



Hawaii Baptist Academy  
Middle School  
Student Handbook & Catalogue  
2010-2011

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**Richard Bento**  
 President  
 Hawaii Baptist Academy

*HBA Board of Directors*

Ron Shiira, <i>Chair</i>	Don Kim	Amy Vorderbruegge
Morris Kimoto, <i>Vice Chair</i>	Carl Kinoshita	Sharon Walsh
Robert Ahana	Bruce Matsui	Hisao Yamada
Kay Eargle	Ted Stout	

Administrators and Directors

*President* – Richard Bento .....595-5000

*Vice President of Institutional Advancement* – Timothy Morita.....533-7094

*Principal, Elementary School* – Rebecca Sanchez Ovitt .....524-5477

*Principal, Middle School* – Claudia Atta .....595-6302

*Principal, High School* – Marsha Hirae .....595-6301

*Vice Principal/Admissions, Elementary School* – Timothy Kaneshiro .....536-6830

*Vice Principal, High School* – Nolan Namba .....595-6301

*Admissions Director, High School* – Katherine Lee .....595-7585

*Director of Curriculum, K-12* – Pat Ota .....595-6301

*Facilities Director* – Suchart Archpru.....595-4702

*Director of Finance* – Patricia Matsumoto .....595-6283

*Director of Human Resources* – Steve Arita .....595-6119

*Director of Supplemental Programs* – Shirley Yahata .....545-4485

*After School Enrichment Program (ASEP) Coordinator* – Craig Chang.....533-1106

*Athletic Director* – Deren Oshiro.....595-6301

*Director of Christian Ministries* – Robert Lockridge.....595-6301

*Director of Counseling, Middle & High School* – Sharyn Smith .....595-6304

*Registrar, Middle & High School* – Helen Archpru.....595-6317

*School Nurse* – Joanne Kealoha .....595-6301

## Middle-High School Faculty

### **Departments**

*Bible*—Antony Traugher, Chair; Marty Sprankle, Erin Schlittenhart

*Counseling*— Sharyn Smith, Chair; Susan Goya (11th & 12th A-M counseling and college advising), Jennifer Marshall (11th & 12th N-Z counseling and college advising), Carolene Neely (9th & 10th), Nikki Okazaki (7th & 8th)

*English*—Faye Takushi, Chair; Tariya Enos, Ryan Frontiera, John Hahn, Diane Hom, Hannah McGinnis, Esther Quek, Debra Tenney, Dynah Ustare

*Mathematics*—Alan Yeh, Chair; Lorraine Chandler, Kathy Kiriou, Aaron Kondo, Ross Mukai, Brad Shimizu, Lynn Silva, Cameron Taketa

*Physical Education/Health*—Nolan Namba, Chair; Tiffany Aguiar, Gregory Hayashi, Mark Witsell

*Science*—Traci Morihara, Chair; Shelley Hokama, John Hom, Franklyn Lau, Jr., Brad Shimizu, Melinda Swanson, Jordan Yasutomi

*Social Studies*—Lynne Nakano, Chair; Allison Buchik, Derek Coryell, Stan Herder, Maurine King, Matthew Stevens, Robert Weismantel, Diane Yorita

*Visual and Performing Arts*—Sean Malinger (film), Chair; Cindy Lee (middle school), Mark Kaneshiro (art), Brad Shimizu (band), Todd Yokotake (music & digital design)

*World Language*—Keyesy Logan, Chair; Dominique-Anne Derrien-Bartley, Li Schoolland, Yuriko Tcheou, Chie Watanabe

### **Programs**

*Journalism*—George Honzaki

*Library Media Services*—Sean Malinger

*National Junior Honor Society*—Esther Quek, Nikki Okazaki

*Middle School Student Council*—Mark Witsell, Cindy Lee

*The School Administration reserves the right to change portions of this Handbook at any time. Parents and students will be given prompt notification should such changes occur.*

*Notice of Nondiscriminatory Policy as to Students: Hawaii Baptist Academy does not discriminate on the basis of race, color, national and ethnic origin, gender, or disability in areas of admissions, financial aid, athletics, and other school-administered programs.*

# About HBA

## About the School

Hawaii Baptist Academy's motto is "Christ for every nation," and for 60 years, the school has stayed true to this Christian mission of preparing young people in Hawaii to honor God with their lives. Not every student who attends HBA is a Christian or becomes one; in fact, only about 50 percent of our students come from Christian families. But one of the school's primary purposes is to give every student the opportunity to hear the Gospel of Jesus Christ and to experience the life-changing difference He can make.

With caring, supportive teachers and a diverse, challenging curriculum, HBA helps students develop intellectually by teaching them to think critically about their world. In the last decade, 100 percent of our graduates have been accepted into college programs across the nation. HBA students regularly score above the national and state averages on both the Scholastic Aptitude Test and the American College Test. For many years, HBA has consistently ranked among the top private schools in Hawaii.

Hawaii Baptist Academy, a private, co-educational school, has a total enrollment of over 1,000 students from kindergarten through grade 12, making it large enough to offer a full academic program yet small enough to give students more personal attention and the opportunity to develop lifelong friendships. At the high school level, a college preparatory curriculum emphasizes the fundamentals supplemented by a rich variety of elective courses. Advanced Placement courses are also offered in the various disciplines.

HBA begins school in early August, ends in late May, and provides breaks of two or more weeks in October, December, and March. During the October and March breaks, HBA Elementary offers both instructional and fun classes. An After School Enrichment Program provides a structured and fun environment for elementary students after the school day, during breaks, and during the summer.

HBA prepares students physically through a comprehensive physical education program and a full slate of interscholastic sports. At the secondary level, student athletes compete in the Interscholastic League of Honolulu (ILH) on both HBA and PAC-5 teams. Each year, over 75% of students grades 7 through 12 participate on at least one team. Elementary student athletes (grades 5 and 6) compete in volleyball and basketball in the Christian Schools Athletic League.

Numerous clubs and student groups, activities, and programs give students ample opportunity to develop socially by interacting with classmates, teachers, and others. Student groups also coordinate and participate in many community service projects throughout the year.

At HBA, education is not complete unless students are spiritually prepared. HBA is committed to developing a school environment where students can hear the Christian message proclaimed clearly, see it lived consistently, and investigate it thoroughly. Through chapels, homeroom devotion and prayer times, camps, courses on the Bible and Christianity, and an annual Christian Emphasis Week, students have opportunities

to worship God and to learn about Him. Campus bible studies, discipleship groups, and daily interaction with Christian teachers give students an opportunity to explore their beliefs even further. Students also have on and off-campus ministry opportunities coordinated by the Christian Ministries director.

## Accreditation and Affiliation

The elementary and secondary divisions of HBA are fully accredited by the Western Association of Schools and Colleges (WASC) and Hawaii Association of Private Schools (HAIS). The school is licensed by the Hawaii Council of Private Schools and is governed by a board of directors elected by the executive board of the Hawaii Pacific Baptist Convention, an association of Southern Baptist churches in Hawaii.

## History

Hawaii Baptist Academy opened in 1949 in surplus Army barracks on a parcel of land at 1234 Heulu Street in the Makiki section of Honolulu, near Roosevelt High School. It began with 36 students in grades 7 and 8. The opening was a triumph for Southern Baptist missionaries Hugh P. and Mary McCormick, who had arrived in Hawaii several years earlier to start a school. They had joined a handful of other missionaries who, for the most part, had been ousted from Asian countries during World War II and were busy building churches. Mr. McCormick served as the school's first principal. Mrs. McCormick was the school nurse, the librarian and—according to those who knew her—the one who performed the unassigned tasks necessary in running a school.

In the beginning and during its first decade, HBA was financially supported and built with gifts from the Woman's Missionary Union of Virginia (the first \$125,000); gifts from individuals, churches and missionary organizations; and teacher support from the Southern Baptist Convention Foreign Mission Board.

After only one year in operation, the elementary division was started with the transfer of the primary grades from the Olivet Baptist Church, and by 1953, the school was complete with grades one through twelve. The first class of three young men graduated in 1954. Five years later, the Territory of Hawaii became the State of Hawaii and operational control passed from the Southern Baptist Foreign Mission Board to the Hawaii Baptist Convention. Enrollment at that time was already 340. The McCormicks retired and returned to the mainland, as did many of the missionary teachers.

During the 1960s, additional lots surrounding the small campus were purchased, expanding the property from about two acres to four, and the Hawaii Baptist Convention (renamed Hawaii Pacific Baptist Convention in 1997) struggled to build and grow churches, as well as attend to the needs of the school. The school continued to grow, offering a full curriculum, maintaining high standards, and earning accreditation in 1965.

In 1972, the academy purchased 13.5 acres in Nu'uuanu, the former Robertson Estate, for a permanent site. The secondary school moved to the new campus in 1975 when the four-story

classroom building was completed. The multi-purpose building (gym, classrooms, cafeteria) and the parking grounds were added in 1984. Funding for capital needs in more recent years has been provided by mission-minded individuals and churches on the mainland, friends and churches in Hawaii, corporations and foundations, and the Hawaii Pacific Baptist Convention.

In June 1987, HBA purchased the former Sacred Hearts Convent School as the new location for the elementary campus. It is about 1/2 mile from the middle & high school campus and includes nearly seven acres of prime land. The excellent facilities and spacious playground further enhanced the overall program of the school. As facilities permitted, school enrollment climbed to over 1,000 students in grades K-12.

On July 28, 2006, the HBA Middle School on the Dan Kong Campus was officially dedicated, separating the 7th and 8th graders from the Sagert Campus. The middle school is adjacent to the high school campus on state-owned land leased by HBA. The new facility includes 13 classrooms, a multi-purpose room, and administrative offices. One notable feature of the middle school is that it is only one of two schools in the state to receive a prestigious Leadership in Energy and Environmental Design award from the U.S. Green Building Council.

