

The Middle School
The Dan Kong Campus

The High School
The Stan Sagert Campus

Student Life

Student Activities and Programs

Athletics

HBA is a member of the Interscholastic League of Honolulu (ILH), a league formed in 1909 by Punahou, Kamehameha and McKinley High School. Today, the ILH is comprised of 24 private schools with over 7,500 students participating in 22 different sports..

HBA fields 37 complete teams in basketball, volleyball, tennis, golf, bowling, cross country, soccer, and cheerleading. HBA students also participate on teams with students from other schools. The consolidated teams play under the name PAC-5.

PAC-5 was organized and admitted into the ILH in 1973. Its purpose was to give more students from the smaller member schools the opportunity to participate in a wider variety of sports, such as swimming, diving, track and field, football, baseball, softball, wrestling, soccer, water polo, canoe paddling, kayaking, judo, and gymnastics.

Over 75% of HBA's middle & high school students are involved in interscholastic sports. Intramurals and clubs provide additional opportunities for sports participation.

Since 2001, HBA has had a full-time athletic trainer (ATC). This person provides coverage for all practices and games that occur on the HBA Stan Sagert Campus. When available, the ATC also provides coverage for teams when they play games at other school and community sites, including off-island tournaments and competitions. The primary responsibilities of the ATC are to prepare athletes for practices and games, respond to medical emergencies, evaluate, assess and treat injuries, and provide follow-up for parents, coaches, the school nurse, and the athletic director.

Athletic Program Expectations—Students are encouraged to participate in athletic activities to enhance their academic and social development while at HBA. As representatives of HBA on and off campus, students are to display good sportsmanship, citizenship and respect for their opponents, teammates, coaches, and others in authority.

The following is a list of policies most frequently requested by students and parents:

1. Requirements for ILH sports

- The athlete is required to have adequate insurance.
- All athletes must submit a complete HBA-Athletic Participation Form signed by their parent(s) and physician prior to participation. Physical Exam must be done every 12 months.
- All athletes must have parental consent.
- All athletes must be eligible according to the ILH Constitution and Bylaws.

2. ILH Transfer Rules

- A student who has represented an ILH school in athletic competition in Hawaii and who transfers to a member school shall be ineligible to represent the school to which he or she transfers in any sport in which he or she has participated at the former school,

for one calendar year from the date of leaving the former school. If the student has not participated for the previous school in the immediate past school year prior to transfer, he or she will be eligible immediately upon entering the new school, providing other eligibility rules are met.

- If a participant who has represented a combined ILH school group, i.e., PAC-5 team, transfers to another school of the same group, he or she may be eligible to participate in that specific group activity immediately.
- A student who represented a non-ILH high school in Hawaii in regular league play and whose name appears on that school's eligibility and participation lists shall be ineligible to represent the ILH school to which he transfers in any sport in which he has participated at the former school, for one calendar year from the date of release from the former school. If the student has not participated for the previous school in the immediate past school year prior to transfer, he or she will be eligible provided other requirements are met. Exception: Any ninth grader from a non-ILH school enrolling at a member school may participate starting at the tenth grade level.

3. Dual Participation

HBA does not encourage an athlete to participate in two sports within the same sports season. However, exceptions are possible on a case by case basis.

4. Academic Eligibility

Any student on academic probation will be ineligible to participate in interscholastic sports for the following quarter. Students placed on probation after the 4th quarter will be ineligible for the first quarter of the following year.

5. Quitting or Being Dropped from a Team

An athlete who has made a team and quits or is dropped for disciplinary reasons shall be ineligible to participate in athletics for up to one year, based on the discretion of the athletic director and the respective campus administrator. It is most important that the athlete realize his or her obligation to the team and carry out that responsibility for the duration of the season once he or she makes the team. It is an honor and privilege to make the team and others are being denied that honor if one player makes the team and then decides to quit. In cases where the athlete is dropped by mutual consent of the coach, player, and the athletic director, the ineligibility requirement is not in effect. An example of this is when the student is having academic trouble and it is agreed that it would be best for him or her to drop the sport in order to concentrate on studies. However, poor performance in the classroom has various definitions. Academic struggles have to be significant, detailed, and verifiable for dropping from a team to be even considered. This does not automatically exempt a player from his or her commitment to the team or sport.

6. Athletic Awards

- Intermediate sports—certificates of participation will be awarded.

- b. Junior varsity sports—certificates of participation and a JV letter (one per high school career) will be awarded.
- c. Varsity sports—certificates of participation and a varsity letter (one per high school career) will be awarded.

The ILH provides medals for all players of championship teams, as well as plaques for all varsity team league champions. For all sports except basketball (which has a classification system), HBA is eligible for ILH “Class A” or “Small Schools” championships in addition to the outright ILH titles. These championships are awarded to the highest finishing small school (based on enrollment).

The intermediate and junior varsity awards are presented at an athletic assembly during a school day at the end of each school year. The Athletic Booster Club provides each of these athletes with a lunch coupon.

The varsity awards are presented during the annual Varsity Athletic Awards Banquet, which is also sponsored by the Athletic Booster Club, as well as Mainland Advisory Council member Ken Street. Awards presented at the banquet include the Street Sportsmanship Award, Kirk Arasato Memorial Award, Outstanding Male and Female Athletes, and Male and Female Scholar-Athletes. Additionally, the Athletic Booster Club also purchases varsity jackets each year for all senior athletes. All varsity athletes must attend the banquet to claim their awards, letters, and jackets.

Christian Ministries

Knowing and responding to the love of God is of primary importance at HBA. The Christian Ministries Department is committed to giving each student the opportunity to have a personal relationship with Jesus Christ and respond to Him in an appropriate manner. This commitment is reflected in the school’s chapel services, camps, Christian Emphasis Week (CEW), and other similar activities.

Students who are interested in being more involved in Christian spiritual growth may become a part of numerous activities such as Bible/Discipleship teams and the Servant Group. Each activity is designed to help students discover and understand how God’s Word applies to their daily lives. The Servant Group consists of students who assist the Christian Ministries Director in such areas as sound, lighting, drama and music during chapel, along with others who will focus on campus and community outreaches.

Chapels are provided each week to encourage students and faculty to experience dynamic worship. Christian Emphasis Week is the spiritual highlight of the year. Group discussions, seminars, evangelistic services, and other activities are provided to help students recognize their spiritual needs.

Once a year, a camp is provided for each grade level, usually extending through two evenings. Each camp is Christ-centered and is intended to introduce students to the person and Lordship of Jesus Christ and to help those who already know Him to grow and become more like Him. Camp is designed to help teachers, counselors, and students know each other better through fun, fellowship, and worship.

The Christian Ministries Director is responsible for all Christian emphasis programs on campus. All Christian ministries (Bible study groups, praise bands, etc.) must have the approval of the Christian ministries director.

Class Council-High School

Class officers are elected by their classmates using these guidelines for nominations: the individual (1) must be willing to devote the time necessary to do the job; (2) cannot be an officer in the student council or National Honor Society. (In addition, candidates for senior class president who participate in varsity cheerleading—which spans several seasons—must limit their participation to one other sport or co-curricular activity); (3) must have at least a grade C average; and (4) must not have had a grade F in citizenship or have been suspended any time during the prior or current school year, depending on whether the election is held at the beginning of the new school year or at the end of the previous school year.

Clubs-High School

Clubs are available for participation by all students. The administration and faculty offer a variety of activities that encourage students to interact with other students and to benefit the community.

Counseling-Middle School

The middle school years are exciting and challenging as students face new academic and social situations. The middle school counselor provides support services that promote academic and social development of our students. The counselor works closely with the middle school team of teachers and administration to review and support the developmental growth of each student.

Academic Support

Early in the school year, seventh graders are tested using the Comprehensive Testing Program (CTP4) while the 8th graders are administered the EXPLORE™. Parents and students are notified of the testing results. Students experiencing academic difficulties are counseled and monitored through interim and academic progress reports.

Personal Counseling

A student who exhibits behavior that the school sees as a student’s risk of harm to self or others will be required to complete a psychological or psychiatric evaluation by a licensed psychologist or psychiatrist. Hawaii Baptist Academy requires a waiver of patient confidentiality to be signed by parents or guardians to facilitate consultation between the school and mental health professional. Students may be required to stay at home (absences excused) until the evaluation is completed and treatment, if required, has been implemented. Students will be permitted to return to school when the administration, upon the recommendation of the mental health professional, is assured that the student will not be pose a risk of danger to self or others.

