic, government restrictions, wars, and insurrections.

We urge students and families to embrace the spirit in which these policies, expectations and rules are intended as they support the well-being of the School community and the student experience.

This Handbook is intended for the sole use of Mid-Pacific faculty, staff, students and their families. Commercial use of this handbook is prohibited and permission for any other use must be secured from the President's Office.

TECHNOLOGY ACCEPTABLE USE POLICY and HANDBOOK POLICY

The Handbook, the Reservation and Tuition Contract, and the Computer and Internet Acceptable Use Policy (AUP) are integral parts of your agreement with Mid-Pacific. It is required for all parents and students to read the [2024-2025 Acceptable Use Policy](#).

Computer, iPad, Digital Media & Internet Acceptable Use Policy (AUP)

Mid-Pacific Institute 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 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 student 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.

Any of the Elementary School policies may be changed at any time without specific notification and at the discretion of the school administration.

During the school year 2024-2025 students and their parents and/or guardians agree to adhere to policies and procedures outlined in the school handbook. They also give Mid-Pacific permission to photograph and/or video their child for use in audio, video, film, or any other electronic, digital and printed Mid-Pacific media. Please notify records@midpac.edu if you would prefer that your child not appear in these photographs or videos.

LEARNER PROFILE FOR ELEMENTARY SCHOOL STUDENTS

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 (note: each bullet point has been translated into "student language" [in green] so that our elementary students can better understand the Learner Profile):

- Maintain a positive mindset and belief in the value of persistence in learning.
 - **I have a growth mindset and do not give up even when something is challenging.**
- Self-assess and monitor their own progress and understanding, and communicate the quality of their learning to others, formally and informally.
 - **I can reflect on my own growth as a learner and share my understanding with others.**
- Build social-emotional awareness and empathy in an increasingly interconnected world.
 - **I can make good choices by being aware of my own feelings. I can show empathy towards others.**
- Nurture, sustain, and steward the environment and community in which they live.
 - **I show that I care for and respect the environment and community in which I live.**
- Apply creativity and imagination to problem solving
 - **I can imagine and create different ways to solve a problem.**
- Collaborate with and positively impact global peers.
 - **I can work with others to build and strengthen our community.**
- Communicate effectively using multiple mediums — spoken, written, artistic, and digital.
 - **I can communicate my ideas, thoughts, and feelings in different ways.**
- Embrace appropriate risks and opportunities to help solve novel problems.
 - **I am open and willing to try different ways to solve problems.**
- Collect and analyze data from disparate disciplines in order to apply new solutions.
 - **I can gather and think about information using different resources and learning experiences to make new connections.**

ELEMENTARY SCHOOL OVERVIEW

A Unique Learning Community

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

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

These are the educational belief statements that underpin our teaching and learning:

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

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

Lifelong learning is the process of building on past experiences and prior understanding, discovering answers to self-generated questions, testing assumptions, refining beliefs, and reflecting on the process.

Effective learning is best supported in a nurturing, joyful environment. The elementary school environment includes a collaborative community of parents, peers, and teachers.

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

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

Educational Program

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

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

21st century technology is used as instructional tools to support learning. Students in kindergarten have access to school-issued iPads. In grades one through five, each student is issued a school iPad, which is used in school. Only fifth graders may take home their iPads to work on school assignments. Every classroom is equipped with access to the Internet and printing from the school's photocopier.

In addition to same-age classrooms (Kindergarten and Fifth Grade), the elementary offers multi age learning (Grades 1/2 and Grades 3/4 combinations) as an educational strategy that promotes the development of a fuller range of a child's cognitive and social skills.

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

Every child at the elementary school participates in a well-rounded curricular program that integrates the arts, physical education, and character education. Inspired by the Reggio Emilia approach to learning, music, art, and physical education are viewed as “languages” of learning, related to the concept of the Hundred Languages by Reggio Emilia founder Loris Malaguzzi. Supported by education theorist Howard Gardner's notion of multiple intelligences, the school offers children multiple ways of expressing themselves, multiple ways of learning, and multiple opportunities for success.

Art education, with activities ranging from ceramics and water color to printmaking and charcoal drawing, encourages children to explore color, texture, form, and perspective. Moreover, the artistic process is a tool for thinking, for problem-solving, for expressing understanding, for making thinking visible. In music education, children sing, play musical instruments, and learn about sounds, rhythms, and musical notation. Musical productions provide opportunities for every child to take center stage. Physical education activities include volleyball, basketball, jump roping, and other activities, which help children increase their physical stamina and coordination. Sportsmanship, goal-setting, active participation, and skill-building are emphasized. The art, music, character education, and physical education teachers work with all grade levels to integrate skills and content, particularly with regard to inquiry projects that focus on social studies and science concepts.

Service Learning

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

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

Extracurricular Programs

Nearly half of the elementary student population participate in the extended-day program, which runs until 5:30 p.m. In the After-School Care Program, children do their homework and can participate in a variety of supervised games and activities. Several after-school enrichment classes are offered for an additional fee through the Global Exchange Extended Learning Program. Enrichment classes such as Chinese, Japanese, hula, ukulele, violin, yoga, ballet, and many other areas are available. Students in fourth and fifth grades may also play on the Christian Schools Athletic League (CSAL) volleyball and basketball teams. Information for registering for the After-School Care (ASC) Program and the Extended Learning Program (XLP) is found on the school website and myPueo.

Faculty and Staff

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

Teacher-training programs at the University of Hawai'i at Mānoa and West O'ahu and Chaminade University regularly send their student teachers to the elementary school to observe teaching in action, to interact with our faculty in practice teaching, and to conduct research on student learning. The teachers are actively involved in local and professional organizations and in the professional learning of colleagues in other schools through Kupu Hou Academy, Mid-Pacific's school for progressive teaching and learning. All members of the faculty and staff work collaboratively to support Mid-Pacific's nurturing environment and to foster the intellectual, emotional, physical, and spiritual development of each student. Faculty and staff model for students their love for learning and values of compassion, integrity, and community responsibility.

Parent Association: Nā 'Ohana Pueo

Nā 'Ohana Pueo, Mid-Pacific's parent association, strives to create opportunities for parents to connect, engage and stay informed. The Board hosts two annual all-parent meetings at the beginning and end of the year. welcomes all parents to its quarterly meetings. Parents can find out more about Nā 'Ohana Pueo in the Nā 'Ohana Pueo page on myPueo. Nā 'Ohana Pueo posts event announcements and volunteer opportunities in the weekly Owl News newsletter.

FINANCIAL INFORMATION

Mid-Pacific Tax I.D. Numbers

The numbers to be used for childcare tax deductions are:

Federal: 99-0073514

State: GE-029-237-4528-01

Insurance:

Mid-Pacific carries general liability insurance

Refund Policy

The Tuition Refund Plan (TRP) is a tuition insurance plan that is underwritten by A.W.G. Dewar Insurance Company. It will cover a portion of the student's tuition if the student does not complete the academic year because of illness, withdrawal, or dismissal. The cost of the Tuition Refund Plan is 1.0% of the student's tuition for the academic year 2024-2025. For those choosing the semester or monthly payment options, the TRP is required and added to the tuition and handling fee to determine the payment amount to be automatically deducted from the bank account of the person(s) responsible for the child's tuition payments. The TRP does not cover the full amount of tuition due to Mid-Pacific. The person(s) responsible for tuition payments pay(s) the difference between the tuition and any Tuition Refund Plan proceeds. If the tuition is paid in full in a single payment, the TRP is not required; however, it may still be purchased.

Withdrawal

Any family deciding to withdraw their child from the elementary during the school year should provide written notice to the principal and enrollment@midpac.edu. Families are encouraged to schedule a meeting with the principal. However, no tuition or fees refund will be made for mid-year withdrawals.