## Philosophy

It is the philosophy of HBA to provide academic excellence in a Christian context. We believe that the most effective citizen needs a well-trained mind; that the best education includes spiritual and moral values as well as intellectual, physical and aesthetic development; and that the best spiritual and moral teachings are those of Jesus. Through the entire program, HBA teaches Christian values and conduct. Christian commitment is presented as the highest goal, but students are free to make their own decisions regarding Christianity.

While providing preparation for college through a qualified faculty and a current, relevant curriculum, HBA seeks also to promote democratic citizenship, leadership experience, individual responsibility, a sense of individual self worth, a sense of fairness, health and physical fitness, good sportsmanship, an appreciation for beauty, and responsible decision-making.

## Core Values

We believe the Bible is the inerrant Word of God ultimately fulfilled through His Son Jesus Christ. Our desire is that all may come to know and respond to Him through the Spirit of God and proclamation of His Word.

As a school we value excellence in:

**Teaching.** We believe that our academic community stands and falls on the quality of its teachers. We are committed to hiring and nurturing quality teachers who love God, their students, and their subject area. Our example of excellence in teaching is Jesus, who effectively taught truths in a life-changing way.

**Learning.** We believe that God's truth is found in Scripture. We are committed to providing our students with a serious learning community that encourages genuine inquiry into the nature and truths of God, His Word, and His world with the hopeful outcome of a transformed life.

**Leading.** We believe that effective learning involves training students to be effective leaders. We are committed to equipping our students with the insights and skills necessary

to produce leaders who will engage the world with strength of character, sincerity of heart, and enthusiasm to spread the Gospel.

**Serving.** We believe that all of the learning and leading in the world are for naught without the transformation that comes through the call to love God and our neighbors as ourselves. We are committed to meeting the physical and spiritual needs of those in our academic community, church communities, and others in the world around us.

## Mission Statement

*Hawaii Baptist Academy is a Christian college preparatory school that equips students spiritually, intellectually, physically, socially and emotionally so that they bring honor to God.*

## Expected Schoolwide Learning Results (ESLRs)

A Hawaii Baptist Academy Student is a . . .

### Truth Seeker, who

1. Knows that he/she is loved by God
2. Understands that God's love provides the means for redemption through the atoning death of Jesus Christ
3. Evaluates his/her relationship with Jesus Christ
4. Seeks and demonstrates spiritual growth
5. Bases life decisions on biblical wisdom

### Community Builder, who

6. Exhibits Christ-like love and respect for others
7. Contributes and leads in group settings to accomplish common goals
8. Practices good citizenship
9. Serves local/global communities and cares for the environment

### Responsible Decision-Maker, who

10. Makes choices to foster emotional and physical well being based on a biblical self-image.
11. Takes responsibility for choices and learns from mistakes
12. Sets and pursues thoughtful personal goals

### Reflective Learner, who

13. Builds a knowledge base necessary for continuing education beyond high school
14. Uses effective organization and learning strategies
15. Relates subject matter to his/her life and seeks opportunities for learning beyond the required curriculum
16. Appreciates beauty, values truth, and strives for excellence

### Resourceful Problem-Solver, who

17. Reads, writes, reasons, and communicates effectively
18. Accesses, analyzes, and evaluates information and its sources
19. Employs creativity and innovation in his/her work
20. Creates well-crafted products that achieve their purposes and uses appropriate media

## Our Community of Supporters

### Office of Institutional Advancement

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HBA's Office of Institutional Advancement is located at the elementary school campus and functions as the alumni, public relations, marketing, and fund raising department for the school. One of the annual programs of the Office of Institutional Advancement that involves students and parents is the February visit of the Mainland Advisory Council (MAC). This group of donors and friends has supported HBA since 1977 through prayer and financial giving. The local volunteer support group is The Aloha Council (TAC) and includes many parents of former students in its membership.

Fund raising for capital and program needs is on-going, and an annual campaign is conducted among parents. Tuition covers about 80% of the school's operating budget; the remaining 20% and all of the capital funds required for buildings are raised through the generous gifts of individual and institutional donors, churches, the Hawaii Pacific Baptist Convention, and other sources.

### MAC and TAC

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#### Mainland Advisory Council (MAC)

Since 1977, the Mainland Advisory Council has prayed faithfully for HBA, given to the school financially, and supported the school in many other ways. This is a unique group of Christian men and women, many of whom originally had no relationship to the school other than their commitment to God and HBA's purpose as a Christian school. Each February, HBA hosts about 100 MAC members for MAC Week, an opportunity for these mainland friends to meet teachers and students, visit the campuses, hear reports on what God is doing at HBA, hear the latest plans, and have a time of fellowship with one another. The Office of Institutional Advancement plans this annual visit for these mainland friends who have done so much for HBA.

#### The Aloha Council (TAC)

The Aloha Council consists of local supporters of the school, many of whom are parents of alumni. Founded in 1990, TAC members believe in the mission of the school and support HBA by praying for its ministry, making financial contributions, and promoting the school in their own circles of influence. Although not required for membership, many TAC members volunteer to help HBA in a variety of ways. The Aloha Council meets each fall to hear progress reports about the school, to share thoughts and concerns, and to have fellowship with each other.

### Parent Organizations

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#### Athletic Booster Club

Athletes and athletics are supported by the Athletic Booster Club, a parent organization dedicated to assisting the athletic program and the students who participate in sports. At HBA, over 75% of the middle & high school students are involved in the school sports program.

#### Parent Teacher Fellowship

The Parent Teacher Fellowship (PTF) is an active organization with these major objectives:

- To promote the welfare of children and youth in home, school, and community
- To bring into closer relation the home and school, so that parents and teachers may cooperate intelligently in the training of the child
- To develop between educators and home such united efforts as will secure for every child the highest advantages in physical, mental, social, and spiritual education
- The offices of president, president-elect, vice president, secretary, and treasurer are elected yearly. More specific information is presented in the bylaws of the PTF

### Parent Communications and Publications

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Student publications on all campuses are excellent sources of information for parents and others. The elementary students prepare the HBA Chronicle, which is a learning tool as well as an account of the students' involvement in learning activities. The middle and high school campuses have the Eagle Eye, a student-produced newspaper that has repeatedly won a variety of state awards. This newspaper focuses on general activities and student opinions.

In addition to these information sources, Hawaii Baptist Academy's website (<http://www.hba.net/>) is the official doorway to the HBA 'ohana (family). The website has upcoming campus events, current bulletins and newsletters. Emergency notifications and information about each campus is located at this website.

# The Middle School

The Dan Kong Campus

# Student Life

## Student Activities and Programs

### Athletics

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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 championships. 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.

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## 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.

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## Counseling

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.” Students meet daily 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.

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## National Junior Honor Society (NJHS)

The National Junior Honor Society is an organization of 8th graders selected on the basis of scholarship, leadership, service, character, and citizenship. The leadership and service aspects of the organization are 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, non-participation in projects, and non-attendance at meetings may result in a member being placed on probation or asked to leave the organization.

## Social Activities

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Each homeroom or organization may hold one social activity under school sponsorship per quarter. Sleep overs 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.

## Middle School Student Council

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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.

## The Eagle Eye

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The Eagle Eye is a student-produced newspaper serving HBA's middle and high school campuses. Focused on general school activities, teen issues, and campus opinions, the paper has repeatedly won a variety of state awards. The Eagle Eye is a free publication and is distributed to students through established pick-up points.

## Supplemental Programs

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### 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. For incoming HBA 7th-12th graders, behavior guidelines in the HBA handbook apply during the summer. Any detention, probation, or suspension that occurs during Summer School will be applied in the next school year's 1st quarter. The same demerit system for middle and high school will be used. 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. An F grade is recorded on transcript and is computed in the cumulative GPA. The grade taken to make up an F deficiency grade will also be recorded on the transcript and will also be computed in the cumulative GPA. Other deficiency grades (other than an F grade), will be recorded on the transcript; however, the grade is not computed into the cumulative GPA. The grade from the course taken to make up the deficiency grade is recorded on the transcript and that grade will be computed in the cumulative 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.

## Student Services

### Cafeteria

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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

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#### 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. A medical certificate from a licensed physician may be requested by the school at any time when information is needed concerning a student's health status.

## 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 four 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 14.)

**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

Note: Words or phrases in **bold and italics** are defined in the glossary section of this handbook.

## Behavior and Citizenship

Hawaii Baptist Academy is a closely-knit community of students, families, teachers, staff, administrators, and community supporters seeking to develop young people who are responsible citizens of the school, the home and the future. HBA is founded upon Christian values of care and respect for the dignity of the individual, the rights of others and property, respect for authority, and a positive learning environment.

In elementary school, our students lived and learned the HBA Code of Conduct and the Eagle Guidelines. (See Elementary School Handbook.) In the middle school, students continue to deepen and develop their relationship building skills and servant leadership capacities.

Student transition steps are systematized in the Young Eagle Student Success (YESS) system. The system uses structure; relationship building and clear expectations to create healthy independence and success in our students. Students develop their internal moral compass through self-direction and guided exploration during advisory and learning activities at the Middle School.

The following are the system components: 1) Eagle Tally is a behavior correction tool designed to give parents daily academic and behavioral conduct information when an Eagle has been taken, by which teacher; and for what reason; 2) Monday Folder is a weekly school communication method to ensure that necessary and important papers reach the family on a consistent basis; 3) School Planner is an organizational tool and communicates academic and behavioral concerns daily by period and by teacher; and 4) BeAttitude is a new component with foci on traits and actions to grow into a servant leader. The BeAttitude ABCs of the system gives a simple format for students to consider their attitudes, behaviors, choices and resulting consequences or celebrations. BeAttitude awards recognize students' Servant Heart to Be Kind, Be Caring, Be Persevering, and other "Be" attitudes and behaviors.

## Young Eagle Student Success (YESS) System

Students are expected to display proper respect for their teachers, classmates, coaches, others, school property, and to follow school rules. Students who display these positive attributes of good citizenship gain respect and recognition through the BeAttitudes ABCs awards correlated with the HBA's Expected School Learning Results. Behavior expectations begin with being on time, prepared, and ready to learn.

