



MID-PACIFIC
Innovators. Artists. Individuals.

2024-2025

Middle and High School Handbook

MESSAGE FROM MIDDLE AND HIGH SCHOOL PRINCIPAL

Dear Families and Students,

It is a privilege to serve as your Middle & High School Principal, and I look forward to the months ahead with excitement and hope. As I consider our school's ambitious aspirations, I am reminded of the well-known words of American poet Maya Angelou:

*"I've learned that people will forget what you said, people will forget what you did,
but people will never forget how you made them feel."*

~ Maya Angelou ~

At Mid-Pacific, we strive to ensure each and every member of our community feels valued, cared for, connected, and inspired. We come from many cultures, nations, and backgrounds, and yet we are all part of the same 'ohana. We hope you will feel a real sense of pride to be a part of this family.

This handbook is intended as a resource and as a reminder. It contains helpful and practical information for navigating school life. It also describes who we are, what we value, what we stand for, and what we expect of ourselves. Our hope is that you will perceive in the following pages both our powerful belief in students' capabilities as well as our steadfast commitment to their safety, wellbeing, and sense of belonging.

It is both an honor and a gift to share in the journeys of others, and we are deeply grateful for the opportunity to walk alongside you in yours.

A handwritten signature in black ink, appearing to read "Stephen T. Ly". The signature is stylized with a large, looping "L" and a cursive "S".

Stephen T. Ly
Middle & High School Principal

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OVERVIEW

INTRODUCTION

Mid-Pacific is a preschool through grade 12 independent school in Honolulu with an approximate enrollment of 1,400 students. Mid-Pacific is located in Mānoa Valley, adjacent to the University of Hawai'i at Mānoa. Mid-Pacific was founded in 1908 from the coming together of the Kawaiaha'o Seminary for Hawaiian Girls, Mills Institute for Chinese Boys, The Okumura Japanese Boarding School, and the Korean Methodist School for Boys and Girls.

MISSION

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

VISION STATEMENT

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.

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.

'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.

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.

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 to improve a situation, effect positive outcomes, supporting growth, and most especially, helping others. Beyond 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 innovation mindset, 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 — 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. Including students and adults with diverse skills, talents, experiences, and backgrounds inspires the creativity and innovation we value as a school community.

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 contact the Student Life Office.

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 the appropriate portals 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 expect 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 Head of School's Office.

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.

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](#).

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

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

During the school year 2024-20245 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.

MIDDLE & HIGH SCHOOL ADMINISTRATION & DEANS



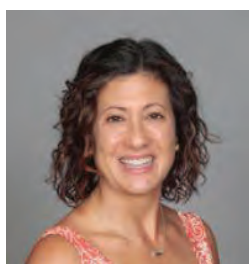
Stephen Ly
Middle & High School
Principal
973-5019



Kym Roley
Middle & High School
Assistant Principal for
Academics
441-3992



Rebecca Hodge
Middle & High School
Assistant Principal for
Student Life
973-5023



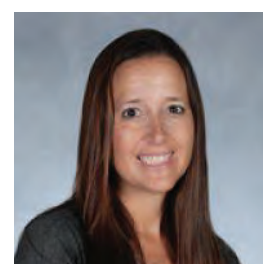
Camille Lesnick
Grade 9 Dean
973-5021



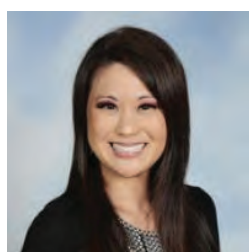
Rene Ochiai
Grade 10 Dean
973-5045



Carly Ibara
Grade 11 Dean
973-5044



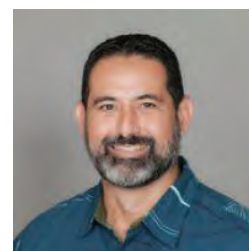
Cindy Kinnear
Grade 12 Dean
973-5033



Lisa Mah
Grade 6 Dean
441-3745



Cindy Olaso
Grade 7 Dean
973-5029



Chad Palmer
Grade 8 Dean
973-5011

IMPORTANT CONTACT INFORMATION - MIDDLE AND HIGH SCHOOL

Middle & High School Principal	Stephen Ly sly@midpac.edu	973-5019
Assistant Principal for Academics	Kym Roley kroley@midpac.edu	441- 3992
Assistant Principal for Student Life	Rebecca Hodge rhodge@midpac.edu	973-5023
Grade Level Deans		
Lisa Mah, Grade 6 Dean	lmah@midpac.edu	441-3745
Cindy Olaso, Grade 7 Dean	colaso@midpac.edu	973-5029
Chad Palmer, Grade 8 Dean	cpalmer@midpac.edu	973-5011
Rene Ochiai, Grade 9 Dean	rochiai@midpac.edu	973-5045
Carly Ibara, Grade 10 Dean	cibara@midpac.edu	973-5044
Cindy Kinnear, Grade 11 Dean	ckinnear@midpac.edu	973-5033
Camille Lesnick, Grade 12 Dean	clesnick@midpac.edu	973-5021
Director of Middle School Student Activities	Hōkū Chong hchong@midpac.edu	441-3717
Director of High School Student Activities	Bill Wheeler bwheeler@midpac.edu	973-5083
College Counseling Office		
Sean Ohira, Director of College Counseling	sohira@midpac.edu	973-5104
Student Assistance Program		
School Chaplain,	Jenny Sung jsung@midpac.edu	441-3830
Hawaii Center for Children and Families (HCCF)	midpacificinstitute@hawaiiiccf.com	441-3705
SCHOOL ADMINISTRATION		
President	Paul Turnbull, Ph. D	973-5001
Vice President for Academic Affairs	Elizabeth F. Cleary	973-5056
Middle & High School Principal	Stephen Ly	973-5019
Preschool & Elementary Principal	Edna Hussey, Ed. D	441-3803
Miscellaneous		
Main Desk/Information		973-5000
Athletics		973-5095
Health Center/Nurse		973-5120
Records Office		973-5042
Security/Guard Shack		973-5133
Student Activities		973-5083
Student Safety & Security		973-5133
Summer Programs		973-5032
Attendance Notification:	MS/HS Attendance Request Form	

www.midpac.edu

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."



ACADEMICS

EDUCATIONAL PHILOSOPHY

Mid-Pacific's middle and high school, grades 6-12, is dedicated to fostering Deeper Learning for all students. While we are united under the banner of Deeper Learning, we recognize that middle and high schools have distinct needs. This acknowledgment is crucial for providing a well-rounded education. By understanding students' developmental stages and aspirations at different grade levels, we can effectively tailor our educational approaches, curriculum, and support systems. Our commitment to Deeper Learning remains constant, but our strategies adapt to promote growth and success at each stage of our student's educational journey.

Middle School

The purpose of middle school is to provide a bridge between elementary school and high school, addressing the specific developmental needs of students in grades 6-8. Middle school is a critical transitional period, nurturing our students through their physical, emotional, and intellectual growth. During the middle school period, there is a focus on fostering a strong foundation in essential academic skills while promoting social-emotional development, self-discovery, and building a sense of identity. The curriculum in middle school is designed to offer a diverse range of subjects, allowing our students to explore various disciplines and interests while preparing them for the more specialized learning opportunities ahead.

High School

The high school addresses the unique needs of maturing young adults preparing for higher education or entering the workforce. With a greater emphasis on advanced academic studies, high school allows students to delve deeper into specific subjects of interest, enabling them to develop specialized knowledge and skills. Alongside academic rigor, the high school also focuses on cultivating effective communication skills, critical thinking, problem-solving, and leadership abilities, fostering a sense of responsibility and independence. Additionally, the high school offers a wider range of extracurricular activities, clubs, and advanced courses to enhance each student's personal and intellectual growth.