Separation

A family may be asked to remove their child from the preschool for the following reasons: nonpayment of tuition or fees; health conditions that are communicable to others; abusive or inappropriate behavior by a parent in the classroom or on the campus directed at other parents, children, the faculty/staff, or the principal; behavioral problems of the child that continue to disrupt and jeopardize the learning experiences for others; and inability of the school to properly meet the emotional, physical, or cognitive needs of the child.

ADMISSION AND ENROLLMENT

Anti-Discrimination & Admission Policy

Mid-Pacific, mindful of its primary mission as an effective educational institution, does not discriminate in admissions, educational programs, scholarship and loan programs, athletics, employment, or activities against any applicant, student, or employee and prohibits discrimination and harassment of any type with regard to race, color, religion, age, sex, national origin, disability status, marital status, genetics, protected veteran status, sexual orientation, gender identity or expression, or any other characteristic protected by federal, state or local laws.

Learning Difference Policy

Children with learning differences (learning or physical) are assessed for admission. Every effort is made to accommodate a child when the program can do so without undue hardship. This determination will be made in consultation with the parents/guardians, the child's source of health care, the school nurse, the Director of Admissions, teachers, and the principal. The school will attempt to meet the child's learning differences without jeopardizing the adult-child ratio and the quality of care for the entire class. We recognize that the elementary's environment may be inappropriate for meeting the needs or goals of the child.

Mid-Pacific Preschool & Elementary School was constructed to meet ADA requirements.

Be-Attitudes for Students

Attitude is everything. We try to encourage and frame situations and actions positively, with the idea that the child is empowered to make good choices. We hope that these three overarching attitudes — being respectful and caring, being responsible, and being safe — become the mindset for students at Mid-Pacific.

Be respectful and caring.

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

- Protect the environment. Pick up litter.
- Keep our walls and furniture clean.

Be responsible.

- Arrive on time every day, ready and willing to learn.
- Attend all classes, chapel services, assemblies, and other required events as scheduled.
- Be prepared for class by bringing appropriate school supplies, completed assignments, and required books.
- Take pride in doing your own work rather than copying someone else's work.
- Practice high standards of digital citizenship.
- Dress appropriately.

Be safe.

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

Remember to make good choices.

Student Responsibilities

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

- Attend all classes, chapel services, assemblies, and other required events as scheduled.
- Be prepared for class by bringing appropriate school supplies, completed assignments, and required books.
- Demonstrate and maintain behaviors that contribute to creating a positive learning environment such as being respectful, attentive, interested, cooperative, and considerate of others.
- Respect our campus by placing trash in receptacles located in different areas of the campus.
- Read, understand, and follow all rules and regulations.
- Practice high standards of digital citizenship.

Parent Responsibilities

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

- Read the Mid-Pacific mission and educational beliefs, and speak with the teachers about how these are implemented.
- Read all written updated communications on myPueo and the school website, the primary means of communication used by the school.
- Support school administration, faculty, and staff in their effort to develop and maintain a positive learning community.
- Encourage a desire to learn and adopt an attitude about learning as a natural, lifelong activity.
- Teach their child from the earliest years to be accountable for their own actions and help them to grow and develop self-discipline and self-control.
- Become acquainted with their child's school, its staff, curriculum, and activities. Participate in parent-teacher conferences, school functions, and parent education sessions offered throughout the year.
- Encourage a sense of independence and ethic of respect for honest work at home and at school.
- Know and understand the rules their child is expected to observe at school. Be aware of the consequences for violations of these rules.
- Maintain an active interest in their child's learning by communicating with their child's teachers and reading and responding to all school-related communications (myPueo, email, items mailed home).
- Teach their child, by work and example, respect for the law, for the authority of the adults at school, and for the rights and property of others.
- Make certain their child's attendance at school is regular and punctual and that family trips are scheduled during vacation periods and holidays.
- Insist that their child be clean and dressed in compliance with school rules and in a fashion that will not disrupt classroom learning.
- Read, understand, and support all rules and regulations.

Homework Policy

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

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

Assessment of Student Learning and Reporting Process

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

Performance Continua

The Elementary School has developed descriptions of learning across several grade levels, called performance continua, in reading, writing, inquiry, mathematics, art, music, and physical education. These continua are based on state and national standards of performance, analysis of student work, and faculty observations. We have identified observable student behaviors and varying qualities of learning products (e.g., writing) that can be assessed. Student's learning performance is reported through Blackbaud. To understand where the child's performance is on the continua, parents should review the performance indicators on the continua. Parents will receive notification to review their child's assessment at the end of each semester in December and in May. Student performance is defined generally in the following ways:

- ✓ Emerging: Emerging understanding and familiarity with concepts and skills
- ✓ Exploring: Developing facility with concepts and skills
- ✓ Expanding: Growing capacity and increasing confidence with concepts and demonstrating skills
- ✓ Extending: Meeting many expectations with regard to concepts and skills
- ✓ Established: Applying conceptual understanding and solid implementation of skills

Student Records

A student's cumulative record contains the original application for admission, copies of official correspondence between school and home, academic and disciplinary letters, performance continua reports, conference summaries, transcripts from other schools, and standardized test results. The school nurse maintains student health records separately and the Counseling department maintains learning evaluations separately. The School's administrators, teachers, and authorized staff members have access to student records as necessary to carry out their responsibilities.

Electronic Progress Portfolios of Learners

At the beginning of each semester, students set learning goals. During the school year, students accumulate evidence of their learning in electronic folders and focus on the strategies that promote learning in different content areas. During each semester, students create an electronic progress portfolio by selecting pieces that best represent their learning in different areas over time. Students use the Mid-Pacific Learner Profile (see page 8) to guide their selection of work for the portfolio. The elementary uses Showbie as the

portfolio platform. Students also self-reflect on what and how they have learned. Parents access the portfolios in November and April. Parents can access any other student work documented in Showbie at any time.

Parent-Student-Teacher Conference

We believe that effective communication between the school and parents is critical for the student's academic success. Early in the year, Intake Conferences between parents of new students and teachers are scheduled. Parents of returning students who are matriculating to a new multiage level, e.g., from kindergarten to grade 1 or from grade 2 to grade 3, also have an opportunity for an Intake Conference. During this time, parents are asked to provide information about their child's social, emotional, and intellectual strengths. For all students, conferences among the child, the child's parents, and the child's teacher(s) are also scheduled in November and April. Both academic and social progress are assessed – initiative, effort, use of class time, class participation, social relationships, behavior, and attitude toward learning. Parents receive a written summary of each semester conference. Parent and student attendance is required at the November and April conferences. Parents are always encouraged to speak informally or request a meeting with their child's teacher at any time.

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

Counseling & Support Services

We value the social and emotional well-being of every student. Self-confidence, friendships, academic success, emotional safety, being respected, and valued in the learning community are the rights of every student. In an effort to support our students, we provide human resources through the elementary counselor, learning specialist, and consultation with the Hawaii Center for Children and Families and a psychologist-consultant. Depending on the level of need, services are provided after discussion with the teacher(s) and parent(s).

To learn more about our counseling and support services, please click this [link](#).

STUDENT CODE OF CONDUCT

Philosophy

The discipline policy or code of conduct in the elementary school is intended to be a process that is part of the curriculum. The process is intended to help the children acquire social problem-solving skills and self-regulation strategies.

We recognize that the world our students will live in as adults will require a generation of compassionate, ethical, cooperative problem-solvers. The ability to communicate and think creatively cannot be overstated.

Background

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

Children and parents should understand that breaking the code will result in a logical or meaningful consequence – not a punishment. A consequence is respectful of the child’s dignity while punishment is shaming. Logical or meaningful consequences respond to the behavior as a problem, not that the child is a problem. The intention is always to preserve the student’s dignity whenever possible, to increase the focus of control, and to increase student motivation.

The principal, faculty, and staff reserve the right to handle an individual situation differently than described below if the context and circumstances warrant another approach. The code may be added to or changed at any time with written notice to students and parents. A process of understanding the context is followed and consequences determined by the principal and teacher(s) directly involved in the matter.