### **BeAttitude ABCs**

You choose your... **A**ttitude.

You choose your... **B**ehavior.

You reap the results in **C**elebration or **C**onsequence.

Your Choices build your **C**haracter.

## Classroom Behavior Expectations

Students are expected to comply with the following:

1. Be prompt to each class period and ready to learn. If the tardy bell sounds for homeroom or a class and the teacher recognizes that a student is not prepared to begin class an unexcused tardy or absence slip will be issued.
2. Be prepared and bring proper materials to class (e.g., books, planner, completed homework, paper, writing implements, notebooks, etc.).
  - a. Inappropriate items such as skateboards, noise-making party favors etc. do not belong in class.
  - b. No eating or drinking during class.
  - c. Cell phones or other electronic transmission devices including, but are not limited to, the following: computers, computer network systems, other computerized systems, cellular phones with internet capability or other similar electronic devices that display e-mail, text messaging, blogs, wikis, photos, drawings, video clips, on-line community or social networking websites, or any combination of the above are limited to before and after school.
3. Be kind and respectful during class discussions and observe discussion etiquette. Students are dismissed by the teacher (not the bell).

Individual courses and teachers, as well as the librarian and counselors, may have additional expectations. Disruptive classroom behavior will be dealt with through the Eagle Tally and/or referred to the principal and documented in the student's school planner.

## Appearance and Dress Standards

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An important part of the developmental process is learning that one's appearance must fit the occasion and purpose of the activity. People express themselves through their attire. Their actions and the actions of those around them are simultaneously affected by their appearance. Thus, the goal of the dress standard is to promote a positive, distraction-free learning and social environment.

Accordingly, students are expected to present themselves at all HBA functions in a manner that is appropriate for the occasion. Students are expected to maintain an overall appearance that is clean and neat and represents the values and standards of our Christian heritage.

### Uniform Dress Standard

Mills Wear School Uniforms is HBA's supplier of the school's dress standard for the school year 2010-11. Students must be in the unaltered dress uniform from the time they arrive on campus and throughout the school day including the FLEX period. Exceptions are made only by the principal for student participation on field trips; academic, social, athletic participation; and other school-sponsored activities that warrant different dress standards. Parents are notified of exceptions through Monday Folders, emails or the Weekly Bulletins.

### Shoes, Socks, and Undergarments

A student's shoes must be covered; dress shoes and tennis shoes are appropriate. Slippers, sandals or other open-toed shoes are not allowed. Undershirts and colorful socks or stockings are acceptable. Swapping shoes with another student is an unaccept-

able practice. Undergarments cannot extend beyond the uniform shirt sleeves or bottom hem.

### Hair

- Modest and conservative style
- Natural color, no frosting, streaking, or colored hair extensions
- Boys, length must not be longer than the top of the collar, eyebrow, ear canal; sideburns must not be longer than their ear lobes and facial hair must be clean shaven

### Accessories

- No wearing of:
  - hats, sunglasses, or hoods indoors including indoor hallways
  - pierced jewelry of any kind except for girls' earrings not to exceed two per ear below the ear canal
- No tattoos on exposed body parts
- No patches, wording, or jewelry with double meanings or obscene implications

### Jacket Embroidery

School-approved embroidery for a student's name applied to a Mill's jackets by a school-approved vendor is allowed. Please call the principal for the current school-approved vendor. The black embroidery of the student's name must include the first initial and last name. Placement on the jacket is half an inch below the gold HBA logo and centered. Though the student's name is in black thread, the purpose is to create a subtle but relatively permanent label making the jacket recoverable if lost or misplaced.

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.

## Special Situations

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### Chapel and Assembly Behavior 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 Behavior 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 cases of an emergency.
4. Students must remain seated while the 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 Behavior 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.

### Locker Behavior Expectations

Students are assigned lockers for securing personal items, valuables, books, and other school-related items for which they are responsible during the year. Students' book bags and other property should be stored in their lockers whenever they are not able to physically keep them with their person while on campus. They should not share or switch lockers. Lockers must be locked at all times. Students are not to glue, tape or secure anything to the outside of the lockers. At the end of the school year, students are to vacate the lockers, leaving them in the same condition as when they were issued. Failure will result in a cleaning/repair fee. An additional locker is available for an annual fee. See the middle school front office.

Hawaii Baptist Academy assumes no liability for anything in the lockers that has been stolen or damaged.

### Behavior and Discipline

Middle school is a developmental time, a time of transition, moving towards healthy independence. Guiding successfully each student through the middle school transition period or a student's betwixt and between years, no longer and not yet, requires the support of the family, school and community. Discipleship in Latin means "to learn." Discipline from the same root word provides the context for learning within discipleship of a family, at HBA and in Hawaii. At HBA discipleship is based on the primacy Jesus gave to relationships. It is summed up in "A new command I give you: Love one another. As I have loved you, so you must love one another. By this all men will know that you are my disciples, if you love one another." (John 13:34-35, NIV)

At the middle school, "We take care of our selves, each other, and this place." Relationships and responsibility to each other is based on "Love does no wrong to its neighbor. Therefore love is the fulfillment of the law." (Romans 13:10, NIV) The following is a listing of student behaviors that detract from the focus of how we develop ourselves, each other, and our school to glorify God.

### Inappropriate Behavior toward Self: The Greatest Commandment

Middle school instills in our students a respect of oneself by following the greatest commandment: "Love the Lord your God with all your heart and with all your soul and with all your mind and with all your strength." (Mark 12:30, NIV)

Conduct or actions involving any of the following behaviors require immediate school action. The following actions result, when deemed appropriate by school administration: law enforcement, crisis counseling and/or notification of school psychologist personnel. A parent conference will be arranged after emergency contacts are completed.

**Academic honesty violation(s)** include, but are not limited to, the following:

- Copying from another person's work, or allowing another person to do a homework, assignment, paper, or project, or knowingly allowing someone to copy one's work.
- Using unauthorized aid to answer questions on tests or quizzes i.e possessing a cheat sheet
- Falsifying grades on tests, quizzes, homework, classwork and other assignments i.e. marking corrections as original work
- Purporting to have read and/or prepared assignments or certain numbers of pages of assignments that were not read or prepared. or claiming falsely to have read book/ assignment
- Forging parent's signature on documents (e.g., tests, homework, grade sheet)
- **Plagiarism** or committing errors in paraphrasing or failing to properly document sources

**Endangering oneself and others:** Use, possession, distribution or sale on or off campus including, but not limited to, the following:

- **dangerous weapon(s) or dangerous instrument(s) or substance(s),**
- **firearm(s),**
- **illegal drug(s), drug paraphernalia or controlled substance(s).** Medications approved by the school nurse and/or physician referred drug paraphernalia necessary for treatments are considered exceptions. Diabetics and other medical conditions requiring drug paraphernalia for treatment are considered exception with physician's referral to and approval by the school nurse.
- **intoxicating substance(s)** during the school day or any school-related activity
- tobacco in any form

**Committing acts of self-injury or self-harm,** or threatening to commit suicide.

**Insubordination,** including but not limited to **being untruthful to authority;** not reporting for a detention or meeting and other non-compliant behavior.

**Public displays of affection** beyond holding hands on campus or at school activities between couples of the opposite sex. Other **sexual activities** include but are not limited to the following: premarital sex; pornography (viewing, creating, possessing, transmitting or distributing pornographic material).

*Appearance and Dress Standards* include but not limited to chewing gum or inappropriate language i.e. foul language on or off campus and at all school-sponsored activities.

### Inappropriate Behaviors to Others: The Golden Rule

In Matthew 7:12, Jesus says, "So in everything, do to others what you would have them do to you, for this sums up the Law and the Prophets."

Using the "Golden Rule" as a base for student behavior expectations allows a positive learning environment to flourish. Students have the safety and freedom to develop the requisite confidence to become critical thinkers and servant leaders. As our students seek to achieve the goal of healthy independence, concern for "the other" is a learned behavior and conscious choice each student makes creating their character and reputation.

Egregious behaviors against another person include, but are not limited to, the following: *theft; bullying; cyberbullying; hazing; harassment; fighting; terroristic threatening; or extortion*. These, and related acts of violence, will not be tolerated by HBA. Anyone who feels he or she has been subjected to such inappropriate behaviors is to contact administration immediately. A confidential investigation will be conducted and deliberated on the matter by the principal with notification to parents.

### Inappropriate Behaviors on Dan Kong Campus: This Place

- **Property damage or vandalism or 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 or library books promptly, posting signs and posters without approval of the principal or faculty advisor of the National Junior Honor Society/student council, not following Technology Policies and Agreements, etc. Items requiring repair or replacement will require restitution in payment and/or service.
- **Being in an unauthorized area**—such as around buses or vans, beyond HBA property, across the stream, restrooms, or locker rooms of the opposite sex
- **Locker violation**—such as leaving lockers unlocked or open. If there are three or more locker demerits issued in one quarter, use of the locker will not be allowed for the remainder of the semester.
- **Disregard for health and safety, and well-being**—such as playing ball\* in unauthorized areas and times, running on lanais, climbing/sitting on railings, throwing rocks, ice, or potentially dangerous objects, climbing on roofs, riding on any other part of the exterior of a vehicle, "horse-play", and littering the campus intentionally or unintentionally,
- **Lost and Found**—such as leaving items which could be blown by wind, taking up outdoor table space, blocking the hallways or other careless, repetitive acts showing lack of responsibility and care to our school and our possessions.

\*only Nerf-like balls are allowed in authorized campus areas

## Consequences of Inappropriate Behavior

Disciplinary actions 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). The principal may add the following consequence to any infraction: dropped from a sports team, activity or organization for the year.

An investigation by the principal will constitute due process for determining responsibility and consequences for inappropriate behavior(s). 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. 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.