MID-PACIFIC LEARNER PROFILE

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

Our educational offerings are based on our belief that in today's world, Mid-Pacific students will display the following characteristics upon graduation:

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

ACADEMIC INFORMATION & ACADEMIC SUPPORT

Mid-Pacific provides a wide variety of academic courses for students to explore their interests as well as specialize in selected areas of focus. Academic programs offered are tailored to the age appropriate needs of students. Student performance in classes will be reported bi-weekly via myPueo, the online system that connects Mid-Pacific communities – faculty (class assignments, homework, progress reports, attendance), student/parent (contact information), Principals' offices (news, forms) and alumni. Faculty will primarily use myPueo when communicating with parents about academic progress.

MIDDLE SCHOOL ACADEMIC INFORMATION

For specific middle school course information, please refer to [SY24-25 MS Course Catalog](#). Select high school classes are offered in the Middle School and may be used for placement into High School, but the grades are not added to the High School transcript and do not count towards graduation requirements.

GRADING POLICY

Letter Grades represent the summative evaluation data of student learning specific to subject and course standards and criteria.

Continuum Grades represent the formative progress data of student learning specific to subject and course standards and criteria.

Letter Grades	A	92.50-100%	C	72.50-76.49%
	A-	89.50-92.49%	C-	69.50-72.49%
	B+	86.50-89.49%	D+	66.50-69.49%
	B	82.50-86.49%	D	62.50-66.49%
	B-	79.50-82.49%	D-	59.50-62.49%
	C+	76.50-79.49%	F	less than 59.49%

Continuum Grades	EE	Exceeds Expectations
	ME	Meets Expectations
	AE	Approaching Expectations

The Middle School Core Competencies are skills essential for student success in high school, college and beyond. They represent four intellectual, personal, and social skills that our students will develop during the course of their schooling. These four core competencies are Communication, Critical Thinking, Collaboration, and Leaders of Learning. They are embedded in every discipline and area of student learning and activated throughout their daily learning experiences and activities. Progress on the Middle School Core Competencies will be reported using the Continuum Grade scale.

Report cards are posted electronically to myPueo at the end of each semester. End-of-semester grades and core competency narratives are included in the official report card.

NATIONAL JUNIOR HONOR SOCIETY – All 7th and 8th graders with a 3.700 GPA from August to March are invited to apply to Mid-Pacific's NJHS chapter in the spring, to be considered for membership in the following school year. In addition to meeting the GPA

requirement, applicants must possess the Five Pillars of NJHS (Scholarship, Service, Leadership, Character, and Citizenship), have at least 10 hours of school and/or community service while in middle school, achieve Exceeding Expectations (EE) scores and an overall strong recommendation on all Teacher Recommendations, and write a personal statement explaining how they demonstrate the Pillars. The Middle School Faculty Council, an impartial group selected by advisers, reviews and accepts completed applications. NJHS students excel in academics, character, leadership, and service. Membership is more than a privilege, it is a responsibility to maintain the character traits that helped the student earn a place in NJHS in the first place. It is essential that students attend regular meetings and communicate with advisors if the student needs to be absent.

MIDDLE SCHOOL ACADEMIC SUPPORT

ACADEMIC PROGRESS

Academic progress is monitored by the Middle School Deans. Students with multiple missing assignments and/or grades of C- or lower may be required to attend academic support for additional help from the teacher. These sessions take precedence over any co-curricular activity. Students must maintain grades of C or higher in order to participate in athletics and other co-curricular activities.

ACADEMIC SUPPORT

Students may receive additional help during designated Academic Support times during the scheduled day. Students should follow their grade level procedure in arranging time with a teacher during Academic Support.

PEER TUTORING

The peer tutoring program called the Study Buddies Program involves qualified students who their teachers and/or Dean recommends to serve as volunteer peer tutors (study buddies) to other students who may need help with their academic work. Peer tutoring will generally be on a one-to-one basis or in small group sessions. Tutoring sessions will be held on campus during the school day. Placements are made on a space-available basis.

HOMEROOM

Students are assigned a grade level homeroom. The community and sense of belonging formed in this class supports a student academic as well as social emotional growth throughout the school year. During homeroom, class meetings, chapels, advisory, and other activities and/or special assemblies will occur. Attendance is mandatory.

HIGH SCHOOL ACADEMIC INFORMATION

For specific high school course information, please refer to [SY24-25 HS Course Catalog](#).

ACADEMIC CREDIT

Mid-Pacific will grant credit for any Mid-Pacific high school course in which a student receives a passing grade. Students who receive a grade of C- or below in a course may receive a recommendation from the teacher to repeat that course. Students repeating a course will not get credit twice for the same course and may not be approved to take the next subsequent course without remedial work.

Transfer students may receive credit toward graduation for courses taken at other schools if a comparable course is offered at Mid-Pacific and is approved by the Assistant Principal for Academics. Transcripts will need to be sent separately for courses taken at other educational institutions outside of Mid-Pacific

In departments where courses are sequential (e.g., Mathematics, World Language), a student seeking higher placement as a result of summer work completed at a school other than Mid-Pacific will be required to successfully complete a departmental examination in order to receive higher placement the following school year. There is a fee to receive credit for a course taken by completing an examination and must be paid to the Business Office immediately upon completion of the scheduled exam.

MINIMUM COURSE LOAD

Grade 9 Students: Required to take seven courses each semester

Grade 10 Students: Required to take a minimum of six graded courses each semester

Grade 11 Students: Required to take a minimum of five graded courses each semester

Grade 12 Students: Required to take a minimum of five graded courses each semester

DIPLOMA REQUIREMENTS

Graduation Requirements (Grades 9-12)

1.0 credit Completion of one year of course work
0.5 credit Completion of one semester of course work

LANGUAGE ARTS	4.0 credits	Enrollment in a Language Arts course is required each semester.
WORLD LANGUAGE	2.0 credits of one World Language	High School graduation requirements must be fulfilled through the successful completion of courses taken in grades 9-12. World Language courses taken in Middle School do not apply towards High School graduation requirements.
MATHEMATICS	3.0 credits - to include Integrated Math VI, Integrated Math VI Advanced, or IB Mathematics: Applications and Interpretation I (SL)	High School graduation requirements must be fulfilled through the successful completion of courses taken in grades 9-12. Mathematics courses taken in Middle School do not apply towards High School graduation requirements.
SCIENCE	3.0 credits – to include all Integrated Science courses	Integrated Science: Physics and Space may be replaced by Human Anatomy and Physiology or an IB SL Science course
SOCIAL STUDIES	3.0 credits – to include World Civilization and U.S. History	
PERFORMING & DIGITAL / VISUAL ARTS	2.0 credits	Digital/Visual Arts courses taken in Middle School do not apply towards High School graduation requirements.
HEALTH	0.5 credit	
PHYSICAL EDUCATION	1.5 credits	Participation in two ILH sport seasons is equivalent to 0.5 of a PE credit. At least 0.5 credit of the PE requirement must be earned through the completion of a PE course. MPSA dance certificate students, MPSA theatre certificate students taking Acting and Dance, and non-certificate dance/hula students may elect to fulfill PE graduation credits. See table in the Physical Education and Health section for details.
ELECTIVES	4.0 credits	

PROGRESS REPORTS

Interim reports are generated three times during each semester for students receiving a grade of C- or below in any course. A student who receives an interim report will be required to attend office hours for additional support.

Mid-semester progress reports are posted electronically to myPueo at the mid-semester. Grades on mid-semester reports communicate a student's academic progress at that point in time. Although grades on the mid-semester report are not included on official transcripts, they do determine athletic eligibility and academic monitoring status.