Code of Conduct Policies

At Mid-Pacific, we believe that a positive and respectful environment is essential for the academic and personal growth of our students. Our Code of Conduct policies are designed to foster a safe, inclusive, and productive atmosphere for all members of our school. These policies are applicable to everyone within our school community, including students, parents, faculty, and staff.

Level 1

- All students have a right to learn and feel safe. No classroom disruptions.
- Be honest.
- Speak appropriately.
- Dress appropriately.
- Arrive on time every day, ready and willing to learn.
- Only use rooms you have been given permission to use.
- Everyone on a school bus has a right to be safe.
- Protect the environment. Do not litter.

Consequences of Level 1 Infraction

1. Reminder (Note: These situations are addressed by the teacher. However, if there is a pattern of repeated behaviors, the teacher/coordinator/manager will inform the principal and the parents. Further action could be taken as needed. For example, a meeting with parents and the student, a meaningful consequence.)
2. Discussion with teacher/coordinator/manager and student.
3. Note or email sent home to parents to read and sign acknowledgement of receipt of note. A meeting between the parents, teacher(s)/coordinator/manager, and/or principal can be arranged, if needed.

Level 2

- All people at Mid-Pacific should be spoken to and regarded with respect – students, all adults who work at Mid-Pacific, and anyone else.
- No adult or child should ever be threatened or feel threatened.
[See Code of Conduct Policies.](#)
- Student work must be done by the student and not copied from another or taken from another source.
- Be a good digital citizen. Take care of your iPad and how the iPad is used in school and at home.

Consequences of Level 2 Infraction

1. Teacher/Coordinator/Manager will reprimand the student, contact parents, and inform the principal.
2. Principal will meet with students involved to understand the situation. The School Counselor can also be part of the discussion.
3. Principal will contact parents and schedule a meeting.
4. The school may recommend an assessment or evaluation by a professional.
5. If the student is unable to change behavior and parents are unsupportive, it is possible that the student may be suspended from school or be required to dis-enroll from Mid-Pacific/ASC/XLP.

Level 3 - Requiring Serious Consequences

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

Consequences of a Level 3 Infraction

1. Teacher/Coordinator/Manager notifies the principal immediately.
2. Principal and School Counselor meet with the student(s).
3. Parents are contacted. Depending on the infraction and level of threat or concern, an in-school suspension may be put into effect until parents arrive.
4. The school may recommend an evaluation.
5. If the student is unable to change behavior, it is possible that the student may be suspended from school or disenrolled from Mid-Pacific/ASC/XLP.

Level 4 - Special Concern

- Do not bring weapons, drugs, or alcohol to school.

Consequences of a Level 4 Infraction

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

Withdrawal

Any family deciding to withdraw their child from the school should provide written notice to the principal and schedule a meeting with the principal. However, no tuition or fees refund will be made.

Separation

A family may be asked to remove their child from the school for the following reasons: nonpayment of tuition or fees; health conditions that are communicable to others; abusive or inappropriate behavior by a parent in the classroom or on the campus directed at other

parents, children, the faculty/staff, or the principal; behavioral problems of the child that continue to disrupt and jeopardize the learning experiences for others; and inability of the school to properly meet the emotional, physical, or cognitive needs of the child.

Every member of our community (including parents/guardians) should recognize that discussing or criticizing a person's decision to exercise a right or responsibility under this Handbook—even in circumstances where it is determined that no Handbook violation occurred—may have the purpose or effect (unintended or intended) of retaliating against the person who came forward, harming the reputation of those involved, and/or discouraging others from reporting concerns.

Counseling out of a Student

We work as a team — parents, faculty, and staff — to support every student's academic, social, and emotional growth and development. Team meetings are scheduled for students whose learning style, abilities, skills, and disposition are not effectively supported by the educational program and resources available. We realize that our philosophical values, teaching approach, and environment may not be appropriate or to the needs of every student. We will work closely with parents on discussing other learning approaches and environments that can better support your child.

General School Policy and Information

School Calendar [SY 2024-2025](#)

Absences, Tardiness and Early Release

Parents should complete the [PS/ES Attendance Notification Form](#) before 7:30 a.m. to report their child's absence, tardiness or early release for that day. This form will notify the school office and the teacher of your child's attendance. A tardy pass or early release pass will be emailed to you. Please show the pass to security personnel

Students not in the classroom by 7:45am are marked tardy by the classroom teacher. A tardy pass will be issued and emailed to you. Please show the pass to Security personnel when arriving at campus. Frequent tardiness disrupts the classroom and puts the child at a disadvantage. Parents will be contacted by the principal concerning frequent tardiness.

Absences and Schoolwork

Absence Due to Illness: If a child is ill, parents may request homework by emailing the teacher and the School Office at esoffice@midpac.edu by 12:00 p.m. for pick-up between

3:30 p.m. and 5:30 p.m. from the After School Care Program classroom or between 2:30 p.m. and 3:30 p.m. in the School Office.

Absence Due to Family Emergency: In the event of an emergency when the student must be away from school for more than three days, please notify the student's teacher and the School Office by email. Teachers will make appropriate provisions (extra assignments and after-school help) to accommodate the student's emergency absence. "Emergency" includes a death or serious illness in the family.

Absence Due to Family Vacations: The school does not support students' extended absences from school due to family vacations scheduled during the school year. Children who return to the classroom after an extended absence often experience difficulties in re-adjusting to the daily routines or group activities. Much of the learning at the elementary school is based upon cooperative and collaborative participation. Therefore, the school discourages the scheduling of family vacations that result in removing children from classroom learning. The school and/or teacher cannot assume responsibility for the lapse in progress resulting from missed in-class instruction and homework. Teachers are not required to provide advance assignments or to provide any missed instruction after school.

Campus Safety

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 physical residence. No student may live independently, or be left alone without supervision of a registered guardian of at least 25 years of age for an extended period, 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 Principal of arrangements for appropriate supervision.

Weapons Policy

For the safety of all members of our community, no weapons are allowed on campus, including student or parent vehicles, backpacks, or stored in lockers at any time. This includes guns, knives (including pocket knives), tasers, pepper or bear spray, lighters, flares, fireworks, lighter fluid, or the like. Parents and guardians may not bring these items to campus at any time nor provide these to students.

Fire Drills

We have monthly fire drills, inspections by the Honolulu Fire Department, and conferences with State Health Department and Occupational Safety & Health Administration

personnel as needed. We comply with Civil Defense regulations regarding hurricane and tsunami alerts. We also have emergency plans for bomb-threat and unauthorized-persons situations. See Emergency Plans.

Service Animals

Service Animals are working animals, not pets. A Service Animal is an animal that is individually trained to do work or perform tasks for an individual with a disability, including a physical, sensory, psychiatric, intellectual, or other mental disability.

Students or employees may be accompanied by a Service Animal in all locations where students or employees are allowed, except where the presence of a Service Animal would fundamentally alter the nature of a program or an activity and/or pose a direct threat to the health and safety of others. [Please refer to the Mid-Pacific Standard of Practice on Service Animals](#) for the list of restricted areas. The Standard of Practice may be requested by emailing the school office. Exclusions may be granted on a case-by-case basis by contacting the student's appropriate principal.

Child-Abuse Reporting

The child-abuse laws specify that all childcare staff are required by law to report suspected abuse or face severe fines and possible imprisonment. Should we suspect abuse, we will document any incidents and report the abuse to the Child Welfare Services, if warranted.

COMMUNICATION BETWEEN HOME AND SCHOOL

Open communication between parents and teachers is critical to your child's development and success in school. The most effective communication is directly with your child's teacher, followed by communication with the principal or school counselor, depending on the nature of the situation. Please voice your concerns, suggestions, and issues to someone in the school who can address them.

Changes in the child's environment (e.g., a new sibling, moving to a new home, separation of parents, death in the family, etc.) can be very unsettling to the child. If we are aware of the situation, we can be more understanding and proactive in responding to your child. Your child may voice concerns about peer relationships. Let the teachers know what is happening so that these issues can be handled at school. Talk to the teachers if something is becoming a problem.