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. Extreme cases of inappropriate behavior include but not limited to zero-tolerance violations result in immediate school dismissal. A student 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. Parents are notified of disciplinary action taken. An appeal process to the president is in place. HBA administration reserves the right to adjudicate consequences of inappropriate behavior on an individual basis.

### School Dismissal

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, and is not allowed on the HBA campuses for at least one year from the date of dismissal.

A dismissed student must wait a calendar year before he or she can be reconsidered for regular or summer school admission. This means a student who is dismissed may not begin the admission process earlier than a year after the dismissal. An administrative review of a request for readmission is required. Readmission is not automatic and is considered on an individual basis.

### Behavioral Probation

Behavioral probation is the result of the quarterly accumulation of demerits due to a student's behavior and unexcused tardies and/or absences and is reflected in a student's quarterly citizenship grade. Citizenship grades are not calculated into a student's grade point average. These grades are based on the number of demerits the student earned in a quarter

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

A student who accumulates 15 demerits during any given quarter, or receives two F's within the same school year (or 4th quarter and 1st quarter of following school year) will be reviewed for possible school dismissal. A student who is allowed to remain will be placed on behavioral contract for a period to be determined by the principal 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.

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 principal.

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 principal.

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 include but not limited to, the following effects: no extracurricular activities including sports practices/games, off-island trips, team activities, student or class council, socials, extra-curricular and other co-curricular activities.

### Suspension

When a student is suspended for misconduct, a parent conference is not required, except where possible school 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 2:05 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 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 principal. Detention may be issued in combination with other disciplinary actions.

## Special Situations

The following violations lead to school dismissal. Zero-tolerance violations receive an immediate school dismissal. A student 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. Parents are notified of disciplinary action taken. No formal parent conference will be called. An appeal process to the president is in place. HBA administration reserves the right to adjudicate consequences of inappropriate behavior on an individual basis.

### Academic Honesty Violation

[Class of 2015 will continue to follow the Academic Honesty Violation consequences from the HBA Student Handbook 2009-10 till high school entry. See glossary for details.]

Consequence	Level 1	Level 2	Level 3	Level 4 Dismissal
(a) Conduct referral	X	X	X	X
(b) Parent conference	X	X	X	X
(c) Counseling referral	X	X	X	X
(d) Zero on assignment/test/project	X	X	X	X
(e) Demerits	4	7	10	13
(f) Behavioral Probation	--	X	X	--
(g) Suspension	--	1	3	
(h) Suspension from extra-curricular activities	--	Field trips, Honor Society, leadership roles for rest of year and any other activity as determined by campus administrator	Level 2 extra-curricular activities	

### Zero-Tolerance Violations: Immediate school dismissal

Use, possession, distribution or sale on or off campus including, but not to limited to, the following:

- *dangerous weapon(s) or dangerous instrument(s) or substance(s)*
- *firearm(s)*
- *illegal drug(s), drug paraphernalia or controlled substance(s)*
- *intoxicating substance(s)*

## Absence and Attendance

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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 middle school office at 595-6302 by 8:00 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 **written** medical excuse from a licensed physician, which should be turned in to the middle school front office. A medical certificate from a licensed physician may be requested by the school at any time when information is needed concerning a student's health status.

### 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 absence must be made in writing or via email to the middle school principal (see procedure below). Such requests to the middle school 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.

The 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 class work should be made up as promptly as possible but may not exceed 2 days for each day absent. (See also "Incomplete Grade," page 18.) 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 he or she returns to school to complete 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 8:00 a.m. The pick-up station for these assignments is located in the front foyer or via email.

**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 ten or more days (or ten or more 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

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#### 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. 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 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.

### Technology Policies and Agreements

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#### Internet Acceptable Use Policy

The purpose of the Internet's use at HBA is educational. It is essential that everyone who uses HBA's Internet connection understand that purpose. This purpose remains the same for Internet access on school owned computers used in the labs and classrooms and as well as personally owned computers connected to HBA's network via wire, WiFi, and/or other wireless technologies. 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.

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. Conduct that violates this policy includes but is not limited to the following activities:

- Sending or displaying offensive messages, pictures, audio or video files
- Violating copyright laws
- Using obscene language
- Using or changing another's user name and/or password
- Changing a school issued 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
- Sending unsolicited email messages including “junk mail” or other advertising material to individuals who did not specifically request such material (email spam)
- Any form of harassment via email, chat, instant messaging, telephone, or paging, whether through language, frequency, or size of messages
- Unauthorized use or forging of email header information
- Solicitation of email for any other email address other than that of the poster’s account with the intent to harass or to collect replies
- Creating or forwarding “chain letters” or other “pyramid” schemes of any type to or from HBA email accounts. (Contact technology services if you receive email regarding viruses before forwarding it to other users.)
- Posting the same or similar non-business-related messages to large numbers of Usenet newsgroups (newsgroup spam)

### 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 allow HBA to collect the information I provide through HBA owned and operated websites. I understand that HBA will not sell, rent or share this information to a third party.

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.

### Google Docs and Email Policy for HBA Students

In an effort to integrate technology into the curriculum at HBA, the school provides students in grades 7-12 with email and Google Docs accounts. Students are responsible for ensuring that these account privileges are used in an effective, ethical, and lawful manner. This account may not be used for business transactions or for personal gain.

Students are responsible for the content of all text, audio, video or image files that they place or send over the Internet. All messages communicated on the Internet shall have the student’s name attached. No message may be transmitted under an assumed name. A student may not attempt to obscure the origin of any message. Students may not use HBA-provided Internet services to express personal opinions for personal gain or to express views detrimental to HBA’s mission.

HBA has the right at any time to retrieve and review

any file or message created, composed, sent, received, or downloaded to monitor student’s Internet usage, including the Web sites accessed and any downloaded information and to monitor or access a student’s accounts or files. Even when a file or message is deleted or erased, it is still possible to recreate the file or message; therefore, no one can expect that messages remain private. While electronic mail and the Internet may require the use of passwords for security, confidentiality cannot be guaranteed. Messages and downloaded data may be reviewed by someone other than the intended recipient.

### Permission for Use of Likeness and Name

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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

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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

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

## Honors and Awards

### Grades 7 to 12

**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 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.

**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 5.)

**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.

### Grades 7 and 8

**BeAttitude** recognition is awarded quarterly to students selected by their advisory teachers demonstrating and valuing to Be Kind; Be Caring; Be Persevering and other "Be" attitudes and behaviors as part of the Young Eagle Student Support (YESS) system.

**Ka'imi na'auao, Seeker of Wisdom**, honors a seventh grade female and male who has achieved overall academic success, displays confidence, competence and commitment in each class.

**Soaring Eagle** honors an eighth grade student who has achieved the highest level of scholarship and embodies the qualities of a servant leader: excellent listener, empathetic heart, high degree of foresight and a builder of middle school community.

Award selections are determined by each grade level's teacher team.

# Academics

## Course Descriptions: Middle School

### Bible

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**Bible 7** is a required semester study of the life of Jesus Christ. Strong emphasis is given to both the humanity and the divinity of Jesus, with in-depth study of His birth, life, death, and resurrection.

**Bible 8** is a required study of Old Testament and New Testament characters, emphasizing the relationship of these characters with God and how they may be used as role models for our lives today.

### English

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**English 7** stresses instruction and practice in composition, including sentence structure and paragraph development. The course emphasizes basic grammar and mechanics. It includes the study of literature and uses creative writing, projects, book reports and other skills to develop all phases of language arts.

**English 8** is an integrated language arts course designed to increase competency in all the skill-areas of reading, writing, listening and speaking.

### Mathematics

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**Math 7** is designed to help the student master basic computations with whole numbers, decimals, integers, fractions, and percents. Emphasis is given to problem-solving, measuring, coordinate graphing, basic number theory, basic geometry, statistics, graphs and probability. An introduction to algebra and trigonometry is also included. Fee.

**Algebra 1**, a one-year course for eighth graders, is a problem solving approach to the study of algebraic properties, simplifying expressions, solving simple equations, applications, inequalities as well as an introduction to polynomials, factoring, linear equations, quadratic equations, absolute values, irrational numbers, trigonometry, probability, and statistics. (This course does not satisfy a mathematics requirement for graduation).

### Physical Education

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**Boys/Girls PE/Health 7/8** is a year long required course in grade 7 and 8. The focus of the PE curriculum is the development of gross motor skills in playing recreational games such as basketball, dodge ball, floor hockey, soccer, team handball, badminton, and volleyball. Physical fitness activities include stretching, cardiovascular exercises such as running and jumping rope, and strength training exercises with exercise bands and weights.

All students must wear proper footwear due to participation in a variety of physical activities. Acceptable shoes include athletic shoes, such as basketball, volleyball, tennis, and running shoes.

Health units during the seventh and eight grades include consumer health, mental and emotional health, social health, body image, relationships, nutrition, physical fitness, drugs,

tobacco, alcohol, body systems, growth and development, and sex education.

Middle School PE/Health is a core class. Quarter and semester grades for this class will count towards the student's GPA.

### Science

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**Science 7 Life Science** is a one-year required course for all students in grade 7 designed with an approach that encourages students to think for themselves through "hands-on" activities as they explore science as a process. The course introduces students to the study of life in general and the human body in particular. During the first semester, students will study organisms in all the major kingdoms of life including bacteria, plants, fungus, amoebas, and animals. The second semester will focus on the systems of the human body. Either a display or a research-based science project is completed during the first semester. Writing across the curriculum is developed through monthly article reviews of current scientific periodical literature. Current Health is incorporated in the curriculum to foster a healthy lifestyle.

**Science 8 Earth Science** is a one-year required course for all students in grade 8 that includes a study of the earth's matter, air, and water as well as earth's surface processes, internal processes, history, environment, and place in space. Writing across the curriculum is developed through reading and summarizing current scientific periodical literature. A research-based science project is completed during the first semester.

### Social Studies

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**Geography 7** is a required one-year course designed to build appreciation for the cultures and differences of people around the world and in the community. It is organized around studying each continent using the five themes of geography.