Report cards are posted electronically to myPueo at the end of each semester. Grades that appear on semester report cards are included on High School official transcripts and calculated into the grade point average (GPA).

GRADING POLICY

Grades represent the summative evaluation data of student learning specific to subject and course standards and criteria. Factors such as effort, attitude, attendance, and punctuality are communicated separately from the course grade.

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

A+ = 4.333 points	97.50-100	C = 2.000 points	72.50-76.49
A = 4.000 points	92.50-97.49	C- = 1.667 points	69.50-72.49
A- = 3.667 points	89.50-92.49	D+ = 1.333 points	66.50-69.49
B+ = 3.333 points	86.50-89.49	D = 1.000 points	62.50-66.49
B = 3.000 points	82.50-86.49	D- = 0.667 points	59.50-62.49
B- = 2.667 points	79.50-82.49	F = 0.000 points	59.49 and below
C+ = 2.333 points	76.50-79.49		

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

Students enrolled in International Baccalaureate (IB) courses receive higher grade point equivalents, which reflect the greater difficulty of these classes. For example, a grade of an A will be equivalent to 5.000, B equivalent to 4.000, etc. These higher grade point equivalents are used in computing the student's GPA and in the determination of Honor Roll and President's List students. Students who receive a "D" or an "F" in the AP or IB course will not receive an additional point.

CUMULATIVE GRADE POINT AVERAGE

A student's cumulative grade point average (CGPA) is computed each semester for grades 9 through 12. Eligible high school courses completed in Mid-Pacific's Summer Programs are also included in the CGPA. (The CGPA is determined by dividing the points for grades earned in all courses by the total number of courses taken.)

High school courses completed at Mid-Pacific in middle school will appear on the high school transcript. However, only high school courses receive credit and are calculated in the student's high school cumulative grade point average.

Credits earned for courses taken at other secondary institutions will not be used in the computation of the student's cumulative grade point average (CGPA).

DETERMINATION OF HONORS

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

1. Have no semester grade of a C or below in any class nor have a "No Credit" grade.
2. Have at least a 3.700 GPA for the semester.

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

1. Have no semester grade of a C or below in any class nor have a "No Credit" grade.
2. Have at least a 3.333 GPA for the semester.

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

NATIONAL JUNIOR HONOR SOCIETY – All 7th and 8th graders with a 3.700 GPA from August to March are invited to apply to Mid-Pacific's NJHS chapter in the spring to be considered for membership in the following school year. In addition to meeting the GPA requirement, applicants must possess the Five Pillars of NJHS (Scholarship, Service, Leadership, Character, and Citizenship), have at least 10 hours of school and/or community service while in middle school, achieve Exceeding Expectations (EE) scores and an overall strong recommendation on all Teacher Recommendations, and write a personal statement explaining how they demonstrate the Pillars. The Middle School Faculty Council, an im-

partial group selected by advisers, reviews and accepts completed applications. NJHS students excel in academics, character, leadership, and service. Membership is more than a privilege—it's a responsibility to maintain the qualities that got a student into NJHS. Attend regular meetings and communicate with advisers if absent.

NATIONAL HONOR SOCIETY – At the beginning of the school year, all sophomore, junior and senior students holding a 3.700 cumulative GPA are invited to apply to the National Honor Society (NHS). Applications are then submitted to the Faculty Council, an independent group selected by the Head of Middle/High School. The Faculty Council's decision to accept a student into NHS is based upon exemplary character, demonstrated leadership strength and evidence of service commitment. Students must maintain strength in all four areas of academics, character, service and leadership to continue to be a member of the NHS. Membership is more than an honor and privilege. It incurs a responsibility and an obligation to demonstrate the qualities that resulted in a student's selection. NHS students are expected to uphold the highest standards within school and participate in community and school service projects.

HOLOMUA HONOR SOCIETY – Holomua is the oldest and most traditional honor society at Mid-Pacific Institute. All inductees must exhibit qualities of outstanding character and citizenship, positive leadership skills, strong academic standing, participation in service to the school and community, and must display an active concern for, as well as participation in school activities. Selection into Holomua is done at the end of a student's junior or senior year whereby the faculty submit nominations and comments. Nominated students are then discussed and voted on by two separate committees – one made up of faculty members and the other of current Holomua members.

TRANSCRIPTS/LETTERS OF RECOMMENDATION

College counselors send all transcripts and letters of recommendation required for the college application process. Students must follow the college counselors' process for signing off on transcripts and request that materials be sent. Students must be in good academic and financial standing to graduate and for final transcripts to be sent to the college or university where they will matriculate.

Grade 9-11 students may request transcripts for other purposes (e.g., summer programs or fellowships) by emailing the Registrar's Office (records@midpac.edu). Official transcripts are sent directly by the Registrar's Office. Unofficial transcripts will be released upon request to students/families. Mid-Pacific does not produce transcripts for elementary or middle school students. Parents may download report cards directly from myPueo.

STUDENT RECORDS

Depending on the student's matriculation date, the cumulative record may contain the academic and disciplinary letters, grade reports, transcripts from other schools, and/or standardized test results. The school nurse maintains health records in Magnus Health, Mid-Pacific's electronic student health management system. The Deans maintain learning evaluations separately. The School's administration, teachers, and authorized staff members have access to student records as necessary to carry out their responsibilities.

HIGH SCHOOL ACADEMIC SUPPORT

ACADEMIC MONITORING

A student whose grade point average (GPA) is less than 2.000 or who has two failing grades will be placed on academic monitoring status. All students on academic monitoring will be required to attend academic support sessions during office hours, as directed by their teacher(s) or dean. Students may also be required to attend a study hall during a free period. These sessions take precedence over any co-curricular activity. Students Athletes on academic monitoring are subject to the terms of the Athletic Eligibility Policy, and participation in other co-curricular activities may also be subject to equivalent terms. Students will be placed on an academic contract if academic standing does not improve or declines and if they may not meet graduation requirements.

OFFICE HOURS

Office hours are scheduled times when students are able to access their teachers for academic support. Students may consult with several teachers for a few minutes each or spend the entire period with one teacher during this time. It will be the student's responsibility to attend these sessions. Students directed to attend mandatory office hours must arrive promptly at the start of each office hours session and remain until the end unless excused by the teacher. Required office hours will take precedence over all co-curricular activities.

PEER TUTORING

The peer tutoring program called the Study Buddies Program involves qualified students who are recommended by their teachers and/or Dean to serve as volunteer peer tutors (study buddies) to other students who may need help with their academic work. Acceptance into the program as a peer tutor will depend on the student's academic record and on personal characteristics that indicate suitability for the position, such as responsibility, maturity, patience, and knowledge in the subject area.

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

FREE PERIOD

Students who are enrolled in seven classes or less per semester will have free period(s) during the school day. Freshmen and sophomores will be assigned mandatory free period(s) and are able to spend their free period anywhere on campus. Presence on campus is mandatory, even when the free period falls at the start or end of the day. Juniors and seniors who are in good academic standing who have a free period at the start of the school day may report to school at the next scheduled period. Similarly, juniors and seniors in good standing with free periods at the end of the school day will be able to leave campus for the day with parent consent.

Off-campus privileges during the school day with the option to return to campus are available for juniors and seniors who are in good academic standing.

All students who have free periods at the end of the day are expected to attend all assemblies, class meetings, or other required school-related events that are scheduled at the end of the school day.

HOMEROOM

Students are assigned a homeroom, a group of students with whom they will remain throughout their time in high school. This time will be used for class meetings, chapels, college counseling programming, and other activities and/or special assemblies. The time may be used for sharing information, participating in grade level activities, and promoting a sense of belonging and community among students. Attendance is mandatory.