All personal counseling and records are held in strict confidence as mandated by law and professional ethics.

Advisory

Our advisory programs are designed to help our students to grow socially and emotionally, to contribute to a positive school climate, to understand God’s will for their lives, to help them learn about getting along with others, and to enhance student-teacher relationships. Each student is assigned to a “homeroom teacher.” Daily students meet with the homeroom teacher for

prayer and short devotion. During the week students meet to discuss topics such as studying, organization, time management, study skills, responsibility, communication, personality tests, self awareness, goals, health, and role-playing situations dealing with friends, parents, and the school.

Counseling-High School

The Counseling Department provides services that promote the physical, mental, emotional, social and spiritual development of each student. Counselors work closely with staff, faculty, administration and parents to review and support the development of each student. Counselors oversee the educational program of each student at HBA, offering academic support, guidance and personal counseling, career exploration and college preparation.

Academic Support

Counselors meet with students individually to monitor and discuss their academic progress. Standardized tests relative to grade levels are administered, and results of standardized tests are shared with students and their parents.

Students experiencing academic difficulties are monitored through interims and academic progress reports. Counselors work with the student, teachers and parents to address academic difficulties.

Guidance and Personal Counseling

Guidance and personal counseling are provided to individual students or small groups. Guidance and personal counseling involving specific concerns may be initiated by students, teachers or parents. Individual guidance activities include an overview of individual students' grades, test scores, projections for college, and career aspirations. It offers an opportunity for students to review and take ownership of their educational journey. Counselors meet with students in the spring to complete course registration for the following year. Guidance lessons and activities may be provided within classroom setting as appropriate. Counselors meet with individual students at least once per year.

Counselors are part of the teaching team for the Life Skills and Service Learning course which juniors are required to complete. This course interweaves the teaching and practice of life skills with college and career planning and service learning.

A student who exhibits behavior that the school deems as potentially harmful to self or others may be required to complete an evaluation by a licensed psychologist or psychiatrist. A waiver of confidentiality is required to facilitate consultation between the school and the mental health professional. The student will be permitted to return to school when the administration is assured by the mental health professional that the student does not pose a risk of danger to self or others.

All personal counseling and records are held in strict confidence as mandated by law and professional ethics.

Career Planning

Career planning is an important part of the educational process. Counselors are available to assist students in exploring a variety of career interests. Students have opportunities to hear various career speakers based on interests they have indicated through various means.

College Preparation

The college counselor provides students with general college information and assistance. It is the responsibility of each

student to research, request, and submit college and scholarship applications prior to deadlines confirmed by their research. It is strongly recommended that every effort be made by at least one parent to attend the parent night presentations for current or revised information.

Students are responsible for direct submission of their college and scholarship applications unless otherwise specified by individual application instructions. In order to allow sufficient time for preparation of the Counselor Report and /or Secondary School Report by the counseling staff, and the official documents by the registrar's office (e.g., transcript, school profile, test scores, list of senior year courses), all requests for these items must be made **no later than three (3) weeks prior to the specified college or scholarship deadline**. Requests received with fewer than three (3) weeks processing time may not reach the college or scholarship agency by the required deadlines. When official documents are requested late, it is the responsibility of the student or parent to pick them up from the Counseling Center for mailing.

Applications that require *submission of a complete packet* (e.g., application, transcript, school profile, test scores, school reports, letters of recommendation, and essays or personal statements) must be received by the Counseling Center three (3) weeks prior to the receipt or postmark deadline. Counseling Center procedures for submission of applications are provided to students by the college counselor. Parents are informed of policies and procedures through the Senior Parent Night held in early fall.

Students and their representatives are not permitted to see letters of recommendation written by HBA faculty or staff.

Appointments with the college counselor may be made by calling 595-6304, Monday through Friday, 7:30 a.m. to 4:00 p.m.

National Junior Honor Society (NJHS)

The National Junior Honor Society is an organization of 8th graders who have been selected on the basis of scholarship, leadership, service, character, and citizenship. The leadership and service aspects of the organization is emphasized through projects.

Selection to the NJHS is made at the end of the school year. Students who have a 3.5 cumulative GPA and an A in citizenship are invited to apply. A faculty committee rates each applicant individually and qualified 7th graders are selected. Students accepted into the NJHS at a previous school are automatically accepted as members in the HBA chapter.

A drop in GPA, nonparticipation in projects, and nonattendance at meetings may result in a member being placed on probation or asked to leave the organization.

National Honor Society (NHS)

The Hawaii Baptist Academy chapter of the National Honor Society adheres to the standards of the national constitution bestowing and maintaining membership based upon excellence in the qualities of scholarship, service, character, and leadership.

The selection process begins with a letter in the spring to all students in grades 9, 10, and 11 who have a cumulative grade point average (GPA) of 3.5 or better, stating they may be considered for membership. Membership in NJHS in grade 8 does not mean automatic membership in the NHS. Interested students must turn in an activity form and have each of his or her teachers complete a recommendation form. This information provided

by the students and teachers is used by a faculty committee of five to score the candidate for service, leadership, and character. Students who receive an average at or near a four or better on the five point scale are considered for membership.

Students accepted into NHS at a previous school are automatically members in the HBA chapter.

Members must maintain these standards to remain in the National Honor Society. Candidates may be placed on probation for a semester after which time they must have demonstrated improvement or lose their membership for such reasons as dropping below 3.5 cumulative GPA, not participating in the required number of service projects.

Please see the NHS bylaws for further details.

Social Activities-Middle School

Each homeroom or organization may hold one social activity under school sponsorship per quarter. Sleepovers are granted by special approval of the administration. All social activities given under the sponsorship of the school are to be cleared through the principal and placed on the school calendar at least one week in advance of the activity. At least one representative of the HBA faculty must be present at any scheduled school-sponsored social. When socials involve swimming, there must always be at least one qualified lifeguard on duty for every thirty students in the water, and a buddy system is required when students are in the water.

Social Activities-High School

Social activities are common, often being initiated by class officers and class sponsors. Each homeroom or organization may hold one social activity under school sponsorship per quarter. Overnight trips or sleepovers are granted by special approval of the administration. All social activities given under the sponsorship of the school are to be cleared through the vice principal and placed on the school calendar at least one week in advance of the activity. At least one male and one female representative of the HBA faculty must be present at any scheduled school-sponsored social. When socials involve swimming, there must always be at least one qualified lifeguard on duty for every thirty students in the water, and a buddy system is required when students are in the water.

Dancing

When dancing is included as part of a school-sponsored social activity, student conduct and appearance are governed by the school's behavioral standards as outlined elsewhere in this Student Handbook & Catalogue. If an HBA student hosts a non-HBA student at these activities, the HBA student is responsible for the conduct and appearance of the other individual. Social dancing is only permitted at the Winter and Junior/Senior banquets and is for students in the 9th grade and above.

Court Members

Court members are elected for the Winter Banquet, Homecoming, and Junior/Senior Banquet using these guidelines for nominations: the individual (1) may not be on probation for academic or behavior reasons; (2) may not have earned an F in citizenship or been suspended during the year; (3) may not have been chosen as a member of another court in the same school year; (4) may not have been a member of the same court the previous year (exception is made for the senior year). Note: Students

placed on academic or behavior probation or suspended after being chosen as a member of a court will be disqualified.

Middle School Student Council

Students in the seventh and eighth grades have a middle school student council, made up of representatives from each homeroom. From this membership, students elect the executive council.

High School Student Council

The purpose of the student council is to promote school spirit. It is necessary that this organization cooperates with the school administration, and all activities are to be approved by the vice principal. All use of funds must be approved by the student council advisor(s).

Members of the high school student council are the executive officers and one representative from each homeroom. Representatives from the school newspaper staff, yearbook staff, cheerleading squads, and other organizations may attend meetings, but do not have voting privileges.

The executive officers are president, vice president, recording secretary, corresponding secretary, and treasurer. Each officer must maintain a cumulative B average while serving in the position. Any officer placed on academic or behavior probation or is suspended during the term of office may be dropped from that office. According to the constitution of the student council, no officer may concurrently serve in any of the following positions: editor of the newspaper, editor of the yearbook, class officer, in more than one of the following positions: captain of a cheerleading squad, president of any school affiliated club, or captain of any ILH team. Guidelines for electing student council officers are found in the student council constitution, article VII, section I.