**American History 8**, a required one-year course, emphasizes the historical, social and political development of the United States from the age of European exploration through Reconstruction. Highlights include Colonial Day and a Civil War reenactment. Emphasis will be on developing skills in listening, critical reading, and note taking.

### Visual and Performing Arts

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**Fine Arts 7** is an introductory semester-long course that explores a variety of art forms in the Fine Arts disciplines of music, visual art, drama and dance in multicultural contexts. Students perceive the world about them; interpret their emotions, feelings and insights through a variety of media; study works of art and learn to appreciate a variety of art forms; evaluate their own art and the works of other artists.

**Fine Arts 8** is a semester-long study for 8th graders to examine music, drama, dance, and visual art in the different historical eras. Emphasis on individual growth and freedom of expression are encouraged.

## Optional FLEX Program

The FLEX Program provides middle school students with after-school opportunities to explore special interest areas and to improve study skills. Students participating in this optional program must adhere to HBA Student Handbook rules, procedures, and signed agreement. All courses are Pass/Fail except for World Languages (Spanish, Japanese) courses, which are on an A-F grading scale. A grade of F keeps a student off the honor rolls, although none of the FLEX grades are computed into the grade point average (GPA). Some of the exploratory and enrichment courses offered may include choir, drama, drawing and painting, journalism, programming and practical arts. Varying additional course fees will be assessed in September.

## Grading System

The following grading system is used:

A+	98-100	B+	88-89	C+	78-79	D+	68-69
A	92-97	B	82-87	C	72-77	D	62-67
A-	90-91	B-	80-81	C-	70-71	D-	60-61
				F			0-59

## Quarter Grade Point Average (QGPA)

Quarter GPA is calculated by counting up the total of each category of letter grades for regular academic courses and advanced placement (AP) courses (i.e., A's, B's, C's, AP A's, AP B's, etc.) for a specific quarter, multiplying each total by the appropriate letter grade points (see below), and then dividing this overall point total by the total number of courses.

## Cumulative Grade Point Average (CGPA)

Cumulative GPA is the computation of all semester grades for all academic courses taken middle school (grades 7 and 8) and in high school (grades 9, 10, 11 and 12.). It is calculated by counting up the total of each category of letter grades for regular academic courses and advanced placement (AP) courses (i.e., A's, B's, C's, AP A's, AP B's, etc.), multiplying each total by the appropriate letter grade points (see below), and then dividing this overall point total by the total number of courses.

Each semester grade is given a value as follows:

A = 4	B = 3	C = 2	D = 1	F = 0
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In computing values for advanced placement (AP) courses, the following weightings are used:

A = 5	B = 4	C = 3	D = 1	F = 0
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Semester letter grades are calculated differently by the different academic departments. Some departments calculate their semester grades by averaging the two preceding quarter grades. Other departments may have a semester exam, paper or project that factor into the semester grade. Questions pertaining to the semester grade calculation should be directed to the student's teacher.

## Incomplete Grade

An Incomplete Grade (letter grade I) is given to students who have been absent and do not have enough time to complete all of the required assignments before the end of the grading

period. Normally, students will have 2 days for each excused day of absence to make up work. However, if absences occur at the very end of grading periods, it may not be possible to allow the full amount of time usually given for make up work. All incomplete work must be made up within two weeks of the end of each quarter. Failure to complete assignments will reflect the student's final course grade with the missing work.

## Medical Grade for Physical Education

Students who miss an excessive number of PE classes due to physician-documented medical reasons, will receive a letter grade M that is not calculated into their GPA. Since PE is a required class for graduation, students with letter grade M in a quarter or semester will be required to make-up the participation part of the grade. They will take the sport and health unit tests when given with the class.

To make-up a quarter or semester letter grade, the student will work with the PE teacher to develop a plan of physical education activities to make-up the participation part of the grade. This will be done as soon as possible when the student is able to resume physical activities after a long illness or injury. When the make-up participation part of the grade is completed, the M grade will be changed to a letter grade.

## Course Registration and Scheduling

Registration for classes and course selections are made in the spring for continuing students. The students are responsible for annotating their desired courses and alternate/secondary courses on their registration form. These courses will be used to develop their schedule for the following school year completed. **Registration forms not turned in by the deadline will incur a late registration fee. Senior Independent Study will not be approved for seniors who do not meet the registration deadline.** After the student's courses are scheduled, they will be provided a list of the courses for their information with the fourth quarter report card mail out. A draft of the student class schedule will be provided with the return to school mail out. If any schedule changes are authorized, the courses that are added must be one of those noted on the student's registration form. The course enrollment balancing will continue during the summer, and the final class schedule will be issued in homeroom the first day of classes. The counselors assist students in the registration process.

## Administrative Course Changes

Administrative course changes are allowed in the following cases: (1) there has been a computer or clerical error, such as incomplete schedule, two of the same classes, etc.; (2) there is a course(s) a senior must take to meet graduation requirements; (3) counselor initiated; (4) teacher initiated; and (5) conditions of course approval. Schedules will not be changed because of a student's personal preference. The following are some examples of "personal preference":

The student wants:

1. To be in the same section as his/her friends
2. To move a course to a specific period
3. A particular instructor

## Non-Administrative Course Changes

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All course changes that do not fall under the five administrative reasons listed above must be initiated by an instructor. All other requests are non-administrative course change requests. These exceptions may be granted if space is available in the requested course and the change can be made easily without overloading the enrollment in other classes. These exceptions will require special department and administrative approval, and a course change fee of \$50.00 will be assessed. Non-administrative course changes must be made prior to the first day of school.

## Textbooks

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The instructional materials for **required** courses include textbooks, workbooks, laboratory manuals, and paperback books, binders with course materials, magazines, video or audio cassette tapes, and student planners. Items are designated **rental** (belonging to HBA) or **consumable** (used and kept by the student). Elective courses incur additional course fees and are billed through the business office.

Rental books are the property of Hawaii Baptist Academy, and students are expected to keep all assigned instructional materials in good condition. Students must cover all textbooks and print their names in a designated area on all instructional materials. No pencil, pen, highlighting, or other marks should be made in the rental materials. Upon completion of the course, textbooks and other rental materials will be checked for damages that prevent the school from renting the book again. Parents will be responsible for the full replacement cost of books and rental materials returned in unusable conditions.

Lost and found rental textbooks will be returned to the library and will accrue a daily fine which must be paid when claiming a lost textbook.

## Course Withdrawal

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All course withdrawals are initiated by the instructor. At the beginning of the third week of the first and third quarters, should an instructor recommend that a student drop a course, the student will receive a letter grade of W, or withdrawal grade, and will be enrolled in School Service. If the student is recommended to withdraw after the fourth week, the grade will be letter grade WF, or withdrawal failing grade, and the student will be enrolled in School Service. The course and the letter grade of W will appear on the student's report card and transcript for the appropriate number of quarters or semesters, depending on whether the course is a one- or a two-semester course. The course and the letter grade of WF will appear on the student's report card and transcript for the quarter/semester the student withdraws from a course. If a student withdraws from a year-long course during the first semester, the letter grade of W or WF will be used for the third and fourth quarters and the second semester.

## Educational Records

Student cumulative records are open to review by parents upon request. Requests are to be directed to the principal's office 48 hours in advance to viewing. A student's educational records are released in accordance with the guidelines established by the Family Educational Rights & Privacy Act (commonly referred to as the Buckley Amendment).

## Academic Probation and Continuing Enrollment

### Definition of Academic Probation

Academic probation is a period of time in which a student whose academic performance falls below 2.0 is carefully monitored and given an opportunity to improve within a certain number of quarters. A student whose academic performance is above 2.0 is able to "maintain academic status."

A student is placed on academic probation when the quarterly grade point average (GPA) falls below a 2.00, or when the student receives two or more F's in any of the courses taken. A student is removed from academic probation after having maintained a quarterly GPA of 2.00 or more and not having received two or more F's in any of the courses taken, for three consecutive quarters. All grades except for Pass/Fail grades (e.g., school service and guided study) and citizenship are computed into the quarterly GPA. Pass/Fail classes do not affect the GPA, but may affect eligibility for Honor Rolls.

A student is dismissed from HBA when he or she is unable to maintain a quarterly GPA of 2.00 or has received two or more F's in any of the courses taken for three out of five consecutive quarters.

### Levels of Academic Probation

There are three levels of academic probation, levels I, II, and III, and a "waiting" status. Academic performance/progress reports are sent home periodically for students on academic probation levels I, II, and IIW (waiting status).

Summer school attendance and grades cannot nullify HBA academic probation actions taken at the end of the fourth quarter.

**Level I**—A student initially entering academic probation is placed on level I. Parents receive an explanatory letter from the principal and a conference is held with the student, parents and grade-level counselor.

**Level II**—A student on academic probation level I advances to academic probation level II for failing to "maintain academic status" during any consecutive five quarters. Parents receive an explanatory letter from the principal and a conference is held with the student, parents and principal.

**Level III**—A student on academic probation level II who fails to "maintain academic status" for the third time during any consecutive five quarters will be dismissed from HBA. This action is final and no appeal is permitted.

"Waiting" status—A student who is able to "maintain academic status" after having been placed on levels I and/or II is placed into a "waiting" status. During this period of time, the student may participate in extra-curricular activities.

High school students placed on academic probation levels I and II are not eligible to participate in athletics, cheerleading, math league, major drama and music productions, camp coun-

seling, or other extra-curricular activities. Students on a “waiting” status are eligible to participate in extra-curricular activities.