ACADEMIC INTEGRITY POLICY

Mid-Pacific values integrity, honesty, and ethical conduct in all aspects of learning and scholarship. Academic honesty ensures the fairness and credibility of our educational environment. This guide is for students, families, and teachers to help maintain a culture of academic integrity.

Academic integrity involves the commitment to the values of honesty, trust, fairness, respect, responsibility, and courage in all academic work.

One of Mid-Pacific's most important goals is fostering deeper learning. To this end, it is imperative that students engage fully in the learning process with integrity.

Faculty will provide clarity for students about Mid-Pacific's philosophy about academic honesty to help students understand and adhere to the principles of academic honesty.

Expectations for Academic Integrity:

Original Work: All academic work submitted by students must be their own

Citations and References: Proper citation and acknowledgment of sources are required for all work, including ideas, words, or materials obtained from others (as requested by the instructor).

Follow Guidelines for Collaboration: Collaboration on assignments or assessments should adhere to the guidelines provided by teachers. Unauthorized collaboration is not permissible.

Violations of Academic Integrity:

Cheating

Definition: Cheating is any action that seeks to gain an unfair academic advantage or misrepresent a student's knowledge or ability.

Examples include but are not limited to:

- Copying from others during exams.
- Using unauthorized materials or devices.
- Facilitating cheating for others.
- Falsifying data or records.
- Unauthorized access to examination materials.
- Soliciting someone else to complete assignments
- Submitting any portion of work that is fully generated by AI
- Use of GAI (Generative AI) on assignments where it is not allowed
- Violating or compromising testing procedures

Plagiarism

Definition: Plagiarism is the act of presenting someone else's work, ideas, expressions, or words as one's own without proper attribution.

Examples include but are not limited to:

- Direct copying of text without citation.
- Paraphrasing others' ideas without proper acknowledgment.
- Submitting someone else's work as one's own.
- Using online tools to generate essays or work.
- Using AI without referencing/documenting its usage
- Turning in something generated by AI without citing

Academic Dishonesty:

Definition: Any form of deceitful behavior in an academic setting.

Examples include but are not limited to:

- Submitting the same work for credit in more than one class
- Unauthorized access to test materials
- Distributing test materials to others
- Proxy testing
- Using AI when it is not authorized to generate work product

Consequences for Violations:

Violation of the academic honesty policy will result in consequences, which may include but are not limited to:

- **First Offense:** Depending on the severity, consequences may involve a warning, a zero on the assignment, or re-doing the assignment for reduced credit.
- **Subsequent Offenses:** Repeat violations may lead to escalated consequences such as a more significant grade penalty, loss of privileges, suspension, and loss of credit for the course, up to separation.
- **Severe Violations:** Violations that are egregious due to their nature, extent, or the circumstances under which they were committed. Severe or repeated violations may result in suspension up to separation.

Process for Addressing Violations:

- Teachers will discuss concerns and/or alleged violations with the student(s)
- Based on the outcome of the conversation with the student(s) teacher will determine appropriate next steps and inform deans and parents.
- In the event of a repeated offense, teachers, in consultation with deans and school administrators, will determine the appropriate consequence based on the severity and circumstances of the violation. The dean and/or school administration will inform parents.

Ethical Use Guidelines for GAI-Generative Artificial Intelligence

- Use as a tool to help brainstorm, summarize, and organize your ideas and thoughts for assignments.

Transparency in Use: Requirement for students to disclose or be ready to explain the use of generative AI in any part of their academic work.

- Complementary Tool: Emphasis on the use of generative AI as a supplementary tool, not as a substitute for a student's own critical thinking, analysis, and creativity.
- Always fact-check work generated by LLM (Large Language Models) to ensure information is correct.
- Consider the data sets being used by the AI to be cognitive of any bias

Prohibited Uses

- Misrepresentation: Presenting GAI-generated content as solely one's own original work without proper attribution or significant personal modification is prohibited.
- Assessment Integrity: Use of GAI to complete assignments, essays, or exams that are meant to evaluate the student's individual abilities is not allowed.

Attribution and Citation

- Citing GAI Contributions: Guidelines for properly citing and acknowledging the use of generative GAI tools in research papers, projects, and other academic submissions.

ATTENDANCE

Mid-Pacific students are expected to be prompt and to attend all homeroom and class sessions, chapel services, activity periods, assemblies, and other specified events. Attendance is taken at the beginning of each class period and reviewed by the grade-level dean. If a student will not be attending school, their parent or guardian should complete the [MS/HS Attendance Request Form](#) by 8:30 a.m. each day that the student is absent, tardy, or needs to be excused early. The absence may be considered unexcused if a form submission is not received.

We are committed to providing a high-quality education that prepares our students for future success. Regular attendance is crucial for academic achievement, social development, and post-secondary preparation. It is also critical to successfully completing academic coursework and learning through interactions with peers and adults. Excessive absences from school, tardiness or problematic attendance patterns, whether the Mid-Pacific has approved the absences or not, may result in a student's disenrollment at the School's sole discretion.

ABSENCES

Students should not exceed five unexcused (5) absences per course per semester. Absences in excess of 5 may result in consequences including but not limited to: lowered grades; loss of credit; an attendance contract and/or dismissal for non-attendance. Approaching these limits will prompt the student's Dean to schedule a mandatory meeting with the family to discuss the reasons behind the absences and to explore any additional support the student might need.

Excused Absences:

Absences may be considered excused in cases of illness, medical appointments, family emergencies, bereavement, or religious observances. To qualify as an excused absence, families must provide appropriate documentation (e.g., a doctor's note for medical ab-

sences of three days or more) to the school within a reasonable timeframe. Excused absences will not count towards the student's total absence count, but students are responsible for making up any missed work. Assignments and assessments that occur during excused absences will be given the number of days excused to complete assignments (example: 5 excused absences will result in 5 additional days to complete assignments and assessments. After the additional days, assignments and assessments will follow the late work/zero policy). Excused absences may not exceed five (5) per semester.

Unexcused Absences:

Unexcused absences include, but are not limited to, absences due to family trips, non-educational activities, oversleeping, missing the bus, or any absence without proper documentation or prior approval by the grade-level dean. Unexcused absences will count towards the student's total absence count for the semester and may result in academic and disciplinary consequences as outlined in our attendance policy. Assignments, projects, tests, or any other academic obligations are expected to be completed by their due dates regardless of unexcused absences.

For students who experience excessive absenteeism due to health-related matters or extraordinary personal circumstances, families should consult with their student's grade-level dean. Mid-Pacific will work with the family to determine the best course of action. Medical documentation may be required for health-related absences.

Family Trips and Non-Educational Absences: We recognize the value of family time and experiences outside of the classroom. However, it's important to understand that family trips or non-educational absences will not be considered excused absences. These absences will count towards the student's total absence count for the semester. We encourage families to schedule trips during designated school holidays and breaks to prevent student education disruption and avoid the accumulation of absences. In exceptional cases where a family trip is unavoidable during the school term, families are required to inform the grade-level dean in advance, and the student may be required to complete additional assignments or assessments to make up for missed instructional time.

Written requests to be excused (past or present) must be presented to the Dean and not to the classroom teacher.

Students who are absent from school, including approved excused absences, are not allowed to attend or participate in any school activity (including rehearsal, practice, performance, game, dance or any other co-curricular activity) at any time during the day of an absence. Students who are not attending school are not to be on campus.