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

Communication via myPueo

All parents have access to myPueo, an online source for all classroom and school news, teacher announcements, and other relevant information. For up-to-date information, please go to <https://midpac.myschoolapp.com>, which is accessible only by a username and password. Flyers, forms, and the monthly calendar can be downloaded from myPueo.

Communication via Owl News

Owl News is Mid-Pacific's all school newsletter that includes links to each of the division newsletters. All parents receive Owl News every Monday and it includes announcements, events, updates, and a link to the teachers' and principal's weekly blog.

Communication with Teachers

The best mode of communication is email. MyPueo and the online school directory provide email addresses for all faculty and classroom phone numbers.

From 7:30 a.m. to 2:30 p.m., the classroom teachers are busy with the children and will be unable to speak to you directly on the phone. Please email the teacher and the School Office. If there is an emergency, call the School Office at 441-3800.

Messages regarding illness, appointments, etc. should be emailed to the teacher and the School Office prior to the absence.

Formal parent-teacher-student conferences are scheduled in the fall and in the spring. Classroom teachers will send a conference sign-up form several weeks prior to the conferences. Parents/guardians are encouraged to speak to the teacher at any time during the year.

The principal welcomes discussion with parents on any concerns or issues. She may be reached via phone or e-mail. Appointments may be scheduled with her administrative assistant at 441-3801.

Communication with Parents

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

Complaints or Criticisms

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

Custody

Mid-Pacific will not voluntarily become involved in child-custody disputes. Our records, personnel, and resources are not available unless subpoenaed by the court. It is our policy to require both parents, regardless of marital status, to attend parent conferences and to honor any court-dictated arrangements, such as the pick-up of a child from school. If requested in writing, we will send each parent a separate mailing of school information.

The school will need documentation, usually a court document, verifying custodial responsibilities regarding financial obligations to the school. Medical situations will need verification from the physician or medical specialist.

Digital Devices

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

Smart watches: Students should not be wearing smart watches to school. These digital devices are distracting in the classroom. If worn to school, students will be directed to place these devices in their backpacks. If you need to contact your child, please call the school office and the message will be conveyed to your child. We understand an emergency situation, but this situation should be communicated to the school office so the emergency situation is communicated appropriately.

Dress Code

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

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

General Dress Guidelines

Mid-Pacific school logo shirts and dresses, shorts, long pants, jeans and skirts are appropriate dress wear. Shorts should have a minimum inseam of 7".

Footwear: Athletic or regular shoes and socks or flat sandals with solid rubber soles and back straps. Shoe laces must be tied. Rubber slippers are not permitted. Students in inappropriate footwear will not be allowed to play outdoors, participate in P.E., or play during recess. Shoes with wheels are not allowed in school at any time.

Physical-Education Dress Requirements: All students must wear a Mid-Pacific t-shirt, athletic shoes, and socks on P.E. days.

Excursions/Field Trip Dress Requirements: As a safety precaution, Mid-Pacific shirts must be worn on all field trips.

Free Dress Day & Monthly Assembly Days: On the first Friday of each month, the students are allowed to choose their attire (Free Dress). Clothing guidelines are the same as on regular school days with the addition of dresses, skirts in short lengths or long lengths and solid color, striped, plaid, or patterned t-shirts or regular shirts. Clothing bearing any character or slogan which promotes violence or ignorance is unacceptable.

Free Dress attire may also be worn on monthly Assembly Days. See your child's teacher's page for announcements of assembly dates.

Jewelry: We advise discretion on use of jewelry. Long, dangling earrings are a safety hazard for elementary children.

Drop-off and Pick-up

Drop-off and Pick-up procedures are intended to keep everyone safe. Please drive with caution. As much as possible, please drive to the end of the turnaround and drop-off or pick-up your child there to avoid holding up traffic.

To ensure a smooth drop-off and pick-up, please make sure:

- Your child's name placard is on the car dashboard
- Lunch, snack, water bottle are packed and nearby your child
- Your child is seated on the passenger side of your car so that exit is not into the line of passing cars
- Your child is aware of who is picking up in the afternoon
- Arrive at the designated time for drop-off and pick-up. For example, Kindergartners are usually picked up beginning at 2:20. We will have a traffic situation trying to get the kindergarten parent to come through the autoline if you're parked and waiting for your first or second grader who gets to the autoline at 2:30.

Staff and parent volunteers open and close car doors. Drivers remain in their cars.

Drop-off

Drop-off for students in Kindergarten through 5th grade is 7:00 - 7:40 a.m. As much as possible, please drive to the end of the turnaround and drop off your student there to avoid holding up traffic. Kindergarten through 2nd grade should be dropped off at the upper autoline and students in grades 3 through 5 should be dropped off at the lower autoline. Kindergartners and grades 1, 2 and 5 enter campus through the main Wilcox gate to the left of the office. Students in grades 3-4 will enter campus through the gate on the Noi'o firelane.

Kindergarten through 2nd grade students remain in the dining room where they are supervised until their classrooms open at 7:30a.m. Kindergartners are escorted to their classroom while first and second graders walk to classrooms on their own. Students in grades 3-5 should walk directly toward their classrooms immediately after drop-off. The students will wait outside their classrooms until 7:30 a.m. when classrooms open.

Pick-up

Kindergartners will walk to the upper autoline at 2:20 p.m. We strongly encourage parents picking up kindergartners to arrive at the autoline at 2:20 p.m. and not earlier to avoid parking in the autoline while preschool parents are still picking up their children from 2:00 to 2:20pm.

Autoline pickup for elementary students (Grades 1-5) is 2:30 - 3:00 p.m. Students in multiage 1-2 and Grades 5 exit from the main Wilcox gate. Students in multiage 3-4 exit from the Noi'o gate and walk down to the lower autoline from the stairs within the campus gate.

Grades 1-5 students will leave their classrooms at 2:25 p.m. Please give your child time to walk from the classroom to the autoline. Parents are expected to pick up their child(ren) no later than 3:00 p.m. When picking up children, please form one lane and move forward. We will make every effort to make sure your child is ready and waiting for you. Between 2:00 and 3:00 p.m., do not park your car in the turnaround area or leave your car to get your child. Only parents of kindergartners are permitted to queue up at 2:20 p.m. to pick up their children.

For additional information go to [Drop-off and Pick-up Instructions](#).

Preschool & Elementary School Traffic Flow Map

Early Release: If you need to pick up your child for an appointment and will be returning to school or if you need to pick them up early, please complete the [PS/ES Attendance Notification Form](#) before the start of the day. This form will notify your child's teacher and the school office of the early release. The school office will email you an early release pass that you will need to show Security personnel when arriving on campus.

Authorized Pick-ups: Only individuals whose names are listed as an authorized pick-up in the student's record may pick up the student. Please update your child's record [here](#). We will not release your child to anyone else.

Late pick-ups: Any child not picked up by 3:00 p.m. may be sent to the After School Care Program. The fee to drop-in to the After School Care Program is \$25.00. If there is an emergency, making it impossible to pick up your child by 3:00 p.m., please call the School Office at 441-3800 so that arrangements can be made.

Parking: Parents should park in designated areas only.

Closed Campus: Students are required to remain on campus from the time of their arrival before school until after-school departure. Parents should email the child's teacher and the School Office if their child will be picked up sometime during the school day for any reason. Students who leave the campus after school may not return without written authorization.

Special Arrangements: If parents make arrangements among themselves for picking up another child, e.g., play dates arranged after school, you must inform the office via email or phone call. We will not permit any student from entering into any car without prior notification to the School Office.

Walking to other areas of campus: An elementary student with siblings in middle or high school or parents who are faculty or staff must have written permission from parents if the student is to walk to the middle or high school campus after school. An email to the teacher and School Office is acceptable. Generally, we will escort the elementary students across the pedestrian crosswalk at the lower drop-off area.