Recognizing that students at the middle school level (7th and 8th grades) are in transition from the elementary to high school and that their maturity level and ability to engage in long-term, abstract thinking may not be as developed as students in high school, the eligibility rule for co-curricular (extra-curricular) activities is modified as follows:

When a student in Grade 7 or 8 is placed on academic probation level 1 at the end of the quarter, that student will be ineligible for participation/ try-outs for a co-curricular activity for two weeks following the issuance of the report card (from the next Monday until, but not including, the Monday fourteen days later). If his or her grades have been raised to a 2.0 GPA (with no grade below a C-) or higher by the Friday, three days before Monday, he or she may participate in/ try out for co-curricular activities for the next two weeks, with this cycle being repeated until the next report card. At that time, if the student is no longer on academic probation, his or her eligibility is restored to that of a regular student. (Note: For eighth graders continuing to the ninth grade at HBA, placement on academic probation at the end of the fourth quarter will be treated in the same manner as a high school student.) However, if the student’s grade is not raised to a 2.0 (with no grade below a C-), he will be ineligible to participate/ try-out for co-curricular activities for the rest of the quarter.

## Academic Reports

The school seeks to keep parents informed of their children’s academic progress in school. There are 2 kinds of academic reports to parents:

**Report Card**—Report cards are sent home at the end of each grading period. These reports indicate the student’s overall work, citizenship grade and attendance during the grade period. Comments from the teachers must be included with each quarter’s report card for students who have course grades of C- or below. The report card comments can be used by teachers to communicate with parents of students with course grades higher than C-. Teachers may communicate with parents via email.

**Progress Reports**—Progress reports may be sent home at any time throughout the grading period to indicate improvement or the need for student improvement. Teachers are required to send parents the following types of Progress Reports:

**Interim Academic Progress Reports**—Interim Academic Progress Reports are issued for courses in which students have a grade of C- or below at the mid-point of each quarter. The reports are sent home to make students and parents aware of potential trouble spots in academic work, so that improvement can be made before final grades are issued. Parent conference days are scheduled approximately one week after the issuance of interim reports, with the exception of the fourth quarter.

**Academic Performance Progress Reports**—Students who are on Academic probation level I, level I “waiting”, II, and level II “waiting” will be sent a performance report for each course before and after the mid point of each quarter. These reports are in addition to other progress reports teachers may send home during the quarter. Progress reports are not required for students in Guided Study or courses with pass/fail grades.

## Exams

HBA has semester examinations on two days as scheduled each semester. Two or three exams per day are given. Students are reminded of the need to keep up in their work so that these fairly long testing periods will not find them unprepared. Seniors with a grade of B+ or higher for the year grade in a year-long course, or the semester grade in a semester course, are exempt from its final examination at the teacher’s discretion.

### Early Exams Request

Requests to take early semester or final exams for family or medical reasons must be submitted to the principal’s office at least two weeks in advance to allow time to schedule and to administer the exam. An administrative proctoring fee of \$50.00 per test will be assessed.

## Conferences, Parent-Teacher

Parent-teacher conferences may be initiated at any time by either parents, teachers, or counselors to discuss student progress. Parents may direct conference requests to the principal.

### Parent-Teacher Conference Days

During the first, second, and third quarters, one afternoon is set aside for conferences between teachers and parents, primarily for students who have received interim reports. Students are dismissed at 12:20 p.m. and are expected to leave the campus by 1:00 p.m. Parents may see the teachers in their rooms between 1:00 p.m. and 3:45 p.m. by appointment. Dates of these conferences are listed in the school calendar.

## Extra Credit

“Extra credit” work offered to students by teachers should not change a student’s quarter grade more than one-third letter grade above the “raw grade” that would have been earned without extra credit work. For example, extra credit work can raise a grade from a C+ to a B- grade at the maximum. In addition, the following criteria apply to extra credit work:

1. Extra credit work is initiated only by the teacher and not requested by the student.
2. No extra credit work can be authorized by a teacher until the student has submitted/completed all previously assigned basic course assignments, tests, and quizzes to date.

Reasonable and specific time limits are to be imposed by the teachers for all extra credit work. All extra credit work must be submitted to the teachers before the end of each applicable grading period. Submission of extra credit work after the end of the quarter is not permitted.

The nature of the extra credit work must be related directly to the course in question.

## Homework

Homework is assigned to broaden students’ background knowledge and to further develop their skills. Aside from the standard reading, writing, and mathematics assignments, homework can take the form of studying for a test, or doing research for projects or reports.

# More about HBA Middle & High School

## General Information

### Location of Campus

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HBA has three campuses located about 1/2 mile apart in Nu'uaniu. The elementary campus for grades K-6 is on the corner of Nu'uaniu Avenue and Bates Street at 21 Bates Street, Honolulu, Hawaii 96817. Access to the front of the school is on Bates Street. Limited parking is available along the circular driveway. (Access to the large parking lot is from Kuakini Street at the Malulani Hale condominium, near the entrance to the Rehabilitation Hospital of the Pacific.)

The entrance to the high school campus for grades 9-12 is off the Wyllie Street overpass at 2429 Pali Highway, Honolulu, Hawaii 96817. The entrance to the middle school campus for grades 7 & 8 is adjacent to the high school campus at 2425 Pali Highway, Honolulu, Hawaii 96817. Many parents identify the location as "behind the Philippine Consulate off Pali Highway." Visitor parking spaces are located across the high school administration building and next to the entrance of the middle school campus. See website for maps and detailed directions: <http://www.hba.net/about/maps>.

### Hours

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The middle school day begins at 7:35 a.m. and ends at 2:05 p.m. Students opting to enroll in the FLEX program will be dismissed at 2:55 p.m. Students are expected to remain on campus from the time they arrive in the morning until school is dismissed in the afternoon. The middle school front office opens at 7:15 a.m. and closes at 3:45 p.m. on work days. The high school day begins at 7:50 a.m. and ends at 2:45 p.m. except on "early release" days. Students are expected to remain on campus from the time they arrive in the morning until school is dismissed in the afternoon. The high school front office opens at 7:30 a.m. and closes at 4:00 p.m. on work days.

No one is permitted to come on campus between 10:00 p.m. and 6:00 a.m. without administrative approval.

### Student Drop-off

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Middle & high school students may be dropped off at the Stan Sagert Campus or at the middle school campus adjacent to the school. Students should not be dropped off on the grounds of neighboring churches, businesses, or homes, and not at the corner of Nuuanu and Wyllie Streets.

### Visitors

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All visitors must sign in upon arrival on campus and receive a visitor's badge. To prevent disruptions in our instructional program, scheduled appointments for official school business will be considered a legitimate reason for a visitor's pass.

- Parents are encouraged to arrange their visits in advance.
- HBA alumni are welcomed to visit and are asked to call

ahead to ensure that teachers are available for visitors.

- Non-HBA students are not permitted on campus before, during, or after school hours unless authorized by the administration or unless there is an event open to the public. Visits by non-HBA students during school hours are limited to participants in authorized student exchange programs or school-sponsored visitation days.
- Students who have been dismissed from HBA for behavioral reasons are not allowed on campus except to attend those events open to the general public. This policy remains in effect for one calendar year from the date of dismissal.

### Telephone

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The office and classroom telephones are not available for students' personal calls. Urgent messages for students will be taken by front office staff and be delivered until the end of the school day.

### Emergencies

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With the assistance of the Civil Defense Agency, HBA has developed emergency procedures for the middle & high school campus. These procedures give specific guidelines to be followed in the event of a major hazard. It is important for students and parents to familiarize themselves with the Civil Defense Agency guidelines.

If a disaster or emergency occurs during normal school hours, teachers and school officials will remain at school during the entire time for the specific purpose of seeing that students are safe and their needs are met.

If the State Department of Education closes ALL public schools on the island of Oahu during any emergency/disaster, HBA will follow suit and notify families through our school website and designated radio or other mass media channels. In the event of a mid-day school closure, students will remain at school until parents or designated guardians can safely pick them up, or, with parent permission, students will be allowed to leave campus on their own.

# Admissions Process

## Admission to HBA

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Entry level grades at HBA are kindergarten (48 new students in 3 classes of 16 each), grade 4 (when one additional class is added) and grade 7 (where two additional classes are added). There are usually limited openings available at other grade levels since most students continue their education from year-to-year at HBA, but parents are encouraged to call the admissions offices to check for openings due to attrition. Applications are accepted beginning September for the following school year.

**Kindergarten applicants must also submit a copy of their legal birth certificate.** Applications are not accepted for Grade 1. More information on requirements will be mailed upon request from the elementary or high school office. Admissions documents can be downloaded from HBA's website: [www.hba.net](http://www.hba.net). The deadline for Kindergarten is December 15; the deadline for Grades 2-12 is January 31.

Selection for admission is made on the basis of previous grades in school, recommendations of former teachers, a personal interview, and tests.

For the middle & high school, performance on the Secondary School Admission Test (SSAT) and on placement tests in math, reading, writing and skills ability are considered. In the elementary division, selection is based on performance on achievement tests administered for grades 1-6, and a developmental skills test for kindergarten.

Because of limited enrollment, not all who qualify are accepted. Only those students who demonstrate a potential for the greatest success with the HBA program are admitted. If a student is accepted, parents will be mailed an Admission Reply Data Form with instructions and deadlines for responding.

For transfer students, the invitation to join the student body at HBA is conditional upon a student's satisfactory completion of the current school year and the receipt of records indicating that completion. Out-of-state students should obtain transfer papers authorizing HBA to request records. Local students must obtain a release card, signed by a parent, from their previous school. HBA reserves the right to determine which courses and grades from transfer schools will be accepted and computed into the HBA cumulative grade point average. Parents of new students should retrieve their children's health examination and immunization reports from the school previously attended and submit them to HBA. All new applicants are required to have an entrance physical examination and a tuberculosis (TB) clearance. These are to be documented on the HBA Student Health Record. In addition, the Health Services authorization form must be completed and submitted. These forms are mailed to the parents of all new students.

Hawaii Baptist Academy welcomes applications from students that have been home schooled. Applicants should submit documentation that substantiates the curriculum used, assessment instruments used including standardized tests and report cards. A copy of the daily homeschool schedule and calendar of the school year is also required. Homeschool applicants for grades 10-12 must also submit an official transcript from an authorized homeschool documenting institution or from the homeschool program to which the student is enrolled.