ARRIVING LATE TO SCHOOL

We request that parents/guardians notify the school that their student will be late by filling out the [MS/HS Attendance Request Form](#). If the form cannot be completed due to unexpected circumstances, the parents/guardians may call the attendance desk at (808) 973-5025. Students who are late to their first scheduled class of the day must report to the front desk in Damon Hall for a pass to enter class. For example, traffic conditions, oversleeping, family delays, etc., are considered unexcused.

TARDIES

Students entering the room after the beginning time of any class or required activity may be considered tardy. Students who are tardy and do not have a re-admit pass from a teacher, nurse, grade level Dean or administrator will be considered unexcused. Missing more than half of a class period is considered an unexcused absence.

Students engaged in repeated tardy behavior may be subject to disciplinary action, which might include an academic support plan, referral to counseling, and if affecting the academic progress of the student, suspension, or separation.

ARRIVING ON CAMPUS

Students are expected to check-in at Damon Hall when returning or arriving late to campus. Students must obtain a readmit pass to present to their teachers.

LEAVING CAMPUS

Students are expected to be on campus for the duration of the school day. Should it be necessary to leave during the school day, the parent/guardian must submit a request via the [MS/HS Attendance Request Form](#). Students are expected to check out through Hopwood Hall, Damon Hall, or the Health Center and obtain an off-campus pass. Students must have the permission of a parent/guardian and the approval of a dean, school nurse or school administrator to leave campus during the school day. The off-campus pass must be presented to the guard at the front gate prior to leaving campus.

Students are expected to arrive and leave campus through the front gate at any time during the school day. Entering or leaving campus through the back gates (at Maile Way, Armstrong Street, or Parker Place) or any other boundary of campus is not allowed during the school day.

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

Mid-Pacific Institute is not responsible for the organization of or whereabouts of students who arrive or depart via ride-share vehicles.

JUNIOR OFF-CAMPUS PASSES

Juniors are eligible to receive off-campus passes which will allow them to leave and return to campus during their lunch period and/or free periods. In order to receive a Junior Off-Campus Pass:

1. Juniors must have a minimum CGPA of 3.0 and a minimum 1st Mid-Semester GPA of 3.0 without any "D" or "F" grades in any course.
2. Juniors must return a signed authorization form from their parents.
3. Junior Off-Campus passes will be revoked if the junior is issued an interim report, if deemed necessary by the junior dean or assistant principal of Middle/High School.

Juniors are reminded that an Off-Campus Pass is a privilege, and not a right, and therefore, may be revoked at any time during the school year by parent request, deans, or administration.

SENIOR OFF-CAMPUS PASSES

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

1. Seniors must have a minimum CGPA of 2.5 and a minimum 1st Mid-Semester GPA of 2.5 without any "D" or "F" grades in any course.
2. Seniors must return a signed authorization form from their parents.
3. Senior Off-Campus passes will be revoked if the senior is issued an interim report, if deemed necessary by the senior dean or assistant principal of Middle/High School.

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

MAKE-UP WORK DUE TO ABSENCES

Parents/guardians/students may obtain homework assignments by logging into myPueo. All work due during the excused absence period (such as homework papers and projects) will be graded without penalty. The student's dean will determine the status of a student's absence and notify the teachers, as well as provide support to coordinate any late homework, tests and assignments due. A student will not be expected to hand in all work after an excused absence or illness on the day they return. A student will have one school day extension per day of excused absence from school. Students are encouraged to commu-

nicate proactively with the teacher and their dean in order to best accommodate make-up assignment needs.

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

Students with unexcused absences must make up missed assignments and assessments upon their return.

In the event of chronic or ongoing conditions which affect a student's work, students and families are encouraged to contact the dean to discuss the student's needs.

STUDENT LIFE

STUDENT CONDUCT

At Mid-Pacific, we are committed to fostering a culture that emphasizes respect, responsibility, honesty, and cooperation, which are essential for fostering a conducive learning environment and cultivating a community of considerate global citizens. We believe in maintaining a school environment where the dignity of every individual is respected. In their interactions with others, our students are encouraged to demonstrate courtesy and respect the diversity of ideas, backgrounds, and points of view within our community.

Personal accountability serves as the foundation of our conduct philosophy. Each student is responsible for their actions, recognizing that every choice has consequences that affect themselves and others. We endeavor to foster a sense of responsibility for one's learning, conduct, and contributions to our school community.

Student conduct issues are approached with an emphasis on understanding the causes of behavior, and fostering personal development. Students are provided with learning opportunities that enable them to make better decisions in the future. Our top priority is ensuring a safe, compassionate, and supportive environment. We strive to create an atmosphere in which each student feels safe to learn, develop, and express themselves. Any conduct that jeopardizes our students' physical and emotional welfare of our students is unacceptable, and any violation of student conduct will result in a student being met with the

discipline process. This process includes interviews with students, grade level dean and/or administration, communication with parents, committee review, and determination of consequences. Under extenuating circumstances, adjustments to this process may occur.

Our campus security officers are present on campus to ensure overall security of the campus. However, formal adult student supervision is not offered before and after school hours.

MID-PACIFIC CITIZENSHIP

Mid-Pacific encourages and recognizes good citizenship and character both on and off campus. Students consistently demonstrate traits that bring honor to themselves and their school. This includes engaging in respectful conversations, behaving civilly, and being respectful of differing opinions. A major citizenship violation may jeopardize a student's privileges, activities, leadership role, and/or honorary affiliations.

Violations of Mid-Pacific's student conduct policies erode the culture of the school and sense of safety: examples include bullying and harassment, discrimination, hate speech, disrespectful behavior, vandalism, theft, substance abuse, and disregard for school rules and policies. A discipline process will be followed for students that do not follow school rules and policies. Students found to have engaged in violation of student conduct policies may be subject to disciplinary action, which might include an academic support plan, referral to counseling, suspension, or separation.

Good citizenship, whether on or off campus, is an expectation for continued enrollment at Mid-Pacific. The faculty and administration will communicate with parents about a student's citizenship.

BULLYING, HARASSMENT, AND HAZING

At Mid-Pacific, we are committed to fostering a safe and respectful learning environment for all students. Respect for the community and its members is an essential component to keeping our campus safe. Bullying and harassment, whether intentional or unintentional, is conduct that intimidates, frightens, threatens, alienates, or belittles another member of the Mid-Pacific community. Hazing occurs when an individual or group uses humiliating, illegal, and/or dangerous activities to initiate new members into a group, club, or team.

Verbal bullying and harassment includes but is not limited to spoken, written, emailed, or online posted communications. Physical bullying and harassment includes but is not limited to stalking, intimidation, physically threatening, or assaulting another person. Cyberbullying is bullying that takes place using electronic devices and communication tools, which includes but is not limited to cell phones, computers, tablets, social media sites, text messages, chat, and websites.

SEXUAL HARASSMENT / SEXUAL MISCONDUCT

Sexual harassment includes but is not limited to unwanted suggestion; sexual assault, sexual abuse, dating violence, touching; spreading sexual rumors; sexual jokes or statements; sexual advances; request for sexual favors; requesting, sending, and/or posting sexual pictures or videos; and other verbal or physical conduct of a sexual nature.

"Consent" means voluntary, active and clear agreement, communicated by words or actions, to participate in specific sexual activity. Consensual sexual activity happens when each participant willingly chooses to participate.

The definition of consent does not vary based upon a person's sex, sexual orientation, gender identity, or gender expression.

STALKING

Stalking means a course of conduct (two or more acts directed at a specific person that would cause a reasonable person to fear for their safety or the safety of a third person, or to suffer emotional distress. Stalking behavior may be in person, by written or graphic means, or by Internet or phone. Stalking behavior is prohibited.