Road Safety: Children are not permitted on the drop-off/pick-up roads except when accompanied by an adult. Please observe speed limits on campus. Slow down as you enter the elementary campus, especially at the turnaround.

Field Trips: Off-campus trips are usually related to an inquiry or curriculum. Teachers must prepare a plan approved by the principal and Director of Compliance and Risk Management, which also includes logistics (e.g., transportation, entry fees). Parents receive notification at least two weekends in advance.

After School Care (ASC)

Afternoon (2:30 - 5:30 p.m.): Students in all grades may participate in this afternoon program. Mid-Pacific is licensed by the Department of Human Services to care for 150 children, aged 3-11 years, at any given time. The fees for the After School Care Program are outlined in the financial information sent home in the spring. Drop-in supervision is only available on an emergency basis for a flat rate. Students have playground time, snacks, and indoor quiet activities. Students in Grades 3-5 are in study hall 3:00 - 4:00 p.m.

If a student is picked up after 5:30 p.m., a late fee will be assessed: \$15.00 for any portion of time in the first fifteen minutes and \$5.00 thereafter for every additional minute.

A QR code assigned to your family must be scanned when picking up your child from the After School Care Program. Once you have scanned, a supervisor will bring your child to the upper autoline pickup area.

In the event of an emergency or a change of plans, please call the School Office at 808-441-3800 before 3:30 p.m. After 3:30 p.m., please call the Global Exchange Academy Office at 808-441-3941 or 808-973-5032.

The After School Care Program is licensed by the State of Hawai'i, Department of Human Services.

Extended Learning Program (XLP)

The Global Exchange Academy (GlobalX) offers on-campus and virtual after-school activities through its After School Care (ASC), Extended Learning programs (GlobalXLP), and virtual programs (GlobalXV).

ASC is available for students in Preschool through grade 5 and is held daily from dismissal to 5:30 PM on regular, full school days. GlobalXLP courses are offered for students pre-school through grade 12, on various schedules throughout the fall and spring. Please see

the catalog for pricing, dates, and course times. GlobalX virtual courses may be held in the afternoons, evenings, or weekends, and are available for students of all ages, including adults.

The cost of GlobalXLP classes includes ASC on the day of the GlobalXLP class until 5:30 PM for students in grades K-5. Preschool students in PS GlobalXLP classes must be picked up directly after their classes. Elementary students enrolled in GlobalXLP classes will be escorted from ASC to their GlobalXLP class by GlobalXLP staff. After the GlobalXLP class, students will return to ASC.

All students who are on campus after 3:00 p.m. must be supervised by an adult, i.e., placed for the day or already enrolled in the ASC Program or an XLP class. Elementary school students may not wait unsupervised anywhere on campus, e.g., autoline shelter, lanai tables, or play structure. Parents will be charged the daily rate for a student not already enrolled in the ASC Program. ASC ends daily at 5:30 PM. Students not picked up by 5:30 PM will be charged a “late pick-up” fee of \$15.00 for the first 15 minutes (or portion of) and \$5.00 for every additional minute thereafter will be charged if a student is picked up after 5:30 PM.

In the event of an emergency or a change of plans, please call the School Office at 808-441-3800 before 3:30 p.m. After 3:30 p.m., please call GlobalX at 808-973-5032.

Flyers

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

Food

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

Lunch: Parents may pre-order lunch for their children through Mid-Pacific’s food service provider, Sodexo. Monthly, semester or annual payments must be made to myKids Spending. Please see the Preschool & Elementary School page (downloads section) in myPueo for detailed lunch information. If parents are fixing home lunch, prepare healthy nutritional selections; again, no candy or soda. Please pack all utensils needed for your child. ***There is no microwave available to heat children’s lunches; please do not send your child to school with food that needs to be heated or refrigerated.***

If a child comes to school without lunch, parents will be notified and asked to drop off lunch. In those situations when that is not possible, the School Office will provide a hot lunch from Sodexo for which parents will be billed.

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

Food Allergies

Because of the potential for severe allergic reactions to nut products, no foods containing any form of these nuts are served by the school or our school lunch caterer. If you are sending in foods to school (e.g., your child's snack or home lunch, a birthday treat, a class potluck), please be mindful that we have several students with severe allergic reactions to different foods, most typically nuts and dairy products.

PLEASE IMMEDIATELY INFORM THE SCHOOL NURSE IF YOUR CHILD HAS A FOOD ALLERGY OF ANY KIND. You may contact the nurse at 808-441-3807.

Games, Toys, and Electronic Items

Mid-Pacific reserves the right to ban any toy, game, or electronic item considered disruptive. Banned items include, but are not limited to, all electronic items (including cell phones, smart watches), cards (including Pokemon, magic and Animal Kaiser). Keep these items at home. Check with the school or classroom teacher if you are uncertain whether an item may be brought in.

Information Disclosure and Release

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

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

Insurance

Mid-Pacific carries general liability coverage.

Medical Information

School Nurse

The nurse is responsible for promoting good health throughout the school so that students may be successful learners. In addition to administering first aid to the minor scrapes, bumps, and aches of students, the nurse is also responsible for the following tasks:

- Performing vision and hearing assessments.
- Monitoring student compliance with state immunization laws.
- Dispensing all medication, both prescription and over-the-counter.
- Responding to any health issues that may arise.
- Coordinating communications between home, school, and the school community concerning communicable illnesses and diseases.

Medical Insurance

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

Physical Examination/Health Record-Magnus Health

Mid-Pacific utilizes the secure, online database, Magnus Health, for collecting, managing, and storing electronic health records for all students. Magnus Health allows continuous access to your child's health record as well as the ability to make updates when needed. Magnus Health also provides access to information via phone with their convenient mobile app. In certain situations, Mid-Pacific may deem it necessary to share the information collected in the electronic health records with faculty and/or staff, if, in Mid-Pacific's judgment, such disclosure is required for the student's health or educational needs. In emergency situations involving the health or safety of the student, Mid-Pacific may also disclose such information to other parties.

Hawai'i Law requires each student to meet physical examination, immunization, and tuberculosis (TB) clearance requirements by the first day of attendance. Each Mid-Pacific student is required to have a completed Magnus Health profile including a completed Mid-Pacific Student Health Record (Form 14) documenting both their physical examination and their up-to-date immunization record. The physical examination must be completed by a U.S. licensed physician (M.D., D.O., A.P.R.N., or P.A.).

A religious or medical vaccine exemption form is acceptable in place of an immunization record and is valid for one school year. No personal vaccine exemptions are permitted. Please visit the Health Center page of the myPueo Resources board and click on School Health Admissions and Annual Requirements for more information on vaccine exemption requirements. A Mid-Pacific Student Health Record is valid for 12 months from the date of the last noted physical examination.

ALL NEW STUDENTS must provide acceptable documentation of TB clearance obtained at age 12 months or older and a Mid-Pacific Student Health Record dated within 12 months of their date of entry into Mid-Pacific. Once a valid TB clearance is accepted, it will remain valid through Grade 12. The following TB clearances are acceptable and can be completed outside of the U.S., however, it must be performed by a U.S. licensed healthcare professional (M.D., D.O., A.P.R.N., or P.A.):

- 1) A negative TB Risk Assessment, such as the State of Hawaii TB Clearance Form F.
- 2) If the Risk Assessment Form presents risks, one of the following is required:
 - a. A negative Tuberculin skin test (PPD-Mantoux).
 - b. A negative QuantiFERON Gold In-Tube or T-Spot Blood Test.
(For students five years old and older only.)
 - c. A negative chest x-ray with laboratory report/results attached.

The school's registered nurse will notify families if a student's health record, immunizations, and/or TB clearance does not meet all necessary requirements. It is the parent's responsibility to update their child's health & immunization records in their Magnus Health profile following their annual check-up.