MidEagle Times

The student-produced middle school newspaper, the Mid Eagle Times, focuses on general activities and student opinions. Parents are encouraged to ask their child to bring these publications home.

The Eagle Eye

The student-produced high school newspaper, the Eagle Eye, has repeatedly won a variety of state awards. This newspaper focuses on general activities and student opinions. The Eagle Eye is distributed to students.

Supplemental Programs

The Office of Supplemental Programs plans and administers the After School Enrichment Program, Summer School, Summer Adventures, Holiday Adventures, and Intersession courses. A separate catalogue describing program offerings is prepared and distributed prior to registration for each session. Call 545-4485 for more information.

Summer School

HBA offers a quality summer school program for academic review, enrichment, and recreation, operated by the Office of

Supplemental Programs (ph: 545-4485). This office also provides enrichment classes for HBA’s fall and spring intersession programs. Brochures with course offerings are distributed in advance of registration.

Students who attend HBA’s summer school are expected to abide by the behavioral standards and dress standards outlined in this handbook. Other guidelines are outlined in the summer school catalog.

Non Credit for Summer School Enrichment or Review

Most students who enroll in summer school do so for non-credit enrichment or review purposes. For example, although a student may have passed a course, he or she may be deficient in some areas. Summer school may be advised for students who made a grade of D in a core class, or for students who are not reading, writing, or problem solving at grade level. In the spring, math and English teachers provide notice to parents of students needing extra help in reading, writing, or problem solving.

Credit for Summer School—Exceptions

In general, HBA does not give credit for summer school.*The exceptions are delineated below. Student enrolled in a credit course must attend a minimum of 80 percent of class time to receive credit.

1. Deficiency

Students who fail to meet basic requirements during the school year must make up the deficiency. Summer school provides the opportunity for addressing the following deficiencies:

- failure to achieve a C average in their first year of world language and teacher’s approval to advance to next level
- failure to meet the prerequisite grade for continuation in mathematics
- failure in any required subject

Written approval must be obtained by the appropriate department chair prior to enrollment. Grades from courses taken to make up a deficiency will not replace the previous grade, but will be averaged into the overall GPA. If a student is unable to take the summer school option, he or she must make up the deficiency during a subsequent school year.

2. Mathematics Advancement

Students who wish to take calculus or precalculus in their senior year but have not completed Algebra 2 prior to grade 11 with a minimum grade of B-, may seek permission from the mathematics department for summer school mathematics credit. The student must have demonstrated excellence in his or her recent mathematics class(es) and must submit the Request For Summer School Mathematics Credit form to the department chair.

Entering Grade	Sem. Grade requirem’ts in most recent Mathematics Class	Sum. Sch. Class
11	A- or better in Geometry and Algebra 1	Algebra 2
12	A- or better in Algebra 2-11	Trigonometry

Students who seek to advance in mathematics through summer school take these courses in addition to four credits of mathematics during the school year.

**Note: Students must earn a D or better in course work at an accredited summer school to receive credit, unless the HBA prerequisite*

grade is higher. Normally, only courses graded on an A-F basis are accepted for credit. Where a particular summer school uses the pass/fail or credit/no credit grading system, HBA will accept a grade P or grade C for credit. With the exception of pass/fail courses, the grades earned in all summer school courses for credit will be used in computing the overall grade point average.

3. Special Elective Course Credit

Periodically HBA offers special elective summer school classes for credit. Written approval must be obtained by the appropriate department chair prior to enrollment. Grades earned in all summer school credited courses will be used in computing the overall grade point average. The campus principals determines which summer classes will be offered

Student Services

Cafeteria

Sodexo Alliance Services has been contracted to provide cafeteria management and food services to all three HBA campuses. At the elementary school, lunch tickets are purchased; at the middle & high school, lunch and snacks are sold on a cash basis. Cafeteria information and costs are provided to parents.

Health Services

Health Requirements

All HBA students must have the physical examination, tuberculosis clearance, and emergency contact documentation completed and submitted to HBA no later than one week prior to the first day of school. Students who do not meet these requirements will not be permitted to attend class.

Physical Examination

All new and returning students entering the 7th, 9th, and 11th grades are required to have a physical examination within twelve months prior to the beginning of the school year. The physical examination must be documented on the Hawaii Baptist Academy Student Health Record.

Tuberculosis Clearance

A tuberculosis (TB) Mantoux skin test is required for all new incoming students. If the result of the TB skin test is positive, then results of a follow-up chest x-ray are required. The results of the TB skin test and/or chest x-ray must be documented on the Hawaii Baptist Academy Student Health Record. It is recommended that TB testing be repeated every two years.

Health Insurance

All students must have state-approved group medical coverage to attend school and to participate in any HBA sponsored activity.

Illness or Injury

If a student is unable to participate in the classroom due to illness or injury, the parents/guardians will be notified to take the student home or to seek further medical care. If a student becomes ill at school, the student needs to get a note from his/her teacher to go to the nurse. Students are not to make independent

arrangements to leave campus prior to being evaluated by the school nurse. If a student's health status places other students at risk, the parents/guardians will be notified to pick up their child from school.

Medications

The school nurse or her designated representative will administer medication to a student only when it is not feasible to schedule the medicine dosage at home. Parents and physician must complete and sign a Medication Permission Request Form in order for the student to receive medication at HBA. The school nurse will only give the exact dosage of medication that is prescribed and only from the original prescription bottle as it was dispensed by a registered pharmacist. Students are not allowed to carry medications on campus at any time without the school nurse's approval. Students must not share medication of any kind with other students.

Learning Center (Library and Technology Lab)

The Middle & High School Learning Center, which consists of the library and the technology lab, supports student learning by providing students and faculty with print and online resources as well as access to a variety of computer applications and technology. A middle school computer lab is available on the middle school campus during school hours.

Print resources—The library maintains an extensive, up-to-date reference collection, a variety of periodicals and newspapers, biographies, non-fiction, and fiction titles that have been carefully selected to support the curriculum and encourage recreational learning.

Borrowing policies—Books may be borrowed for three weeks, with the opportunity to renew. Students are assessed fines for overdue, damaged, or lost books. Delinquent accounts are subject to disciplinary actions.

Online resources—Students have access to many more resources from school or home via several online databases to which HBA subscribes. Students can find information on these online databases in their HBA Student Planner and the library.

Technology Lab—Located adjacent to the library, the technology lab offers students the use of computers and other technological equipment for a variety of school-related applications, including word processing, spreadsheet, database, web-page design, video production, and multimedia presentation. Printing is available for a fee.

Internet access—Internet access for school-related work is available from all computers throughout the Learning Center. (See "Internet Acceptable Use," page 40.)

Hours—The Learning Center is open from 7:00 a.m. to 4:00 p.m. on school days; it is closed on holidays and after school on half-day schedules.

Student Behavior Expectations

Discipline: Philosophy

HBA is a closely-knit community of students, families, teachers, staff, and administrators founded upon Christian values which respect the dignity of the individual, the rights and property of others, respect for authority, and a positive learning environment.

Hebrews 12:11 states "No discipline seems pleasant at the time, but painful. Later on, however, it produces a harvest of righteousness and peace for those who have been trained by it." It is the goal of HBA that all students will internalize these basic Christian values in their behavior on and off campus. Rule violation or misbehavior on campus is unacceptable and will be handled by the school administration. Misconduct off campus outside of school hours may be considered a conduct violation, based on the circumstances as determined by school administration. *Note: The terms "school administration" and "respective campus administrator" refer to the principal for the middle school, or the vice principal or principal for the high school.*

Misconduct off campus that occurs during school hours is a conduct violation and will be subject to school discipline as determined by school administration. HBA disciplinary policies remain in effect during school hours including when students are off campus, i.e. field trips. HBA students are also responsible for maintaining positive school representation to the local community. Positive school representation means behavior that reflects favorably on HBA, its students, parents, faculty, and staff. For example, students who park their cars off campus during school hours in the neighboring community must respect the property rights and interests of community residents. Violations will result in appropriate disciplinary measures.

Discipline: Expectations

Students are expected to display proper respect for their teachers, classmates, coaches and others on campus and for school property, and to follow school rules. Students who display these positive attributes of good citizenship gain respect and recognition. Recognition of exemplary behavior occurs throughout the school year.