RATING OR RANKING PEOPLE

When a person or group of people create a list or equivalent that rates or ranks members of our community according to attractiveness, body parts, sexual history, or other factors relating to sex, gender, or sexual orientation. Such behavior is prohibited.

PHOTOS AND RECORDINGS

Taking photos, recordings, or videos of faculty, staff, or students without their expressed permission is forbidden. Permission is not required for public events such as athletic competitions or plays. School assemblies are not public events. If a person grants such permission, they accept that they cannot control the use of the image or recording.

HATE SPEECH

Additionally, certain words articulate hateful messages even historically contextualized or referenced. Racial, ethnic, sexual, or religious epithets and any form of hate speech are prohibited. Hate speech refers to any form of communication, verbal or written, that promotes, incites, or expresses discrimination, prejudice, hostility, or violence towards individuals or groups based on their race, ethnicity, nationality, religion, gender, sexual orientation, disability, or any other protected characteristic.

REPORTING BULLYING AND HARASSMENT

Any student who believes they are being bullied, harassed, hazed, or is aware of another

student being bullied, harassed, or hazed is encouraged to report it immediately to their teacher, their dean, or another trusted adult within the Mid-Pacific community. Once reported, an investigation will determine what type of infraction has occurred. Mid-Pacific will act promptly to eliminate the offending conduct. Students found to have engaged in bullying, harassment, or hazing will be subject to disciplinary action, which may include a referral to counseling, suspension, or separation.

RETALIATION

Retaliation means any adverse action taken against a person for raising a concern about a violation of this Handbook or because of their participation in the administration's response to a concern. Encouraging another to engage in such conduct may also be retaliation. Retaliation will be treated as a separate handbook violation. Acts of alleged retaliation should be reported immediately to the Dean of Students and will be promptly investigated. Likewise, reporting a concern that is not in good faith or providing false or misleading information to the Schools is also prohibited.

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.

USE OF ALCOHOL, ILLEGAL SUBSTANCES

The School is committed to providing a learning environment that fosters physical and mental health so that students can become productive citizens who contribute positively to the school and the community. Use of alcohol and other drugs is illegal and is also inconsistent with healthy growth and development.

The School can require that students are evaluated for substance use and/or treatment as a condition of their continued enrollment. Possession, use, and/or being under the influence of the following substances is forbidden:

Alcohol: Consumption or distribution of alcohol during the school day, on campus at any time, and at school-sponsored events is prohibited. Asking another student for alcohol is also prohibited.

Illegal Drugs: The possession, use, or distribution (selling or sharing) of illegal drugs or drug paraphernalia is prohibited during the school day, on campus at any time, and at school-sponsored events. Asking another student for illegal drugs is also prohibited. If a student is found

to be in possession of illegal drugs or drug paraphernalia, it will be confiscated.

Prescription Drugs: The distribution (selling or sharing), possession or use of prescription drugs by someone other than the person for whom the drug was prescribed is prohibited. Asking another student to use their prescription drugs, or using someone else's prescription drugs, is also prohibited.

Tobacco and Vaping: It is illegal for persons under the age of 18 to purchase or use tobacco cigarettes, electronic cigarettes, and alternative nicotine products (such as vaping devices). Accordingly, possession, distribution (selling or sharing) or use of these items is prohibited during the school day, on campus or at any school-sponsored event. Similarly, possession, distribution or use of related products like rolling papers, pipes, lighters, and matches are prohibited on campus or at any school-sponsored event.

PROPERTY AND BELONGINGS

Students are expected to be responsible for their own possessions and to be respectful of the possessions of others. Mid-Pacific discourages bringing valuables or large amounts of money onto campus. Theft or disrespect of personal or school property will result in disciplinary action which may include referral to counseling, suspension, or separation.

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

SEARCH AND SEIZURE

To maintain a safe learning environment, school administrators are authorized to conduct reasonable searches of school property and equipment, as well as searches of students and their personal effects, such as backpacks, lockers, bikes, and vehicles. School administrators generally will not search or seize property, or search students and seize their property (or the property of others) unless there is a reasonable basis to believe or suspect that: (i) the search and/or seizure will enable the school to protect the safety of individuals and/or the school community; or (ii) the search and/or seizure likely will produce evidence that the student and/or others have violated or are violating the school's conduct rules or the law.

RESPECT FOR THE HEALTH AND SAFETY OF OTHERS

Respecting personal boundaries is essential to foster a comfortable and inclusive environment. Students are encouraged to be mindful of others' personal space and feelings, ensuring that their actions do not make others uncomfortable or disrupt the educational atmosphere. Students are expected to engage in respectful behavior that aligns with the school's values and policies. While socializing with peers, it is important to exercise appro-

priate behavior that reflects consideration for others and maintains a positive and focused learning environment. Infractions follow the discipline process, which may include referral to counseling, suspension, or separation.

Possession of any object that is deemed harmful to others, including but not limited to explosives, incendiary devices, or firearms is prohibited. Mid-Pacific will follow the discipline process in the event these devices are found and will impose suitable disciplinary action which may include referral to counseling, suspension, or separation.

SKATEBOARD, BICYCLES, AND CELL PHONES

Bicycles must be parked at the designated bike racks on campus. Skateboards must be given to the dean before the start of the school day. Skateboards and bicycles are not permitted to be ridden on campus. In the Middle School, cell phone usage during school hours is prohibited. In the High School, cell phone usage during class time is prohibited unless directed by the teacher. Infractions follow the discipline process which may include referral to counseling, suspension, or separation.

STUDENT WELFARE

AGE 18 POLICY

If your student is over the age of 18 or turns 18 during the school year, Mid-Pacific will communicate with the listed parent(s)/guardian(s) as if the student is a minor until the student graduates or withdraws from the school.

STUDENTS LIVING WITH GUARDIANS

No student may live independently, or be left alone without supervision of a guardian for an extended period. In the event that there is a change in guardianship or if the official guardian will be absent for a significant amount of time, please notify the Dean of arrangements for appropriate supervision.

WEAPONS POLICY

For the safety of all members of our community, no weapons are allowed on campus, including in 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.

STUDENT SERVICES

Deans and Counselors are dedicated to encouraging each student to strive for the best in themselves, and to be positive and caring members of the Mid-Pacific community.

Mid-Pacific reserves the right, in its sole and exclusive discretion, to implement any and all policies or procedures which it deems necessary to protect the health and safety of the School community. Examples of such policies or procedures may include, but are not necessarily limited to, modifying the method of delivery of its program, restricting or limiting access to campus, and/or requiring additional health screenings or immunizations. Parents specifically agree to comply with any and all such policies or procedures as the School may implement.

COUNSELING SERVICES

We provide coordinated counseling services, which are carried out by the grade level Deans, college counselors, learning and behavioral specialists from Hawaii Center for Children and Families (HCCF), and the school nurse. All counseling services are confidential unless there is a concern that a student may cause harm to himself/herself or others or there is a need to share information to best meet the needs of the student. We work as a team, consulting with faculty and administration when needed to best meet the individual needs of our students. Please see the “Important Contact Information” section on page 9 for contact information for the supports listed below.

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 students’ minor scrapes, bumps, and aches of students, the nurse is also responsible for the following tasks:

- 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 contagious illnesses and diseases.

GRADE LEVEL DEANS

Each grade level in the middle and high school grade is assigned a Dean. The Deans work with students, parents, and faculty to promote the growth, academic advising as well as social-emotional support. Please feel free to contact your grade-level dean.

HEALTH CENTER

The Health Center is available to the students, faculty, and staff during school hours (Mon-

day through Friday, 7:30 a.m. - 3:30 p.m.). The Health Center phone number is 973-5120 and is located at the lower end of the Atherton building.