The Department of Health states that a student who has not completed the physical examination and/or all of the required immunizations may attend school on a provisional basis only with written documentation showing that appointments have been made to complete the missing requirements. However, TB clearances must be presented prior to the first day of attendance and may not be deferred or postponed. Please visit the State of Hawaii, Department of Health Disease Outbreak Control Division online for more information on school health and immunization requirements.

Mid-Pacific Preschool & Elementary School requires that your child have an annual physical examination.

Mid-Pacific Elementary (Grades 4 & 5), requires Section F at the bottom of the Mid-Pacific Student Health Record be complete for participation in CSAL Athletics.

A STUDENT IS REQUIRED TO HAVE A CURRENT HEALTH RECORD ON FILE.

Illness Policy

Medical consultation is available from the Mid-Pacific Elementary School Nurse regarding special care and medication.

If your child shows signs of an oncoming illness, please keep your child at home, both for your child's well-being and the well-being of other children and their families.

The following guidelines have been developed with these concerns in mind:

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

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

Children who arrive at school with symptoms of an illness will be sent home. If you are unavailable during the day, your child will be taken to the health room, and we will contact the persons whose names are on the emergency or authorized pick-up forms. Parents are required to pick up their child within one hour after the school has called.

Additional reasons to keep your child at home

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

- Contagious diseases, such as chicken pox, measles, conjunctivitis, ringworm, impetigo, mumps, or roseola. These diseases will require a physician's release for re-admission to school.
- Health conditions such as untreated allergies (including reactions to food), colds, coughs, rash, or hives.
- Ear infection, throat infection, or eye infection with discharge, until on medication and released by the pediatrician for return to school.
- Child seems pale, listless, irritable, very tired, or too uncomfortable to fully participate in the program.
- Head lice (ukus) or nits. Regardless of the treatment used, all live ukus and nits must be removed before returning to school.

If a child develops symptoms during the school day (e.g., temperature, headache, flu symptoms, etc.), the child will be taken to the health room to be evaluated by the School nurse. She may contact the parents so that the child can be picked up from school as soon as possible, or she may determine that the child needs to rest for a while before returning to the classroom.

Communicable Diseases

If a student is sick, they should stay home to care for themselves and for the well-being of the community. Conditions that warrants staying home include: fever of 100 degrees or higher, diarrhea, vomiting twice or more in 24 hours, severe cold/cough symptoms, strep throat or pink eye (conjunctivitis) diagnosis (first 24 hours), flu diagnosis, or being in a contagious state.

Extended Illness/Chronic or Persistent Medical Conditions

If a student's illness or hospitalization results in them missing school for five (5) consecutive school days, a note to the nurse from their treating medical provider will be required. This must be dated within the past 5 days, please indicate why they have not been able to attend classes, and the date when they believe the student will be able to return to classes. Any student requiring medication following a surgery should see the nurse before returning to school.

For students who have been hospitalized, the physician letter will also need to clear them to return to school. In addition, the student and their parent/guardian will need to have a meeting with the school counselor, administration or nurse prior to their return to ensure a successful transition back to school.

The School will make every reasonable effort to accommodate students with chronic or persistent medical conditions. In order to properly support a student with a chronic or persistent medical condition, a documented diagnosis must be provided by the treating medical provider(s) to the school nurse and/or school counselor two weeks before the start of school, or within two weeks of diagnosis.

The school will partner with the student, family, and treating physicians to create a plan to support the student as they manage their chronic medical condition, while also ensuring the student attends school with sufficient regularity that they meet the attendance and course requirements. The school will determine modifications appropriate to a student's condition and educational program, with the understanding that all accommodations must be consistent with the School's fundamental programmatic requirements, including regular, in-person attendance. Modifications will not be applied retroactively.

If a student's medical condition requires frequent doctor's visits or treatments that must be scheduled during the school day, medical documentation from the treating physician must be provided two weeks before the start of school, or within two weeks of diagnosis. It must outline on letterhead:

1. Student's chronic medical condition/diagnosis
2. Recommended treatment plan – including, if applicable, names of any medications, dosages and side effects in order to position our nurses to best support the student while at school
3. Any modifications or restrictions to the student's activities or participation -- including, if applicable, restrictions on physical activities
4. If school will be missed as a result of condition, doctor's appointments or treatment, which days and times/what is the frequency
5. Duration of treatment

Medical Leaves of Absence

Medical Leaves may be granted for students who are hospitalized for extended periods of time or are enrolled in and complete a partial-hospitalization program. This requires documentation of the diagnosis from the treating medical provider and consent for communication between the school and medical treatment team to create an agreed-upon educational support plan. The school will determine the appropriate modifications to the student's educational program. Should a medical leave require that a student miss more than twenty days of any class, the school will meet with the family to discuss the duration of treatment and the feasibility of the student's continued enrollment in the school based on the school's fundamental programmatic requirements, including regular, in-person attendance.

Allergy Management

All students identified as having a serious allergy to foods must have an Emergency Action Plan on file with the nurse. Students who require emergency medications as part of their Emergency Action Plan should carry a set in their backpack and a set must be provided for the nurse's office along with permission to self-carry the emergency medications.

Because of the potential for severe allergic reactions to nut products, no foods containing any form of these nuts are served by the school or our school lunch caterer. If you are sending in foods to school (e.g., your child's snack or home lunch, a birthday treat, a class potluck), please be mindful that we have several students with severe allergic reactions to different foods, most typically nuts and dairy products. There are no tables or areas identified as "food restricted" and students are responsible for choosing their seating.

PLEASE IMMEDIATELY INFORM THE SCHOOL NURSE IF YOUR CHILD HAS A FOOD ALLERGY OF ANY KIND. You may contact the nurse at 808-441-3807.

Medications

Prescribed medications of any kind will be administered by the school's registered nurse with prior parent approval and completion of the medication form (available in the myPueo Health Center Resource board). The physician's prescription must include the following information: name of child, name of medication, dosage, date(s) and time(s) to be given, and name of prescribing physician. This information should also be inputted into your child's Magnus Health account.

Students are not permitted to self-administer any medications (e.g., aspirin, Tylenol, cough syrup, etc.). All medications should be brought to the health room in the original container. Teaspoons should accompany liquid medication. Never send medication with your child to keep in their lunch box or cubby.

First Aid

When a simple injury occurs, the nurse will care for it in school. All Elementary faculty and staff are certified in Child First Aid / CPR and AED use. If a serious injury occurs, we will call for an ambulance, then contact the parents (or whoever is listed on the emergency card if we are unable to reach the parents) to meet us at Kapi'olani Medical Center for Women and Children 1319 Punahou Street, Honolulu.

Illness or Medical Emergency

If a child is ill or injured, parents or guardians are notified and requested to pick up the child as soon as possible. In the event of a medical emergency such as a serious injury, we will call 911 for an ambulance, then call the parents (or whoever is listed on the contact card if we are unable to reach the parents) to meet us at Kapi'olani Medical Center for Women and Children. The hospital, located at 1319 Punahou Street, is five minutes away from Mid-Pacific. A full -time registered nurse is on the elementary school campus.

Your child is allowed to return to school after an illness when the temperature has been normal unmedicated for 24 hours and there are no other symptoms (e.g, headache, frequent coughing, or muscle aches). If your child has these symptoms, you will be called to pick him up. This is to ensure the health of other students and the faculty/staff.

Medical Appointments

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

Head Lice (Ukus)

Ukus are an unpleasant hazard of school life in Hawai'i, and you should check your child's hair for them regularly. Should your child's hair be found to be infested, the school's registered nurse will contact you to recommend that you treat your child's hair. The form of treatment is up to you. If your child returns to school with evidence of continuing live infestation, you will be asked to continue treating your child's hair. (We understand that treated hair may not be immediately cleared of uku debris.) The school's health room can offer you good advice on ridding your child of these pests. When a child is found to be infested, the rest of the children in the class are checked as well. The child will be checked periodically by the school registered nurse.