General Classroom Expectations – Students are expected to comply with the following expectations:

1. Bring proper materials to class (e.g., books, assignment book, completed homework, paper, writing implements, notebooks, etc.)
2. Promptly and quietly sit upon entering classrooms
3. Be courteous and respectful during class discussions and observe discussion etiquette
4. Wait to be dismissed by the teacher (not the bell)
5. Refrain from eating or drinking during class; adjusting windows, drapes and air conditioners
6. Individual courses and teachers, as well as the librarian and counselors, may have additional expectations.

Chapel and Assembly Expectations—Cooperation and respectful behavior in chapels and assemblies contribute to enjoyable learning and worship time for all students. Seating may be assigned, and all students must be in their respective places on time. Books or other distracting materials are not allowed. Sleeping, excessive talking, and doing homework are

not allowed. Students should participate at appropriate times, stand when requested, encourage speakers with applause, and avoid the kind of behavior that draws attention away from presenters to themselves or others.

Field Trip and Extra-curricular/Activities Expectations

1. Students being transported are under the authority of the bus/van driver. Those who do not promptly obey the direction of the driver or refuse to obey regulations may forfeit their right to ride on the buses/vans.
2. Students must wear seat belts in all buses when they are provided.
3. Students must use the emergency door only in case of emergency.
4. Students must remain seated while bus/van is in motion.
5. Students must keep their body parts within the vehicle and not extend arms, hands, heads or feet beyond the compartment.
6. Students are to close windows prior to getting off the bus.
7. If a field trip ends before the school day, students must return to campus with the entire group and report back to their regular scheduled classes as soon as possible. If they must eat lunch, the teacher will give them a time by which they must be finished.
8. Students are to leave unnecessary items back on campus.
9. Unexcused absences and cuts from field trips will be handled in the same manner as if the absence or cut had been from a regular class.

Athletic Program Expectations—Students are encouraged to participate in athletic activities as these enhance academic and social development. As representatives of HBA on and off campus, students are to display good sportsmanship, citizenship and respect their opponents, teammates, coaches and others in authority.

Discipline: Consequences

Disciplinary actions for misconduct/rule violations may include but are not limited to counseling, demerits, detention, parent conference(s), suspension, dismissal, and/or other measures (including mandatory mental health/emotional clearance); with the exception of “zero tolerance”-violations, which will result in dismissal, a system of progressive discipline will be implemented, i.e., generally, an increase in severity of consequences, taking the circumstances of the violation(s) into consideration. Knowingly facilitating or enabling the primary violator to behave in a manner contrary to HBA’s behavioral expectations may result in the cooperating and/or reacting individual receiving the same consequence as the primary violator. Because of the greater maturity of high school students, they will in most cases be held to a higher standard than students at the middle school level. The three categories of behavioral misconduct and consequences are outlined below. An investigation by the respective campus administrator will constitute due process for determining responsibility and consequences for inappropriate behavior. Names of persons and contents of disclosures made by others pursuant to the investigation of incidents/reports are to be protected as confidential information, unless this protection is waived by the party or parties involved.

Zero-Tolerance Violations

The following actions result in **automatic dismissal**; when appropriate, law enforcement personnel will be notified. No formal parent conference will be called. In extenuating circumstances, parents may appeal to the Vice President of Academics. This category may also include facilitating any of these acts:

1. Illegal use or possession of a firearm on or off campus
2. Misuse of any object in a threatening or inappropriate manner with intent to injure/intimidate, as determined by the respective campus administrator on or off campus. All “joking around” will be treated as serious offenses under this category.
3. Use or possession of alcoholic beverages during the school day or any school-related activity
4. Use or possession of illegal drugs and/or other controlled substances (other than those referred to the school nurse) during the school day or at any school-related activity
5. Use or possession of tobacco in any form during the school day or at any school-related activity
6. Posing an immediate threat to well-being of students or staff or to school property. This includes bomb or other serious threats, possession of explosives, arson, or any action deemed threatening by the administration.

Major Violations

The result of actions in this category will be counseling, detention, demerits, parent conference, suspension or dismissal, at the discretion of the respective campus administrator. Repeated involvement in the same or similar violation(s) may result in more serious consequences and/or may be treated as insubordination. In cases where there is financial loss or expenses incurred due to personal injury or damage to property, the responsible student(s) and the parents of the student(s) will be expected to cover any and all costs. The exception to this shall be when legal intervention/mediation is involved.

For clarity of understanding, definitions are provided for the first types of misconduct in this category; the rest are self-evident:

1. **Vandalism:** Willfully abusing, defacing or destroying property
2. **Fighting:** Participating in a verbal and/or physical altercation with another, whether or not harm/injury was sustained; this includes responding to overtures initiated by another party, except in situations where risk of serious/immediate physical harm was *reasonably* perceived
3. **Insubordination:** Making verbal utterances and/or nonverbal gestures or actions toward staff suggesting/indicating defiance, disrespect, disobedience, rudeness or impoliteness, and failing to comply with reasonable instructions or directives
4. **Sexual immorality:** Involvement in sexually immoral activities, including but not limited to the following, is prohibited:
 - premarital sex
 - homosexuality
 - pornography (viewing, possessing, transmitting or distributing pornographic material)
5. **Theft:** Taking, possessing/retaining or using property which belongs to another without the permission of the owner or which one knows or reasonably should have known to have been obtained without the owner’s consent

6. **Cheating:** Willfully producing school work (including homework) by copying, plagiarizing, sharing answers during a test or quiz, downloading or using sources without appropriate citation/credit, violating or compromising testing procedures or other deceitful practices, whether or not benefit/advantage was gained. This also includes knowingly providing assistance or sharing answers/homework with another, unless the teacher has specifically allowed such action. (See also Academic Honesty Violation, page 37.)
7. **Harassment:** The school is committed to creating an environment in which young people can develop the requisite confidence to enable them to become critical thinkers and socially responsible citizens of the world. Teachers at the school are responsible for fostering this atmosphere in their classrooms and in all school programs and are expected to exhibit the highest degree of professionalism while guiding students in their academic, personal and physical development. Harassment consists of saying words or making gestures that constitute unwanted or unwelcome behavior referencing gender, race, religion, lifestyle or background, which limits, denies or interferes with the rights of others to study, work or play; this includes behavior directed at another individual as well as behavior which is reasonably determined to indirectly cause another to be offended or feel uncomfortable. These, and related acts, will not be tolerated by HBA. Anyone who feels he or she has been subjected to discrimination or harassment is to contact the respective campus administrator immediately. A confidential investigation will promptly be conducted on the matter.
8. **Bullying.** Each student attending HBA has a right to learn in a safe and friendly environment, free from bullying or harassment about appearance, race, gender, religion, or ethnic group. Bullying is aggressive behavior in which one or more students engage in unprovoked and repeated physical or verbal attacks against another student or his property. Behaviors include, but are not limited to, the following:
 - hitting, shoving, kicking another student
 - damaging or stealing another student's property
 - name-calling, mocking, hurtful teasing
 - humiliating or threatening someone
 - making someone do things against his or her wishes

In addition, bullying may take the form of intimidation through deliberate social exclusion of the victim. Behaviors include, but are not limited to, the following:

 - intentionally excluding someone from the group and urging others to do the same
 - spreading gossip or rumors about someone or threatening to reveal his or her secrets and to make him or her look foolish
 - using electronic devices--computer, e-mail, instant messaging, phone or cellular phone text messages--for the ends mentioned above
9. **Untruthful to authority:** Willfully giving information to teachers and other school authorities, including misrepresenting actions or statements by teachers and other school personnel, for the purpose of misleading or deceiving the person or to cover up/minimize one's responsibility for an act or incident
10. **Use or possession of fireworks**
11. **Gang membership and/or gang-related activities**
12. **Possession of any pocket knife,** including Swiss Army knives and "tool knives" on campus or at any school-related event
13. **Leaving campus without permission** once the student has arrived on campus (until dismissal), except for seniors using "off-campus" privileges
14. **Possession of medications on campus** (without the approval of the school nurse)
15. **Not attending or reporting for a detention or meeting** with the respective campus administrator without an excused absence
16. **Repeated minor violations** (see next section)
17. **Unexcused absence from class.** This occurs when a student is more than 10 minutes tardy to a class or entirely misses a class. (Note: Depending on circumstances, this may be considered a Major Violation. Students may receive up to 4 demerits for tardiness and/or absences on a single school day as well as other school disciplinary actions.)