Acceptance is conditional upon HBA receiving official records validating a student's completion of the school year. HBA reserves the right and power to control its own internal disciplinary procedures. The submission of a signed Enrollment Contract is considered an acceptance on the part of the student and the part of their parents or guardians of all the rules and regulations of HBA, including the judgment of school authorities on discipline, suspension, or expulsion of students. Hawaii Baptist Academy reserves the right to withdraw its acceptance of an incoming student's application for enrollment, for any reason or no reason at all, prior to the first school day of the 2010-2011 academic year.

## Continuing Enrollment

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Early in the second semester, parents are mailed financial and re-enrollment information for the following year. At that time, students who intend to re-enroll should complete the Re-enrollment and Tuition Contract and return it to the school with a \$300 re-enrollment fee. HBA reserves the right to withdraw a student's enrollment if accounts are not paid in full by April 30. If a student does not intend to return or cancels re-enrollment, parents should indicate so on the contract or send a letter to the principal by May 10 in order to be refunded a portion of the deposit.

Students with unacceptable behavior will be reviewed by their teachers and the administration at the end of each school year. The purpose of this review is to determine whether or not the student should be allowed to enroll in HBA the next year. Parents of students being reviewed will be notified before the review board meets.

HBA reserves the right and power to control its own internal disciplinary procedures. The enrollment of students at HBA is considered an acceptance on their part and the part of their parents or guardians of all the rules and regulations of HBA, including the judgment of school authorities on discipline, suspension, or expulsion of students. Hawaii Baptist Academy reserves the right to withdraw its acceptance of a returning student's application for enrollment, for any reason or no reason at all, prior to the first school day of the 2010-2011 academic year.

## Readmission to HBA

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**Withdrawals**—A student who voluntarily withdraws from HBA and who wishes to reapply should submit an application. Readmission is not automatic and is considered on an individual basis.

**Dismissals**—When students are dismissed from HBA, they must wait a calendar year before they can be reconsidered for regular or summer school admission. This means a student who is dismissed may not begin the admission process earlier than a year after the dismissal. An administrative review of a request for readmission is required. Readmission is not automatic and is considered on an individual basis.

## Withdrawal from HBA

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When a student withdraws from HBA, he or she submits a parent's written notice of complete withdrawal to the high school or middle school principal's office in a timely manner. Clearance must be obtained from the registrar before a student's withdrawal is official and financial actions are finalized. The withdrawing student must also return all books to the library and teachers on or before the last day of attendance. Any tuition refund due is computed in accordance with the Tuition Refund Plan. A student who voluntarily withdraws from HBA and who wishes to reapply should submit an application. Readmission is not automatic and is considered on an individual basis.

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 from school. 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 the student has incurred.

# Financial Information

## Annual Tuition

Grades K-6: \$11,900  
Grades 7-12: \$12,090

## Comprehensive Fee and Book Fee

Grades K-6: \$470  
Grades 7-12: \$595

The comprehensive and book fee is required in addition to the tuition. It covers the cost of yearbook, testing, field trips, student newspaper, handbook-catalogue, and book rental. For middle-high school students, the fee also covers locker rental, special course supplies and materials, class scheduling, shower fee, and athletics.

## After School Enrichment Program (for elementary school only)

Grades K-6: \$1,420

## Middle School FLEX Program Course Fees

Additional course fees are required for supplies and other materials. These fees are billed in September.

## High School Elective Course Fees

For some courses, additional course fees are required for supplies and other materials. These fees are billed in September.

## Class Dues (for middle-high school only)

Class dues at the middle & high school help support class activities. Dues include the cost of a class shirt. They are non-refundable upon withdrawal or dismissal.

Senior Class: \$80    Sophomore Class: \$65    8th Grade: \$55  
Junior Class: \$80    Freshman Class: \$65    7th Grade: \$55

## Payment Options

Families may choose one of the following payment options:

**Annual Payment**—Tuition is payable in advance in one single payment, together with all comprehensive, book fees and other fees. Payment is due on or before July 1st prior to the beginning of the school year. This option includes a \$150 tuition reduction (not applicable for financial aid recipients). The advance deposit of \$300 is applied to this amount. Tuition Refund Plan (TRP) insurance is optional.

**Semester Payments**—Tuition is payable in advance in two installments. The first installment of at least one-half of the tuition, together with all comprehensive, book fees, and other fees is due on or before July 1st prior to the beginning of the school year. The advance deposit of \$300 is applied to this amount. The second installment of the balance is due on or before December 1st of the academic year. Tuition Refund Plan (TRP) insurance is required.

**Monthly Payments** (automatic deduction from checking or savings account or monthly charges to a credit card)—Tuition is payable in advance in ten installments. Each installment of one-tenth of the tuition is due on or before the 5th day of each month beginning July 5th prior to the beginning of the school year, and ending April 5th of the school year. This option requires a \$150

handling fee per family. Comprehensive fees, book fees and other fees are included in the July 5 automatic deduction/charge to credit card. The advance deposit of \$300 is applied to this amount. Tuition Refund Plan (TRP) insurance is required.

**Tuition Refund Plan (TRP)**—Parents should understand that the obligation to pay the charges for tuition and fees for the full academic year is unconditional and that no portion of such charges, paid or outstanding, will be refunded or cancelled in the event of absence, withdrawal, or dismissal from Hawaii Baptist Academy. As a result, HBA recommends that parents consider the merits of the Tuition Refund Plan. The TRP will provide substantial assistance in limiting the financial loss that may result due to withdrawal, dismissal, or death of a student's parent or legal guardian during the school year, provided the student is enrolled for fifteen (15) consecutive calendar days commencing with the student's first day of attendance. Participation in the plan is required for those choosing the semester or monthly payment option schedule and voluntary for those choosing the annual payment option schedule.

### Late Payment

Timely payment of tuition is essential. All delinquent accounts will be assessed a charge of 1.5% (annual percentage rate of 18%) on all overdue accounts. We offer a 10-day grace period after each due date before finance charges are assessed. A \$25 service fee is charged for each returned check or automatic non-deduction because of insufficient funds.

HBA works sensitively and diligently with families to meet their financial obligations in a timely manner. However, when tuition accounts fall forty-five (45) days in arrears for any reason, official transcripts for college and scholarship applications will be placed on hold until the account is current. Students will not be permitted to participate in HBA's commencement ceremony until their account is paid in full.

### Accounts in Arrears

Accounts in arrears (i.e., past due balances) will have the following impact on HBA students:

- Official academic transcripts will not be issued for any reason for students whose account is more than 45 days in arrears. Official transcripts will be issued once a student's account is brought to zero balance due.
- All students must have their financial accounts paid in full prior to participation in graduation ceremonies. The student's account must be brought to a zero balance due status a minimum of five (5) working days before the day of graduation.
- Students may be dismissed if payments are not made in a timely manner.

### Fines/Financial Obligations

Students are responsible for damages to or loss of textbooks, borrowed books/materials from the Learning Center, sports uniforms, or any school property. Transcripts and report cards may not be released until financial obligations are paid.

For classes that allow student use of expensive equipment during school or after hours that could be lost, stolen, or damaged, students are responsible for such equipment up to \$1,000 of its replacement cost.

## Financial Aid

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HBA administers a limited financial aid program to assist students who lack the resources to meet the full cost of an education at the school. Financial aid is awarded to students on the basis of financial need only. Students in grades 7-12 receiving financial aid are encouraged to help the school by volunteering for school service.

Financial aid awards are made for one year only. In the event that a student should withdraw from HBA for any reason before the school year ends, the financial aid award amount will be prorated through the date of withdrawal. All families who accept a financial aid award will be required to remain current in their tuition payments for the entire school year.

Parents who desire financial aid must reapply for financial assistance for the next school year. Information and applications are available at TADS, online at [www.tuitionaid.com](http://www.tuitionaid.com) beginning December. Parents must submit all required documents by February 15 in order to be considered for financial aid for the following school year. Applications which fail to meet the deadline will be considered only if there are funds available. All information provided is kept strictly confidential.

## Insurance

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All students, staff, and volunteers must have medical insurance to participate in any school sponsored activity, including but not limited to camps, excursions off-campus, off-island, and out-of-state trips.

# Glossary of Terms

**Academic Honesty Violation**—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, forgery 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.

**Academic Honesty Violation consequences from 2009-2010 HBA Handbook** applicable to the Class of 2015.

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	--

**Bullying**—Any written, verbal, graphic, or physical act that a student or group of students exhibits toward other particular student(s) and the behavior causes mental or physical harm to the other student(s); and is sufficiently severe, persistent, or pervasive that it creates an intimidating, threatening, or abusive educational environment for the other students.

**Contraband**—Property or goods as defined by HBA or campus administrator that is prohibited on campus, other premises, transportation, or school-sponsored activity or event on or off campus.

**Controlled substance**—A drug or substance as defined in Schedules I through V in chapter 329, Hawaii Revised Statutes. Refer to <http://www.capitol.hawaii.gov/site1/hrs/default.asp> for information.

**Cyberbullying**—Electronically transmitted acts, i.e., Internet, cell phone, personal digital assistance (PDA), or wireless laptop or hand-held device that a student has exhibited toward another student or employee of the department which causes mental or physical harm to the other student(s)/school staff and is

sufficiently severe, persistent or pervasive that it creates an intimidating, threatening, or abusive learning environment:

- (1) On school campuses, premises, transportation or during a school-sponsored activity or event on or off campus, or;
- (2) Through HBA's data system without authorized communication, or;
- (3) Through an off campus computer network or private internet provider.

**Dangerous instrument or substance**—Any explosive device, instrument, material, or chemical, whether animate or inanimate, which in the manner it is used or is intended to be used is known to be capable of producing death or bodily injury. Examples of such items include but are not limited to knives, pipe bomb devices, fireworks, pepper spray, mace, martial arts devices such as sticks and throwing stars; and inanimate objects such as pipes, sticks, or baseball bats swung at a person in a menacing manner so as to cause or threaten bodily injury.