If the student is well enough to return to class, they will receive a pass from the nurse. If a student needs to go home the parent/guardian will be notified to pick up the student. The student must be picked up by the parent or designated person within 1 hour of being notified by the nurse. If a student has his/her own transportation, permission from the parent/guardian must be obtained before leaving campus to go home. The nurse will provide a pass via email for the student to leave campus.

If a student needs to go to the nurse for any non-emergency reasons; i.e., wound care, dressing changes, this should be taken care of during free periods, lunch or homeroom.

If your child has a fever (100.0 F oral), please do not send him/her to school until 24 hours AFTER the fever has subsided without the use of any fever-reducing medications, such as Tylenol. If your child is sent home from school with a fever, do not bring him/her back the next day.

Students must bring any prescription medications they will be taking during the school day to the Health Center for their protection and safety. The medication must be in the original prescription container with the Request for Administration/Storage of Medication form submitted to Magnus Health and a completed Authorization to Administer and Store Medications form, which should be completed on Magnus Health. Any changes in the medication must be communicated with the nurse as soon as possible. Students may not share medications. It is the responsibility of the parent/guardian to request the storage of all rescue medications and to ensure self-carry and administration of these medications for all activities.

If your student cannot participate in daily school activities for medical reasons, reach out to your grade level dean and provide necessary documentation.

HEALTH FORMS

All of the medical forms can be found on Magnus 911. Every 12 months students are required to have a physical examination by a licensed physician. Before the doctor's appointment, parents and guardians must 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.

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 Hawai'i schools, is guided by the State of Hawaii laws and regulations, which require students attending schools in Hawaii to be immunized against diphtheria, pertussis, tetanus, polio, hepatitis B, hepatitis A, mumps, measles, rubella, HPV, and chickenpox. The State of Hawaii allows exemptions on religious or medical grounds only with the proper documentation. If your child has not completed the entire immunization program as defined by the State of Hawaii's Department of Health, please see your pediatrician to arrange for completion of these vaccines.

If you have questions about completing the immunization requirements, please contact the school nurse, by phone at 808-973-5120 or email nurse@midpac.edu.

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 degree F 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 three (3) 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, indicating 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.

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 food allergy 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.

FOOD ALLERGIES

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. There is no monitoring of food entering the High School classrooms or common areas (e.g., hallways or lobby) or being sold at Bake Sales.

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.

STUDENT EVALUATION

At times the school may recommend or require that a student be evaluated, including but not limited to psychoeducational and mental health evaluations, in order best to provide an appropriate education and support for the student. Parents are expected to cooperate and work collaboratively with the school to arrange for the student to receive any such evaluation. Suppose the parents fail to comply with the school's requests for an evaluation or additional services. In that case, it compromises the school's ability to provide an appropriate education and may interfere with the learning of other students in the class. Failure to comply with such requests may result in the removal of the Student.

ACCOMMODATIONS FOR STUDENTS WITH LEARNING DIFFERENCES

The school provides reasonable accommodations to students who need an accommoda-

tion for disability. If an accommodation is needed, please ask. The school considers each request individually, taking into account the particular facts and circumstances. The school will make appropriate and reasonable accommodations for students with disabilities, 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.

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) diagnosed.

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 various recommendations for the student and family to follow outside of the school environment and beyond specific testing accommodations. Examples include 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 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.

HAWAII CENTER FOR CHILDREN AND FAMILIES

Hawaii Center for Children and Families (HCCF) is an invaluable resource on Mid-Pacific's

campus. HCCF offers a comprehensive range of counseling services tailored to meet the diverse needs of students within our community. Their dedicated team provides academic support and social-emotional guidance, addressing health and wellness concerns and aiding students in developing healthy lifestyles. If you have questions about HCCF services please email midpacificinstitute@hawaiiiccf.com.

COLLEGE AND CAREER COUNSELORS

The College Counselors work with the Deans at each grade level to provide age-appropriate planning for college. College Counselors also provide information and guidance about colleges, financial aid/scholarships, and coordinate college-related events as well. For more information, please see the following links.

1. [College Counseling Philosophy](#)
2. [College Counseling Roadmap](#)

When disciplinary action is taken that results in suspension or separation of a student, there is consideration regarding Mid Pacific's reporting responsibilities to external entities.

PARENT RESPONSIBILITIES

Parents are responsible for getting health/injury insurance for their child. Current health/injury insurance is required to attend all field trips, school activities, etc.

Parents/visitors must check in at the Damon Hall office when coming onto campus during school hours. Parents/visitors are not allowed to go directly to classrooms.

Parents are expected to work in partnership with their child, teachers, and school officials to guide their child toward a more active, accountable and responsible role in his/her own learning. Parents will:

1. Support school officials in their effort to develop and maintain a positive learning community.
2. Expect from their child prompt and regular attendance in classes, with an attitude conducive to learning.
3. Teach their child to be accountable for his/her own actions and help them to grow and develop self-discipline and self-control.
4. Maintain an active interest in their child's schoolwork and activities by utilizing myPueo, communicating with their child's Dean, teachers, and responding to all school-related mailings.

5. Regularly check myPueo for information, news, and announcements.
6. Teach their child socially acceptable behavior, including respect for laws, rules, authority, and respect for the rights and property of others.
7. Read, understand and support all rules and regulations.
8. It is the parents' responsibility to notify the Athletic Office and/or administration if their incoming child is repeating a grade as this can affect eligibility in the sports program.

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

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 achieve higher grades 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 homeroom teacher or grade level dean, if appropriate, 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. Please notify the Records Department at records@midpac.edu if you do not want your student to be included in publications.

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.

STUDENT ACTIVITIES

The Directors of Student Activities oversee all co-curricular programs at Mid-Pacific (except for athletics). The Middle School and High School Student Activities Directors also oversee various co-curricular and social programs, including student government, clubs, and events. They plan, schedule, coordinate, and supervise events like dances, field trips, assemblies, and graduation activities.

STUDENT GOVERNMENT ASSOCIATION

The Student Government Association (SGA) is the main student governing body of Mid-Pacific. Participation in the SGA provides opportunities and experiences that will enable students to develop into effective leaders. SGA officers are responsible for planning school-wide programs and events, and serve as the primary liaison between the student body and school administration. Each grade level (6-12) has its own council of class officers. Class officers are responsible for planning and implementing the co-curricular activities of their grade level.

CLUBS AND PROGRAMS

Mid-Pacific offers a full range of campus clubs, committees and programs. Some of the clubs and activities are available to students through the SGA. Others may be created each year as a result of student interest. An updated list of clubs can be found on myPueo.

ATHLETICS

A majority of students at Mid-Pacific participate in the Athletics Program. Please visit the Athletics Resource Page on My Pueo to see a copy of the Athletic Department Handbook for students and families. Topics such as: How to Sign Up, Eligibility (including GPA standards), Concussion Baseline Testing, Sports Offered, etc. are covered. Questions can be directed to the Athletics Office at athletics@midpac.edu or (808) 973-5095.

TRAVEL POLICY

While traveling on Mid-Pacific sponsored trips, students are considered to be representatives of the School. School rules will apply from the time the student is in the custody of the chaperones at the commencement of the trip until the student is released to the custody of the parents at the end of the trip. Any student who violates any expectations of student behavior at any time will be subject to school disciplinary consequences, up to and including expulsion.

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

For the safety and security of all students, it is required that students participating in school field trips must be picked up and dropped off at the designated school location. This policy applies to all field trips regardless of the destination or duration.

PROCEDURES

1. **Designated Location:** All students must arrive at and depart from the designated pick-up and drop-off location at the school. The specific location will be communicated to parents/guardians prior to the trip.
2. **Arrival Time:** Students must arrive at the designated location at the specified time

to ensure timely departure. Late arrivals may result in the student being unable to participate in the trip.