Minor Violations

The result of actions in this category will be counseling, detention, demerits, parent conference, suspension or dismissal, at the discretion of the respective campus administrator. Repeated involvement in the same or similar violation(s) may result in more serious consequences and/or may be treated as insubordination. In cases where there is financial loss or expenses incurred due to personal injury or damage to property, the responsible student(s) and parents of the student(s) will be expected to cover any and all costs. The exception to this shall be when legal intervention/mediation is involved.

1. **Dress/Appearance standard violation**
2. **Unexcused tardy to class.** This occurs when the tardy bell sounds for homeroom or a class and the teacher recognizes that a student is not prepared to begin that class.
3. **Foul language**
4. **Parking violation**
5. **Community negligence** (crossing Pali Highway at non-signalized crosswalks, minor misbehavior at bus stop or off campus events, not entering/exiting campus through main entrance)
6. **Chewing gum** on campus or while off campus on school activity
7. **Disregard for health and safety, and well-being**—such as playing ball or Frisbee in parking areas, under the mall, and between gym and classroom buildings; running on the lanais; climbing/sitting on rails; throwing rocks, ice, or potentially dangerous objects, climbing on roofs; riding on the fender, hood, or any other part of the exterior of a vehicle; and littering the campus intentionally or unintentionally, e.g., leaving items which could be blown by wind
8. **Being in an unauthorized area**—such as around buses or vans, middle school grounds during school hours, maintenance areas, beyond HBA property, across the stream, restrooms or locker rooms of the opposite sex
9. **Inappropriate behavior to others**—cutting in lunch line or not waiting turn, teasing, writing notes, and "horseplaying"
10. **Use of cell phones or entertainment devices** (e.g., mp3 players, hand-held electronic game players) is limited to non-instructional time (e.g. before and after school, break and lunch hours).

11. **Use of sound amplification devices**, such as speakers, is not allowed on campus outside of approved classroom and school activities.
12. **Misuse of school property**—such as sitting on tables, writing on desks or walls; not taking care of instructional materials or covering rental books, not returning rental books promptly, posting signs and posters without approval of the respective campus administrator, student council advisor, not keeping lockers locked, not following school policy regarding Internet usage, etc.
13. **Bringing inappropriate items on campus**—such as skateboards, skates, scooters, noise-making or party favors/poppers, etc.
14. **Public displays of affection** while on campus or at school activities are to be kept to holding hands, between couples of the opposite sex.
15. **Eating and drinking in inappropriate areas**, i.e. library, classrooms, etc., and at unacceptable times, such as after the bell rings, when asked not to do so, etc.
16. **Disruptive behavior** that does not meet expectations as described in general classroom, chapel, assembly, field trip, extra and co-curricular activities and athletic program expectations on the following pages of this handbook.
17. **Encouraging unauthorized visits to campus**. Such visits must be authorized by the respective campus administrator unless there is a campus event open to the public. (See Visitors section on page 56.)

Suspension

When a student is suspended for misconduct, a parent conference is not required, except where possible dismissal is under consideration. Suspensions can either be served at home (“out-of-school” suspension) or at school (“in-school suspension”).

Out-of-school suspension

When placed on out-of-school suspension, the student is not allowed to be on campus or to participate in any school-related activities for the duration of the suspension. Additionally, the student is not allowed to receive credit for homework due or for the classwork missed (e.g., quiz, exam) on the day(s) of suspension.

In-school suspension

When placed on in-school suspension, the student is required to report to the principal’s office. Middle school students report at 7:30 a.m. and remain in the office until 2:55 p.m.; high school students report to the principal’s or vice principal’s office at 7:45 a.m. and remain in the office until 2:45 p.m. He/she is not allowed to participate in any school-related activity for the duration of the suspension. The student is not allowed to receive credit for homework due or for the classwork missed (e.g., quiz, exam) on the day(s) of the suspension.

Detention

Detention may be issued by classroom teachers or by the administration. For an after-school or weekend detention, a twenty-four-hour notice will be given to the extent reasonably possible so that students may inform their parents and make arrangements for transportation. Detention may be issued for academic and/or disciplinary reasons. Failure of students to report for detention will be subject to further disciplinary action by the respective campus administrator. Detention may be issued

in combination with other disciplinary actions and especially for Major Violations.

During detention, students will perform duties as assigned by the respective campus administrator.

Consequences for Poor Citizenship

All HBA students receive quarterly citizenship grades on their report cards. These grades are based on the students’ records of demerits earned in that quarter.

A = 0-3 demerits C = 7-9 demerits F=13 or more demerits
B = 4-6 demerits D = 10-12 demerits

Students who accumulate 15 demerits during any given quarter, or receive two F’s within the same school year (or 4th quarter and 1st quarter of following school year) will be reviewed for possible dismissal. Students who are allowed to remain will be placed on behavioral contract for a period to be determined by the respective campus administrator on a case by case basis.

A grade of B or below in citizenship will keep a student off the President’s Honor Roll. A grade of C, D, or F in citizenship will keep a student from being placed on the Principal’s Honor Roll. A citizenship grade of F in any quarter will disqualify a student from any HBA special recognition. Students who receive a grade of F in citizenship in any quarter during the junior or senior year will be ineligible to receive an “honors” or “highest honors” designation, even if they possess the minimum required cumulative GPA and courses.

A grade of C in citizenship will automatically place a student on behavioral probation for two consecutive calendar weeks beginning on the Monday immediately following the violation causing that grade or another 2-week period as designated by the respective campus administrator.

A grade of D in citizenship will automatically place a student on behavioral probation for four consecutive calendar weeks beginning on the Monday immediately following the violation causing that grade or another 4 week period as designated by the respective campus administrator.

A grade of F in citizenship will automatically place a student on behavioral probation and/or behavioral contract for the remainder of that quarter and the following quarter. Behavioral probation will have the following effects:

1. A senior may not leave campus for lunch or senior independent study period.
2. A student may not participate as a camp counselor.
3. A student may not go on off-island trips (e.g., senior trip and East Coast trip).
4. A student may not be a member of the President’s Aloha Council.
5. A student may not participate in athletics, drama, clubs, class council, student council, Senior Trip, Project Graduation, Winter Banquet, Junior-Senior Banquet, Film Festival, class socials, Junior and Senior Independent Periods, NHS, NHJS, and other co-curricular and extra-curricular activities.

Information about student violations will be available to parents as they occur.

A student who is dismissed on the basis of conduct will receive a grade of F in citizenship for the quarter in which he or she is dismissed. Students who are dismissed from HBA for behavioral reasons are not allowed on the HBA campuses for at least one year from the date of dismissal.

Academic Honesty Violation

Definition

The following actions are considered to be violations of academic honesty:

1. Copying from another person's work, or allowing another person to do an assignment, paper, or project, or knowingly allowing someone to copy one's work.
2. Using unauthorized aid to answer questions on tests or quizzes.
3. Falsifying grades on tests, quizzes, homework, classwork and other assignments.
4. Purporting to have read and/or prepared assignments or certain numbers of pages of assignments that were not read or prepared.
5. Plagiarism, which can take the form of:
 - a. Copying sentences or paragraphs from published works without using quotation marks and proper documentation (e.g., parenthetical/ footnote citation).
 - b. Changing words or rearranging materials to make it appear that copied work is original.
 - c. Paraphrasing others' ideas and not documenting sources (footnote and/or bibliography depending on the length and nature of the assignment). It is acceptable to paraphrase facts, but if those facts are copied word for word, they must be placed in quotation marks and properly cited.
6. For some students, studying in small study groups is an effective learning mode. However, members of such study groups are required to do their own written work to avoid identical and/or very similar responses on written class assignments and projects. Failure to do so will be construed to be an academic honesty violation, regardless of intent.
7. Extreme cases of academic honesty violations, such as theft, possession of a test paper, or altering grade documentation may result in by-passing the levels of offenses and may result in dismissal. This listing of academic honesty violations is not meant to be all-inclusive. The HBA administration reserves the right to adjudicate these and all other categories of academic honesty violations on an individual basis.