Immunization Policy

At Mid-Pacific, we value our healthy school community and recognize the role vaccines play in continuing to protect and sustain a healthy school environment. Mid-Pacific, like all other Hawaii schools, is guided by the State of Hawai'i laws and regulations, which require students attending schools in Hawaii to be immunized against diphtheria, pertussis, tetanus, polio, hepatitis B, mumps, measles, rubella and chicken pox. The State of Hawaii allows exemptions on religious or medical grounds only. If your child has not completed the entire immunization program as defined by the State of Hawaii's Department of Health, please see your pediatrician to arrange for completion of these vaccines. If you have questions about completing the immunization requirements, please contact the school registered nurse at 808-441-3807.

Health Forms

All of the medical forms can be found on the School Parent Portal via the Health link. Every 12 months students are required to have a physical examination by a licensed physician. Prior to the doctor's appointment, parents and guardians need to download and print the appropriate physician forms for each child: physical, immunization, and over-the-counter medication forms. If there are additional health concerns such as allergies, asthma, and seizures, the student's doctor should complete and sign the related forms at the annual physical examination too.

Families must submit all required up-to-date health forms prior to the start of the academic year. Students who do not have the required forms on file may not be permitted to attend school or may be excluded from school activities including athletics. Forms must be completed by a treating medical provider who is not the student's parent, even if they are a licensed provider.

Accommodations for Students with Learning Differences

The school provides reasonable accommodations to students who need an accommodation. If an accommodation is needed, please ask. The school considers each request on an individualized basis, taking into account the particular facts and circumstances. The school is committed to ensuring that students with disabilities are provided with the appropriate level of support. The school will make necessary and reasonable accommodations for students with learning differences unless doing so would fundamentally alter the nature of the program or would create an undue burden, or would pose a direct threat to the health and safety of any member of the community, including the student themselves.

Not all students who would like to have learning accommodations are eligible to have accommodations. To ensure that those students with disabilities who need testing accommodations are provided with the necessary support, the school may require or perform individualized assessments. Parents who are seeking testing accommodations for their child must submit a neuropsychological evaluation conducted by a professional experienced in conducting evaluations of this nature. Outside evaluators are expected to conduct diagnostic evaluations using research-based and evidence-based practice, always following best practices for assessing areas of concern. Evaluators should hold appropriate, current certification or licensure and be qualified to evaluate the condition(s) requiring a diagnosis.

In addition, and because evidence of a learning difference must extend beyond performance on a diagnostic evaluation, the school will also assess whether there is evidence of significant challenges or learning style issues in real-world settings, including in the classroom and as demonstrated by such indicators as academic function observed by teachers and the student's ability to complete tests within time limits. While stress and anxiety are certainly challenges faced by many students, accommodations are not designed to address the stress and anxiety of daily life.

Because the decision of whether to grant an accommodation is an individualized assessment and because the need for an accommodation can change over time, evidence of a student having received testing accommodations by a previous school or on a previous standardized test is not sufficient basis for the student to be granted accommodations at Mid-Pacific.

It is customary for evaluators to make a variety of recommendations for the student and family to follow outside of the school environment and beyond specific testing accommodations. Examples would be psychotherapy, working with a learning specialist, vision therapy, etc. In addition to evaluating the report and the student's real-world performance,

the school will look for evidence that the family and student are following those recommendations outside of school, in addition to seeking testing accommodations at school.

The school will communicate with the family as to whether or not the accommodation request is granted and, if granted, the nature of the accommodation that will be provided.

Abuse and Neglect Prevention (Mandatory Reporting)

Student safety is the school's number one priority. As an educational institution, Mid-Pacific employees are mandated by the State of Hawaii to report to the appropriate law enforcement agency suspected cases of child abuse or neglect as soon as possible. Reporting does NOT require proof that child abuse or neglect has occurred. Incidents are reported as soon as they are suspected.

Parent Partnership

The school makes every effort to keep in close touch with parents regarding their child's and the school's overall progress, engages and supports parent volunteering opportunities, and routinely asks parents for feedback. When the school and parents effectively work together to support student learning, not only do the individual students tend to meet learning objectives and perform optimally, but the school also thrives and furthers its mission. This section of the Handbook covers parent-school communications as well as parent volunteering opportunities.

A. Parent and School Communications

Parents are expected to address questions about their student to the faculty and approach discussions in a respectful and professional manner.

During the 2024-2025 school year, your child may be photographed for the school memory book, print materials, publications, website, social media or admissions recruiting purposes.

B. Custody Issues and School Access

Unless notified otherwise, the school will presume both parents are permitted to attend school activities and be provided with information and report cards with respect to their child. The School will also presume that both parents are entitled to be involved in their child's schooling, and both parents must agree and authorize a child's enrollment and/or withdrawal from a school.

Is it not the intention of the school to become involved in familial disputes. However, should custodial arrangements and school access between the parents change, the school expects that both parents will inform the school of the change and any relevant restrictions with supporting court orders or legal documentation if requested. Information of this nature is kept strictly confidential.

C. Parent and School Relationship

A positive, collaborative, and constructive relationship between the school and parents or other individuals interacting with the school and/or school community by virtue of their relationship with the student is essential to the mission of the school.

Thus, if the behavior, communication, or interaction on-campus, off-campus (including during school-sponsored events), or via digital or electronic means (including, but not limited to, listservs or online forums) of parents or other individuals interacting with the school and/or school community by virtue of their relationship with the student is disruptive, intimidating, overly aggressive, or reflects a loss of confidence or serious disagreement with the school, including but not limited to disagreement with its decisions, strategies, policies, procedures, responsibilities, delivery of the program, strategic initiatives, personnel, leadership or standards, or imperils accomplishment of its educational purpose or program, threatens the health safety or well-being of another member of the school community, or inconsistent with commitments shared by members of the community, parents understand and agree that the school has the right to dismiss the student from the school, the school property, a school event, or other such restriction or action as determined in the school's sole discretion. In addition, parents understand and agree that the school has the right to place restrictions on the parents' or other affiliated individuals' involvement with or activity at the school, on school property, or at school-related events, if such parents/individuals engage in behavior that the school determines in its sole discretion to warrant such a restriction.

Memory Book

A preschool/elementary school memory book is published annually. Its cost is included in the comprehensive fee, so every child receives one. Memory books should always be a joyful reminder of school days. Your child should be thoughtful when signing another child's book. A child who writes or draws inappropriately in another child's book is required to purchase a new memory book for that child. Mid-Pacific publishes a yearbook currently geared to the Middle and High schools. Please inquire at the elementary office if you would like to purchase a Mid-Pacific yearbook.

Office Matters

Office Hours: Monday - Friday, 7:00 a.m. - 3:30 p.m., except for holidays noted on the school calendar.

Change of Status: If you have a change of status (e.g., name, marital status, phone numbers, or addresses) during the school year, please update your information in myPueo, particularly any changes in phone numbers.

Lost and Found: Articles not claimed by students at the end of the day are left on the Lost and Found shelves located in the school office. If articles are marked with the student's name, chances of recovery are improved.

Messages: Messages for students or teachers should reach the School Office before 1:00 p.m. to ensure their delivery.

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

Playground

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

School Supplies

Student supplies are included in the comprehensive fee. These supplies include items such as markers, scissors, binders, composition books, sheet protectors, pencils, glue, etc. These supplies will remain in the classroom at the end of the year.

Telephone Calls

Parents Calling the Classroom: If parents want to contact a classroom teacher, we advise parents to call the school office at 808-441-3800 and leave a message with Ms. Jayme Sakai, the Office Assistant. The message will be promptly delivered to the teacher. Teachers are often busy with students, have supervisory duties, are in meetings, and are unable to

pick up phone calls. Please do not call the classroom during any time while instruction is in progress.