3. **Pick-Up Time:** Parents/guardians must pick up their child at the designated location at the specified return time.
4. **Parental Requests:** Requests for alternative drop-off or pick-up locations will not be accommodated. This includes requests for parents/guardians to meet their child at the trip destination, drop them off directly at the destination, or travel with the trip without serving as a chaperone.
5. **Emergency Situations:** In the event of an emergency that requires a different pick-up or drop-off arrangement, parents/guardians must contact the school administration as soon as possible to discuss and approve any changes.

ACCOMMODATIONS

It is required that all students stay in the accommodations which have been arranged by the school.

ACCOMPANIMENT

Students must be in near proximity of adult chaperones at all times. Students may never leave the hotel, residence, or travel venue without the consent and supervision of an adult chaperone.

TRAVEL ATTIRE

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

BEHAVIOR

The expectations for student conduct are the same during Mid-Pacific travel as they are on campus (see Student Conduct section above). Additionally, the following specific regulations are in effect for students who are on an Mid-Pacific affiliated trip:

- Students are expected to remain in their designated areas when attending school trips. A violation will result in (1) the immediate notification of parents and the school and (2) the immediate return home of the student (if feasible) or the student's restriction to a supervised room.
- Leaving the residence or venue without a chaperone is not allowed. A violation will result in (1) the immediate notification of parents and the school (2) the immediate return home of the student (if feasible) or the student will be restricted to supervised activity until returning to Honolulu. This type of infraction will result in immediate suspension with pending separation from Mid-Pacific.
- Breaking curfew is not allowed. The lead chaperone or designee has the authority

to assign consequences up to and including sending the student home at the family's expense.

- Hazing is not allowed. A violation will result in 1) the immediate notification of parents and the school and 2) the immediate return home of the student (if feasible) or the student's restriction to a supervised room. If the excursion is a club or team event, the student may be removed from the club or team. Students found to have engaged in hazing will be subject to disciplinary action, which might include referral to counseling, suspension, or separation.

CHAPERONES' REQUIREMENTS

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

DRESS CODE

MIDDLE SCHOOL

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

1. Footwear - Student safety is our greatest concern, therefore, students are required to wear shoes that cover the entire foot.
2. Tops - Mid-Pacific logo polo shirts in green, white, blue, black, and pink only, are to be purchased through Lands' End (www.landsend.com) Pueo Pride Tops - Worn on Fridays only. It must be a class t-shirt or any Mid-Pacific top that represents a club, team, or the school.
3. Bottoms - May not be higher than 2" above the knee.
4. Hair - All students are to maintain hair that is neat, and not distracting.
5. Headwear - Hats, caps, or visors may be worn outdoors, but are to be removed when one is inside a building. Head coverings worn for religious reasons are permitted.

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

P.E. DRESS CODE

Every student is expected to wear athletic clothes as specified by the Physical Education Department.

Solid green, white, gray, or black athletic clothes are recommended. Proper footwear (athletic shoes) and socks must be worn at all times when class takes place on dry land. Shoes should be worn properly and should fit securely for safety reasons. Bottoms must adhere to dress code. Clothing that exposes midriffs, spaghetti straps, sleeveless shirts, tank tops and altered shirts are prohibited.

HIGH SCHOOL

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

1. Student safety is our greatest concern, therefore, students are required to wear shoes that cover the entire foot. Slippers are not permitted.
2. Tops must completely cover the torso and shoulders. This may include but not limited to Mid-Pacific logo polo shirts, Pueo Pride and Mid-Pacific tops that represent a club, team, or the school. Clothing that exposes midriffs, spaghetti straps, sleeveless shirts, tank tops and altered shirts are prohibited.
3. Students are not permitted to wear any clothing that displays inappropriate language, hate speech, or displays images that promote obscenity or violence.
4. Bottoms - shorts and bottoms are permitted but must be at the mid-thigh length. Leggings are permitted.
5. Headwear - Hats, caps, or visors may be worn outdoors, but are to be removed when one is inside a building. Head coverings worn for religious reasons are permitted.

Students found in violation of Mid-Pacific's dress standard will be referred to their respective dean.

Students found to repeatedly violate the dress code may be subject to disciplinary action, which may include a referral to counseling, suspension, or separation.

Procedures for Dress Standard Violations:

- The student will be discreetly and immediately referred to their dean.
- The dean will address the students' attire and contact the parent/guardian. The student will be given an opportunity to change clothing.
- The student will not be permitted to return to class until the violation of the dress standard is remedied.

Exceptions to the dress code shall be permitted when:

- A student's parent requests a reasonable accommodation to address the student's disability.
- The wearing of clothing in compliance with the dress code violates a student's sincerely held religious beliefs. Such students and the student's parents shall submit a signed af-

- fidavit setting forth the religious issues and the requested exemption to the policy.
- The school principal is the final authority regarding the appropriateness of dress and grooming. The student code of conduct will be applied to violations of the dress code.

P.E. DRESS CODE

Every student is expected to wear athletic clothes as specified by the Physical Education Department.

Solid green, white, gray, or black athletic clothes are recommended. Proper footwear (athletic shoes) and socks must be worn at all times when class takes place on dry land. Shoes should be worn properly and should fit securely for safety reasons. Bottoms must adhere to dress code. Clothing that exposes midriffs, spaghetti straps, sleeveless shirts, tank tops and altered shirts are prohibited.

CAMPUS INFORMATION

VISITORS

Alumni of Mid-Pacific, parents, and those who have valid reasons to come on campus are welcome.

All visitors to the Mid-Pacific campus during regular school hours (7:45 a.m.-3:30 p.m.) must complete the required visitor form that will be emailed to you by your on-campus host. Upon arrival to campus, report to Security at the front gate and obtain a campus pass. The pass is to be returned to Security when leaving the campus.

CONTACTING STUDENTS

Contacting or leaving phone messages for students through the school offices are to be limited to those of an urgent or emergency nature. A student will not be called away from class except in a case of extreme emergency. The emergency telephone number to contact students is (808) 973-5025. Please refrain from non-essential contact with students through personal communications channels (including text messaging) to maintain the productivity of the learning atmosphere. The protocol for any urgent/emergency calls for a student MS/HS is directed to the individual deans (6th -12th). If a dean is out of the office, the Damon Hall or Hopwood office will take down all detailed information and pass

that onto the dean or another dean that is covering that day. The dean will then visit the classroom if the student needs to be released from class and bring them to Damon Hall to wait for the parent.

STUDENT IDENTIFICATION CARDS

Each student will be issued an identification card, showing the student's name, grade, photograph and student ID number (in digits and bar code). For their safety, students are asked to carry their ID card at all times. This ID card is required to scan from campus and purchase lunch. Replacement cards may be purchased for a fee of \$10.00 at the Damon Hall front desk. A new ID card will be issued within one school day.

PARKING PERMITS AND VEHICLE POLICY

Limited student parking is available on campus. Our policy is that student government, class officers, and seniors have priority regarding parking permits; however, underclassmen may apply in case more spaces are available. Students who do not receive permits will be placed on a waiting list and will be notified if parking becomes available. Students will only be allowed to park in the student parking lot. Student parking may occasionally be prohibited during the school year; prior notice will be posted when these dates occur. Student parking policies and procedures are specified in parking application materials. Violations of the vehicle policy may be subject to disciplinary action, fines, suspension/revocation of vehicle permits/privileges, and vehicle towing as determined by the Mid-Pacific administration.

EMERGENCY PLAN

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 information 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

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 files.

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.





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