Procedure for Determining Academic Honesty Violation

1. The incident is reported in writing by the teacher to the middle school principal or high school vice principal, with documents attached.
2. The respective campus administrator will counsel the student and write a summary of the incident as reported by the student.
3. The respective campus administrator and teacher will meet to determine if the situation requires further investigation. Either the campus administrator or teacher will contact the parents to describe the incident in question and explain the process by which a decision will be made. This will give the parents firsthand knowledge of the incident.
4. The campus administrator, acting as the impartial arbitrator in all cases, will gather whatever information is needed through conversations with the student and teacher before

rendering a decision.

5. After a decision is made, the campus administrator will contact the student's parents to discuss the action to be taken. A conference may be held with the student, the parent(s) and the campus administrator. The teacher reporting the incident may attend the conference at the campus administrator's discretion.

Consequences of Academic Honesty Violation-- Cheating Policy

The students of Hawaii Baptist Academy are expected to maintain a high level of integrity with their schoolwork; thus violations of academic honesty are treated as a serious matter.

Consequence	Level 1	Level 2	Level 3	Level 4	Level 5 Dismissal
(a) Conduct referral	X	X	X	X	X
(b) Parent conference	X	X	X	X	X
(c) Couns. referral	X	X	X	X	X
(d) Christ. Ministries referral	X	X	X	X	X
(e) Zero on assignment	X	X	X	X	X
(f) Demerits	2	7	12	12	12
(g) Detention hours	--	4	6	8	--
(h) Suspension days	--	--	1	2	--
(i) Suspension from extra-curricular activities	--	--	Field trips, Hnr Society, leadership roles for rest of year	Level 3 activities, trips, & other extra-curricular activities until graduation	--

A. Minor Offense*. Minor offenses will follow the 1-5 continuum steps for each consecutive offense.

Minor Offense Examples:

- copying homework
- marking corrections as original work
- claiming falsely to have read book/ assignment
- forging parent's signature on documents (e.g., tests, homework, grade sheet)
- committing errors in paraphrasing

B. Major Offense*. Unlike the minor offenses, major offenses may not follow the 1-5 continuum steps in order, and instead may skip steps so the consequences match the seriousness of the offense. The respective campus administrator may add the following consequence to any infraction: dropped from a sports team or organization for the year. Extreme cases of academic honesty violations—such as theft, possession of a test paper, or altering grade documentation—may result in immediate dismissal.

Major Offense Examples:

- copying on a test or major assignment
- possessing a cheat sheet
- failing to properly document sources
- copying on major projects and assignments

*This listing of academic honesty violations is not meant to be all-inclusive. The HBA administration reserves the right to adjudicate these and all other categories of academic honesty violations on an individual basis.

Absence and Attendance

Students are expected to be present and on time for classes and required school activities. **Note: Students who are absent more than half of the school day will not be allowed to participate in any co-curricular or extracurricular activity that day.**

Illness

When a student is ill, the parent is to call the attendance office, 595-6302 for the middle school and 595-6305 for the high school, between 7:00 and 9:00 a.m. on the first day of absence and daily thereafter until the student returns to school. A parent may leave a voice mail message to report an absence between 4:00 p.m. and 7:30 a.m. When doing so, the following information must be provided: 1) name of the parent or guardian, 2) name of the child, and 3) a call-back number.

An absence of three (3) or more days due to illness requires a medical excuse from a licensed physician.

Other Approved Absences

Absences for reasons such as medical/orthodontic appointments, legal obligations (e.g. appearance in court), death in the family are approved. Medical and dental appointments, however, should be scheduled after 3:00 p.m. whenever possible. Written verification will be required from the doctor, dentist, or place of appointment for the time away from school to be excused. Students are responsible for obtaining and completing class and homework assignments.

Unexcused Absences

Absences for vacations, non-school athletic trips, college trips, driving tests, job interviews, staying at home to work on projects, papers, and the like are unexcused. Students are not allowed to make-up any work, quizzes or tests for unexcused absences. **See exception below.**

Exempted Absences

To pursue academic, athletic, educational and personal goals that require an absence from school, students will be granted four exempted absence days. Approval of the four exempted absence days, which would have ordinarily resulted in unexcused absences, is left to the discretion of the respective campus administrator. Request for exempted absences must be made in writing or via email to the middle school principal (see procedure below) or to the high school vice principal. Such requests to either the middle school principal or the high school vice principal must be made no later than one week prior to the requested leave to allow for adequate decision making time and coordination with teachers. The requested days, whether they be single days or multiple days, must be taken at least a full day at a

time, will be approved successively based on the school calendar, and cannot be scheduled during the semester/final exam weeks.

Example 1: A student requests a five day leave from school for a family vacation. If approved, the first four days will be designated as the four exempted days. The fifth day will be an unexcused absence.

Example 2: A student requests a day of school to take his driver's license exam and is granted the first exempted absence day. He later requests two days for an athletic trip and is granted the 2nd and 3rd exempted absence days. Due to a cancelled flight, the student returns to school one day late. The late day is considered an unexcused absence and will count as the 4th exempted absence day. Any additional requests for leave at a latter date will not be granted and will be considered unexcused.

Example 3: A student is planning to take three 2-day vacations with his family when school is in session. The total number of absences for the year will result in six days of unexcused absences. A request is submitted for the first 2-day trip and two exempted absences are granted. No request is made for the next 2-day trip, resulting in two days of unexcused absences. However, the third and fourth exempted days will automatically be assigned to the two aforementioned unexcused absences. When the last 2-day leave is requested, it will be unexcused since all four exempted absences have been granted.

For the middle school, the [written] procedure to request all absences will be as follows:

1. The student brings a parent's written note to the middle school office or an email is sent to the Middle School principal (catta@hba.net), explaining the reason for the absence.
2. The student picks up an Absence Request form from the front office.
3. The student obtains signatures from all teachers whose classes the student will miss.
4. The student submits the signed Absence Request form to the middle school office.
5. A copy of the form is given to the student for his/her files.

Absence/Make Up Work

It is the student's responsibility to check with teachers about any missed assignments. All classwork should be made up as promptly as possible but may not exceed 2 days for each day absent. (See also "Incomplete Grade," page 52.) For example, if a student receives an excused absence due to sickness for 3 days, he or she will have up to 6 days from the time they return to school to complete their assignments. Whether or not a parent calls to request homework assignments during a student's absence has no impact on the final due date of these assignments. Also, this guideline does NOT apply to long term assignments (i.e., assignments whose due dates are 3 weeks or more in the future) when a teacher clearly states in writing to all students (e.g., via the class syllabus) that a future assignment is due on a given date and that no grace period is applicable. Finally, at the teacher's discretion, students who are absent on unit or major test days may be required to make up the test on the first day they return.

If homework assignments from the student's classes are desired on the same day of the absence, the request must be made by 9:00 a.m. The pick-up station for these assignments is located just outside the front office.

Field Trips and Extra-curricular/Activities—Field trips and extra-curricular activities are important extensions of the teaching/learning process. Participation is encouraged as long as it does not interfere with the student's overall academic performance. Because students must maintain at least a C average grade in their classes, they may not participate in any activities that will require them to miss any classes in which they are averaging less than a C grade. Exception is made for grade-level field trips and camps. When students miss class field trips or camps, they may be required to complete alternate assignments. This work will need to be completed whether or not the student attends school that day.

Unexcused Absences/Class Cutting

Unless a student has been reported ill or has notified the school a week prior to a scheduled excused or unexcused absence, he/she must be present at school during the school day. Absence from school or leaving campus without permission will be considered cutting class and will be subject to disciplinary action. Such absence will be unexcused and no make-up work will be allowed.

Excessive/Chronic Student Absences

It is very important that a student be in class for all of the sessions. Class instruction and participation are a vital part of the learning experience. Excessive/chronic absences (excused or unexcused) will have a negative effect on a student's learning. Therefore, when a student is absent for seven days (or seven class absences) during any given quarter, the administration will examine the situation to evaluate the cause of the absences. A conference with the parents may be called to discuss the conditions under which the student will be allowed to remain at HBA. Excessive absences may result in not receiving credit for class(es).

Non Attendance

If a student fails to attend five consecutive days of classes and the absences are deemed to be unexcused, HBA reserves the right to officially dismiss the student. Parents will be bound by the financial terms of the Enrollment Contract, and in addition, will be billed for any unreturned textbooks and other fees that have been incurred.