Classroom Telephone: Students are permitted to use the classroom telephones with permission from the teacher. Any emergency situation, such as illness or injury, will be handled through the School Office. Students are expected to be responsible for remembering to bring their homework, lunch, projects, etc. to school. We understand that there may be a few occasions during the year when students may have to call parents for forgotten items. Student phone calls to parents when there is frequent or chronic forgetfulness will not be allowed.

Visits to School and Classroom

Visitor Passes: A faculty or staff member will notify Security of your visit to campus. They will provide you with a visitor badge which should be worn while on campus. All visitors to the Mid-Pacific Preschool & Elementary School must check in with the School Office.

Classroom Visits: Forgotten clothes, lunch, water bottle, etc. should be left at the School Office. Please do not go directly to the classroom.

Conferences: Parents may request a conference with their child's teacher(s) as needed. Conferences will be scheduled at a time convenient to parents and the teacher.

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

COMMUNICATION WITH PARENTS DURING AN EMERGENCY SITUATION

COMMUNICATION WITH PARENTS DURING AN EMERGENCY SITUATION

In order to ensure the safety and security of our students and staff, Mid-Pacific is equipped with a comprehensive Emergency Notification System. This system is designed to communicate important information swiftly and effectively to parents and guardians in the event of an emergency.

Communication Methods

During an emergency, the method of communication may vary depending on the situation. The Emergency Notification System is capable of delivering messages through the following channels:

- Phone Calls: Automated voice messages will be sent to the primary contact numbers provided.
- Text Messages: SMS alerts will provide timely updates and instructions.
- Emails: Detailed information and further instructions will be sent to your registered email address.

It is critical that the contact information you provide is accurate and up-to-date. Please review and update your contact details regularly, and notify the school immediately of any changes to your phone number, email address, or primary residence.

System Testing

To ensure that the Emergency Notification System functions flawlessly in real situations, it is tested once every semester. These tests are crucial for identifying and remedying any issues with the system. Parents will be notified in advance of scheduled testing dates. Your cooperation is essential in maintaining the effectiveness of our emergency communications. Please prioritize keeping your contact information current and be alert to communications from the school during these critical times.

EMERGENCIES & NATURAL DISASTERS PLANS

Fire

The elementary school has a fire evacuation plan, and we have monthly fire drills. In the event of an actual fire, and should our buildings no longer be habitable, parents will be notified. Children will be temporarily housed in an undamaged facility on the school premises.

Flooding

The school is not located in an identified flooding zone.

Hurricane/Tropical Storm

Hurricane or tropical storm watches are issued by the National Weather Service. When a watch is issued, Mid-Pacific will monitor the storm and make a decision to adjust school operations before the issuance of a warning.

Lockdown

Lockdown is called when there is an immediate threat on campus. A lockdown is to protect students, faculty, staff, and visitors. In the event of a lockdown, the emergency notification system will be activated and families will be notified.

Tsunami

Mid-Pacific is not located in a tsunami evacuation zone, so we do not have to evacuate. If a warning is issued while school is in session parents will be notified.

School Response to Emergency Situations

In emergency situations, school personnel will call parents or guardians first, then proceed to contact persons on the emergency form whom parents have authorized to act on their behalf if they cannot be reached. If parents/guardians or authorized persons on the emergency form cannot be reached, the school will contact the family physician, and the child will be taken by ambulance to the nearest hospital. School personnel will accompany the child to the hospital and take along emergency release forms. Every effort will be made to contact parents/guardians.

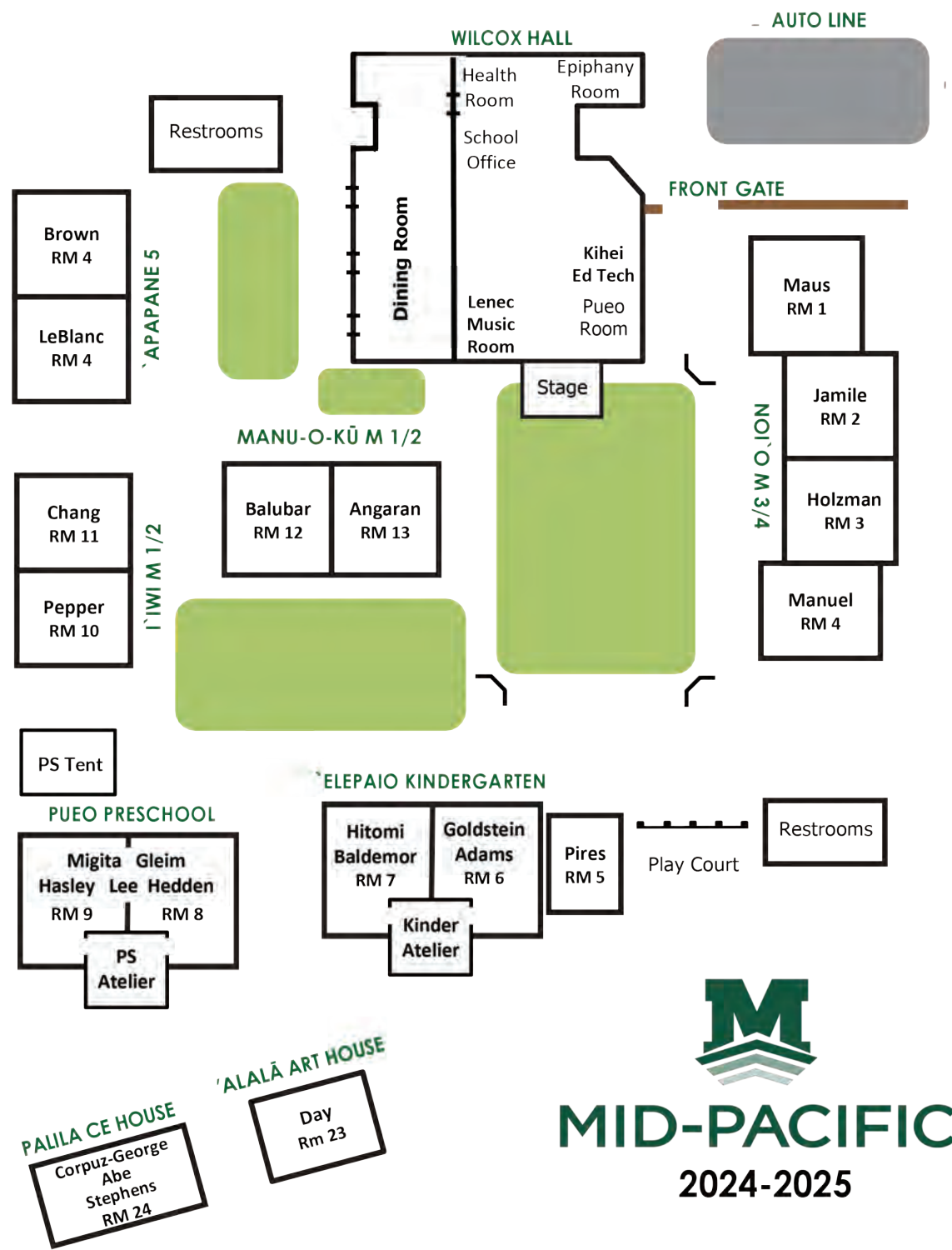
If a child is ill or injured, parents or guardians are notified immediately and will be requested to pick up the child as soon as possible. The school has a health room (with beds and an adjoining lavatory) where the child will stay with the registered nurse until pick-up. Incident reports related to injuries of students are reported electronically.

An accident report will be prepared in duplicate; one copy is for the parent and one copy remains in the school

Non-Discrimination Statement

Mid-Pacific admits students of any race, color, national and ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to students at the school. It does not discriminate on the basis of race, color, national and ethnic origin, sex (including sexual orientation, gender identity and expression), religion, disability or any other characteristic protected by law in the administration of its educational policies, admissions policies, scholarship and loan programs, and athletic and other school-administered programs.

PRESCHOOL & ELEMENTARY SCHOOL CAMPUS MAP





2445 Ka'ala Street, Honolulu, Hawai'i 96822
www.midpac.edu