Parent/Guardian Off-Island

In the event that parent(s) or guardian(s) will be off island, the school must be notified in writing of the following information:

1. Dates of absence (i.e., leaving and returning to Honolulu)
2. Contact number of parent(s) or guardian(s) off island
3. Person(s) who will be caring/responsible for student: name, address and phone numbers (home, work, and cellular), and relationship to the student
4. Person authorized to make legal and medical decisions: name, address, and phone numbers (home, work, and cellular)

Tardiness

Tardiness to School

Students are tardy to school if they are not in their assigned seat when the 7:35 a.m. bell rings for middle school and the 7:50 a.m. bell rings for the high school. In order to receive the most benefit from school, it is important that students acquire the habit of regular, punctual attendance. Any student who arrives to school after 7:35 a.m. for middle school and after 7:50 a.m. for high school will be in "lockout" and must report to the attendance office to get a pass to class. All tardiness will be unexcused.

Tardiness to Class

Students shall be considered tardy to class if they are not in their seat when the start of class bell rings. When a student is tardy to class, the student will be in "lockout" and must report to the attendance office for a pass to class. If a student is absent from class for more than ten minutes without permission from a teacher or authorization from an administrator or counselor, it will be considered a cut and the student will be required to see the respective campus administrator for disciplinary action.

Dress and Appearance Standard

Hawaii Baptist Academy has a modified dress standard for students that is enforced from the time students arrive on campus and throughout the school day. Exceptions may be made by the administration for athletic participation and other activities that warrant different clothing. Determination of appropriate dress standard falls by administrative discretion.

All clothing, except for footwear and school-approved outerwear (e.g., standard HBA varsity jackets issued to all varsity athletes--does NOT include team or sports jackets), must be from Mills, Inc., and must be gender appropriate. No alterations to approved Mills clothing are allowed with the exception of adding school-approved embroidery for Mills' jackets by a school-approved vendor. Both boys and girls must wear covered shoes (dress or athletic). Wearing hats, sunglasses, and hoods from Mills jackets are not allowed indoors. Non-Mills outerwear is allowed until the first bell in the mornings and after the end of the school day. Undershirts and colorful socks or stockings are allowed. Long sleeve shirts under the Mills shirt are not allowed.

Students who are found to be out of dress code and are not able to be in dress code may be kept out of class in an in-school suspension or sent home.

Boys & Girls Outerwear

Clothing	Color
Hooded Zip Front Sweatshirt w/School Logo	Black
Rain Jacket w/School Logo	Black

Boys

Clothing	Color
Short Sleeve Cotton Polo Shirt	White, Black, Forrest Green, Yellow
Twill Pleated Pants	Khaki, Black
Twill Walking Shorts	Khaki, Black
Flat Front Boy's Shorts	Khaki

Hair: Modestly / conservatively styled, neatly groomed and well-trimmed; not touching the eyes, no longer than the top of the collar in the back, and not covering the ear; (*Note: No shaved heads*); and must be student's natural color **or shade close to one's natural color**. Highlights blended to one's natural hair without bold contrast. Frosted or streaked hair in contrasting colors/shades is not allowed. Facial hair must be clean shaven; neatly trimmed mustache and sideburns are allowed (no longer than the bottom of the ear). *Note: Beards for students are not allowed. Dreadlocks and braided hair are not allowed. Hair extensions are considered part of a student's normal hair such that the student's normal hair and the hair extensions need to be in compliance with all parts of the dress code that apply to hair.*

Adornments: Modest jewelry in appropriate places. Earrings are not allowed for boys. Exposed tattoos are not allowed at anytime. Tattoos that can only be covered by the constant use of unconventional attire such as hoods, hats, long sleeve shirts, arm bands, scarves, gloves, and bandages are not allowed.

Girls

Clothing	Color
Short Sleeve Cotton Polo Shirt	White, Black, Forrest Green, Yellow
*No Roll Skirt	Khaki
*Bermuda Shorts	Khaki
Flat Front Twill Pants	Khaki, Black
Stretch Flat Front Pants	Khaki, Black
Capri Pants	Khaki

**Hem lengths cannot be 3 inches above the knee for any girls' clothing.*

Hair: Modestly / conservatively styled and must be student's natural color **or shade close to one's natural color**. Highlights blended to one's natural hair without bold contrast. Frosted or streaked hair in contrasting colors/shades is not allowed. Hair extensions are considered part of a student's normal hair such that the student's normal hair and the hair extensions need to be in compliance with all parts of the dress code that apply to hair.

Adornments: Modest jewelry allowed, including a maximum of two conventionally worn earrings per ear. Exposed tattoos are not allowed at anytime. Tattoos that can only be covered by the constant use of unconventional attire such as hoods, hats, long sleeve shirts, arm bands, scarves, gloves, and bandages are not allowed.

Attire at school-related events

Student attire at school-related events outside of the modified dress standard hours needs to be in a manner that respects and upholds the Christian values upon which the school is based. This includes conforming one's attire and appearance to that which shows respect for oneself and others, and is appropriate for the setting and occasion. School personnel have the right to determine if a student's clothing is appropriate. Oversized, overly casual, baggy (including "sagged" pants), suggestive, tight, see-through (including open-weave textiles), frayed or slovenly attire (including those garments which expose one's midriff) are prohibited. Visible body-pierced jewelry, exposed tattoos, other adornments (such as but not limited to patches or markings with double meanings or inappropriate implications) are not allowed. Boys are not allowed to wear earrings.

Internet Acceptable Use

The purpose of the Internet's use at HBA is educational. It is essential that everyone who uses this connection understand that purpose. The most important prerequisite for someone's receiving Internet access is that he or she takes full responsibility for his or her actions. HBA will not be liable for the actions of anyone connecting to the Internet through this hook-up; all users shall assume full liability—legal, financial or otherwise—for their actions.

HBA makes no guarantee, implied or otherwise, regarding the reliability of the data or data-connection. HBA shall not be liable for any loss or corruption of data resulting while using the Internet connection.

No user shall use this Internet link to perform any act that may be construed as illegal or unethical, including the use of the link to gain unauthorized access to other systems on the network. The following are examples of unacceptable behavior by students, teachers, or administrators with HBA access to the Internet:

- Sending or displaying offensive messages or pictures
- Using obscene language
- Harassing, insulting, or attacking others
- Damaging computers, computer systems, or computer networks
- Violating copyright laws
- Using another's password
- Entering into another student's folders or files without authorization
- Intentionally wasting resources
- Employing the network for commercial purposes
- Using or representing the school name, reputation, facilities, or staff names without appropriate authorization

HBA strongly condemns the illegal distribution of software, otherwise known as pirating. Any students caught transferring such files through the Internet may have their access permanently revoked. In addition, all users should be aware that software piracy is a federal offense and is punishable by fine or imprisonment.

HBA takes no responsibility for any information or materials that are transferred through the Internet.

HBA reserves the right to examine all data stored in the machines involved in the Internet link to make sure that all users are in compliance with these regulations, and reserves the right to change these rules at any time without notice.

Finally, all users should keep in mind that when they use the Internet, they are entering a global community, and any actions taken by them will reflect upon the Hawaii Baptist Academy family as a whole. As such, all users must behave in an ethical and legal manner.

Internet Operating Agreement

By signing the "Agreement to Follow the HBA Student Handbook" found in the front of this catalogue-handbook, students and parents agree to abide by the following rules, and agree to accept all financial and legal liabilities which may result from use of the HBA Internet connection.

I agree that the use of the Internet is a privilege, not a right. I accept that inappropriate behavior (examples of which have been stated above) may lead to penalties including revoking of account, disciplinary action, and/or legal action. I agree not to participate in the transfer of inappropriate or illegal materials through the HBA Internet connection. I realize that in some cases, the transfer of such material may result in legal action against me.

I also realize that the purpose of the HBA Internet connection is educational. Thus, I agree not to use it for non-educational related purposes, such as chatting and non-course related email and surfing.

I release HBA and all other organizations related to the HBA Internet connection from any liability or damages that may result from the use of the Internet connection. In addition, I will accept full responsibility and liability for the results of my actions with regards to the use of the Internet. I release the school and related organizations from any liability relating to consequences resulting from my use of the Internet.

Lockers

Student lockers must be kept locked at all times. A student will be cited each time his or her locker is reported unlocked, and demerits will be issued as well as other consequences. If a student accumulates three locker citations in one quarter, he or she will not be allowed to use a locker for the remainder of the semester.

Parking

A limited number of parking spaces is available for student use. If there is a greater demand than there are student parking spaces available, students who apply for parking will be selected by lottery. Parking stickers are issued and must be displayed on the designated area of the car. Any student who has an unauthorized car in the HBA designated parking areas will be subject to a fine, disciplinary actions, and the car may be towed at the owner's expense. Each student is responsible for making arrangements for parking, and payment is through the front office. Students may carpool to share a parking space. All students and cars of a carpool must register through the front office.

Regulations for students driving to school:

1. Only authorized vehicles may park at designated parking areas.
2. No loitering in the parking lot.

3. No one is to ride on the outside of a car. Vehicles are not to be overloaded. The driver is held responsible for these violations.
4. No speeding or reckless driving.
5. Students who violate any of these regulations may lose their privilege of parking.
6. Students' cars may not be brought on campus until after 4:00 p.m. unless the student has obtained permission from the office of the high school vice principal, and cars must be parked in marked stalls on the upper level (not by the mall).
7. No loaning of parking stalls unless authorized by the vice principal.

Violations of the above regulations may result in disciplinary actions, loss of student parking privileges, disallowance of students' cars on campus at all time, and the towing of student vehicles with the subsequent recovery costs being borne by the student.

Permission for Use of Likeness and Name

Photographs, slides, film, video, digital photos and other visuals of students, faculty, staff and administration are taken on campus and at HBA activities throughout the year. Some of these are subsequently used by the school in publications, promotional materials, and electronic media. By signing the Agreement to Follow the Student Handbook in the front of this catalogue-handbook, students and parents give permission for their likenesses and names to be used in this manner. This includes permission for the school to publicize graduating seniors with accompanying information regarding colleges they will be attending. In May, parents will be given an opportunity to decline release of college information for their graduating senior.

HBA Intellectual Property

Student projects, such as video projects, that are created within an HBA class remains the property of HBA and HBA retains editorial and distribution rights to such property. Any such student work that is intended to be distributed outside of HBA must receive prior approval from an internal review committee comprised of the class teacher, department chair of that class, director of Christian Ministries or Bible department chair, and a member of senior administration (principal, Vice President, or President). The content of such work shall be screened such that there is no identification of HBA within it and there should be a disclaimer statement prominently displayed within the work declaring that the content of the work does not necessarily reflect the beliefs, values, and positions of HBA.

Selling Items on Campus

Selling any product that is not directly related to a school-sponsored fundraising activity is strictly prohibited. No products of any type are to be sold during the school day. Permission for school-sponsored fundraising activities is only given by the principal.

Honors and Awards

Gold Club—Students who raise their quarterly grade point average by 0.3 between any two consecutive quarters will be eligible for the Gold Club. Their names will be placed on a special list and they will receive a special reward. Seventh graders are not eligible for the 1st quarter Gold Club because they do not have a middle school grade point average (GPA) from the previous quarter. Ninth graders are not eligible for the 1st quarter Gold Club since they do not have a high school GPA to improve on from the previous quarter. Students on the Honor Roll cannot qualify for more than one reward. The exceptions to the Honor Roll requirements below do not apply for the Gold Club.

Honor Graduate Diploma—The honors or highest honors diploma is awarded to students who have chosen an intense scholastic program that will give them a broad foundation beyond what is required of all students. The valedictorian and salutatorian will be chosen from among the honor diploma recipients. Students who receive an F in citizenship in any quarter during the junior or senior year will be ineligible to receive an honor diploma.

All credit units to be applied toward an honor or highest honor diploma must be earned in grades 9-12. A single course may fulfill only one criterion listed below.

With honors—24 credits including 2 elective credits to be the following:

1. One AP course credit
2. One elective credit in any one of the following areas: 3rd year world language; 4th year math; 4th year science or a second AP elective
3. 3.5 GPA

With highest honors—24 credits including 3 elective credits to be the following:

1. Two AP course credits
2. One elective credit in any one of the following areas: 3rd year world language; 4th year math; 4th year science or a third AP elective
3. 3.8 GPA

Valedictorian and Salutatorian—The valedictorian and salutatorian will be chosen from among the honor diploma recipients. These honors are awarded to the students who have attained the highest overall academic performance. They must have been enrolled at HBA for a minimum of two full academic years.

Honor Rolls—There are two honor rolls at HBA. The President's Honor Roll consists of students who earn A's in all subjects and an A in citizenship. The Principal's Honor Roll consists of students who earn at least 50% A's and no grade lower than B in their academic courses. These students must receive a B or higher in citizenship. Students on either of these Honor Rolls cannot qualify for more than one academic reward each quarter.

Guided Study, Pass/Fail Citizenship, and P.E. "M" (medical) grades are not used in computing grade point averages. However, a C or F for guided study, an F in a Pass/Fail course, or a C or F in citizenship will eliminate a student from honor rolls.

Scholastic Honors—Special awards are given by all departments and scholastic organizations at the awards program in the spring.

PTF Eagle Scholar Award—The Parent Teacher Fellowship presents a monetary award to any graduating senior who has received the grade of "A" in all classes (including Citizenship) for each semester of high school.

PTF High Achievement Award—This Parent Teacher Fellowship award recognizes all 10th and 11th graders who have received the grade of "A" for all classes for each semester of high school through the fall semester of the current school year.

PTF Service Award—The purpose of this award is to honor students who demonstrate service to and through HBA. The honored student should also demonstrate citizenship through words and actions, and serve as a role model for fellow students. This award, determined by the grade level advisors, is open to all students who maintain at least a 2.0 GPA. Awards may be given to one male and one female student of each grade at the middle and high schools at the academic awards program.

Athletic Honors—Varsity awards are presented at an athletic banquet in the spring. Varsity athletes must attend the banquet to receive their awards. Junior varsity and intermediate awards are presented at a special awards assembly. (See "Athletic Awards," page 28.)

H.P. and Mary R. McCormick Distinguished Founders Award—This award is granted to the graduating senior who has consistently exemplified Christian character throughout his or her high school years while a student at Hawaii Baptist Academy. The student's life shall typify the pioneer Christian spirit of the McCormicks who dared to be bold, reflecting commitment to Christ in the face of obstacles, struggles and discouragements. The senior's life should honor Jesus Christ as Savior and Lord.

A plaque recognizing the senior recipient is accompanied with a cash gift. The committee members making the selection include the president, high school principal and vice principal, director of Christian Ministries, chairman of the Bible department and chairman of the counseling department.

L.O. and Johnnie Taylor Outstanding Service Award—This award will be granted to a junior who has made a significant contribution of time, talent and resources to worthy causes throughout the community. A dominant character trait of this recipient is that of helping others selflessly, typifying the giving spirit of Mr. and Mrs. L.O. Taylor.

The recipient will be chosen from the junior class by a committee consisting of the high school principal, vice principal, director of Christian Ministries, chairman of the Bible department and chairman of the counseling department, and will receive a certificate of recognition and a trophy. In addition, his or her name will be placed on the L.O. and Johnnie Taylor Outstanding Service Award perpetual trophy kept on display at the school.

Mr. and Miss HBA—The highest honor the students and faculty bestow on an HBA student are titles of Mr. and Miss HBA. To be eligible for this honor, students must be seniors whose cumulative semester grades, from grade 9 through the fall semester of grade 12, average 3.0 or better and not receive any semester grade lower than D-. A student with any quarter citizenship grade of C or F in the 11th and 12th grades will also be disqualified. Nominees must have been at HBA for the entire junior and senior years. Mr. and Miss HBA should typify the best in HBA students.

Guidelines for selection: (1) Contributions to school life through leadership and extra-curricular activities, (2) Citizenship: attitude,

attendance, punctuality, dependability, service, and compliance with rules and school regulations.

Procedures for election: (1) Names of eligible seniors are listed on a ballot and students in grades 9 through 12 vote for one boy and one girl; (2) After faculty review, the top five boys and five girls make up the run-off ballot; (3) Five descriptive statements are listed under each name; (4) The boy and girl receiving the most votes on this ballot become Mr. and Miss HBA.

Gifts from the school to Mr. and Miss HBA consist of (1) names put on a plaque along with Mr. and Miss HBAs of previous years; (2) a monetary gift; (3) a Bible.

As an honor given by the school, the faculty and administration reserve the right to ensure that the students are excellent representatives of HBA.