**Dangerous weapon**—An instrument whose sole design and purpose is to inflict bodily injury or death. Examples of such instruments include but not limited to a dirk, dagger, butterfly knife, switchblade knife, blackjack, slug shot, billy, metal knuckles, or other weapons that inflict bodily injury or death.

**Dress/Appearance standard violation**—A student wears clothing that is not within the dress code guidelines defined by HBA.

**Drug paraphernalia**—Equipment, products, or materials of any kind, or combination thereof which used, intended for use, or designed for use, in planting, harvesting, producing, storing, containing, concealing, injecting, ingesting, inhaling, or otherwise introducing into the human body a controlled substance. It includes, but not limited to: hypodermic syringes, needles, and other objects used, intended for use, or designed for use by injecting the controlled substances into the human body; Objects used, intended for use, or designed for use in ingesting, inhaling, or otherwise introducing marijuana, cocaine or other forms of methamphetamine, or anabolic steroids into the human body, such as: pipes, masks, clips, vials and all other drug paraphernalia as described and defined pursuant to section 329-1, Hawaii Revised Statutes. Refer to <http://www.capitol.hawaii.gov/site1/hrs/default.asp> for information.

Diabetics and other medical conditions requiring drug paraphernalia for treatment are considered an exception with physician's referral to and approval by the school nurse.

**Electronic transmissions** include but are not limited to the use of data, computer software that is accessed through a computer, a computer network system, other computerized systems, cellular phones with internet capability or other similar electronic devices that display e-mail, text messaging, blogs, wikis, photos, drawings, video clips, on-line community or social networking websites, or a combination of the above listed.

**Extortion**—An act committed and behaviors include, but are not limited to, the following:

- (1) Compels or induces another person to engage in conduct by threatening by word or conduct to:

- a. Cause bodily injury to the person threatened or to any other person;
  - b. Cause damage to property or possessions;
  - c. Subject the person threatened or any other person to confinement or restraint;
  - d. Expose a secret or publicize an asserted fact, whether true or false, tending to subject some person to hatred, contempt, or ridicule, or to impair the person's reputation i.e. spreading gossip or rumors about someone or threaten to reveal a secret;
  - e. Reveal any information sought to be concealed by the person threatened or any other person;
  - f. Withhold information or action to gain advantage over any other person;
  - g. Includes one or a combination of the acts described but not limited to any other act which would not in itself substantially harm some person with respect to that person's health, safety, education, future career, financial condition, reputation or personal relationship i.e. intentionally excluding someone from the group and urging others to do the same;
- (2) Obtains, or exerts control over, the possessions or services of another with intent to deprive that person of the possessions or services by threatening by word or conduct to do any of the actions in the above (a-g) listing.

**Fighting** includes but is not limited to:

- (1) Engaging in mutual physical contact involving anger or hostility to others;
- (2) Teasing, harassing, threatening or intimidating others resulting in physical contact involving anger or hostility;
- (3) Retaliating physically for teasing, harassing, threatening, or intimidating behavior; verbally inciting; or
- (4) Physically supporting a fight by one's presence, actions and verbal encouragement.

**Firearm—**

- (1) Any weapon including but not limited to a starter gun, shotgun, air guns which includes BB guns, pellet guns, paintball guns, or cross bow or any other instrument which will or is designed to or may readily be converted to expel a projectile;
- (2) Any destructive device. The term "destructive device" means any explosive, incendiary, or poison gas including but not limited to a bomb; grenade; rocket having a propellant charge; missile having an explosive or incendiary charge; mine; or any other similar like-device(s).
- (3) The possession or use of a firearm is prohibited on school campuses, premises, transportation or school-sponsored activity or event on or off school campuses except for participation in athletic teams, clubs and/or classes shooting sports programs and marksmanship training, education, and competitions.

**Harassment—**A student who is annoying or alarming another person by engaging in the following conduct of harassing, bullying including cyberbullying and hazing but not limited to the: person's race, color, national origin, ancestry, sex, including gender identity and expression, religion or physical or mental disability that creates an intimidating, hostile or offensive educational environment, or interferes with the education of a student, or otherwise adversely affects the educational opportunity of a student or students:

- (1) Striking, shoving, kicking, or otherwise touching a person in an offensive manner or subjecting such a person to offensive physical contact;

- (2) Insulting, taunting, or challenging another person in a manner likely to provoke a violent response;
- (3) Making verbal, or non-verbal expressions that causes others to feel uncomfortable, pressured, threatened, or in danger;
- (4) Name calling, mocking, making rude gestures, insulting, or teasing another person who feels humiliated, intimidated, threatened or embarrassed;
- (5) Making repeated electronic transmitted communication in the form but not limited to cellular, email, text messaging, or written or verbal communication all without purpose of legitimate communication;
- (6) Making repeated communications anonymously, or at extremely inconvenient hours, or in offensively coarse language on campus or, other school premises, transportation, or during a school-sponsored activity or event on or off school campuses.
- (7) Causing fear as to prevent others from gaining legitimate access to or use of school buildings, facilities, services, or campuses such as, but not limited to, restroom facilities; or
- (8) Physically harming, physically restraining, threatening, or stalking, or a combination of the above listed.

**Hazing—**Any conduct or method or initiation into any student organization or activity, whether on campus or other school premises, transportation, or during a school-sponsored activity or event on or off school campuses, which willfully or recklessly endangers the physical or mental health of any student. Such conduct shall include, but not limited to beating, branding, forced calisthenics, exposure to weather, forced consumption of any food, liquor, beverage, drug or other substance, indecent exposure, or any other treatment or forced physical or mental health, or both, or safety of any student, or which subjects any student to extreme mental stress, including deprivation of sleep or rest, extended isolation, or personal humiliation.

**Illegal drugs—**substances, the possession, distribution, ingestion, manufacture, use, sale, or delivery, of which are prohibited under chapter 329, Hawaii Revised Statutes and chapter 712, part IV, Hawaii Revised Statutes. Refer to <http://www.capitol.hawaii.gov/site1/hrs/default.asp> for information.

**Insubordination—**a disregard or refusal to comply with instructions or directives provided by a teacher, administrator or other HBA staff entitled to give. Non-compliance behavior may be demonstrated by making verbal and/or nonverbal gestures or actions toward staff suggesting/indicating defiance, disrespect, disobedience, rudeness or impoliteness, and failing to comply to adult requests.

**Intoxicating substance—**a psychoactive substance possessing the ability to alter mood, anxiety, behavior, cognitive processes, or mental tension; usually applied to pharmacologic agents. Recent ingestion of or exposure to substance-specific drug causes a reversible state in which a person's normal capacity to act or reason is inhibited resulting from the physiologic effects on the central nervous system include but not limited to alcohol, kava, beetle nut and other substance-specific drugs.

**Plagiarism** can take the form of any of the following actions:

- (1) Copying sentences or paragraphs from published works without using quotation marks and proper documentation (e.g., parenthetical/footnote citation).
- (2) Changing words or rearranging materials to make it appear that copied work is original.
- (3) 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.

**Property damage or vandalism—**

- (1) Damaging the property of the school or another person; or
- (2) Damaging campus landscaping; or
- (3) Destroying or defacing school property or premises; or
- (4) Destroying or defacing school materials, such as but not limited to planners, classroom/student projects, identification nametags, or classroom supplies.

**Public displays of affection—**any sexual activity beyond holding hands on campus or at school activities between couples of the opposite sex.

**Search—**If after requesting the student to voluntarily relinquish the contraband item(s) and the student refuses and there are reasonable grounds to believe that the student has violated the law or student conduct prohibited under this handbook, or is a health/safety issue with illegal drugs, dangerous weapons, dangerous instruments or firearms, or a combination of the above listed, the campus administrator may examine the contents and belongings which may include but not limited to purses, packs, jackets, shoes, socks, or any other outer clothing.

**Seizure—**To take possession of the contraband or stolen item(s) that is or are uncovered during a search.

**Self-harm** refers to the act of causing physical pain to oneself that alters one's mood state (how one feels inside). Some people harm themselves because they feel disconnected and isolated from everybody, and hurting themselves is the only way they feel real or connected. Self-harming behavior may include but is not limited to the following actions:

- (1) cutting their skin with knives or any sharp object
- (2) burning their skin
- (3) hitting their body with an object or fists (like punching the wall)
- (4) deliberately falling when doing something like extreme sports
- (5) picking at their skin
- (6) swallowing pills or sharp objects
- (7) pulling at their hair (hair pulling can also be a habit).

Emotional behavior exhibited may include but are not limited to the following:

- (1) difficulty expressing their feelings verbally
- (2) dislike themselves and their bodies
- (3) difficulties with relationship skills and relationship building
- (4) lacking coping skills and methods to deal with increased psychological or physiological tension in a healthy manner
- (5) feelings of depression, rejection, self-hatred, guilt, anxiety, depersonalization or stress.

**Self-injury** or self-mutilation—The commission of deliberate harm to one's own body. The injury is done to oneself, without the aid of another person, and the injury is severe enough for tissue damage (such as scarring) to result and tension relief. Acts that are committed with conscious suicidal intent or are associated with sexual arousal are excluded.

**Sexual activities—**Activities that include but are not limited to the following: premarital sex; pornography (viewing, creating, possessing, transmitting or distributing pornographic material); and any other activity beyond allowable public displays of affection.

**Terroristic threatening—**

- (1) A threat, by word or conduct, to cause bodily injury to a person(s) or serious damage to property of a person(s); or
- (2) With the intent to cause, or in reckless disregard of the risk of causing evacuation of a school building, campus or premise including transportation or school-sponsored event on or off-campus.
- (3) Displaying a "look-alike" gun or any other object in a threatening or inappropriate manner as determined by respective campus administrator on or off campus. All "joking around" will be treated a violation under this category.

**Theft—**Taking, possessing/retaining or using property that belongs to another without permission of the owner or that one knows or reasonably should have known to have been obtained without the owner's consent. Included is retaining the property of another which the student knows to have been lost or stolen and the student fails to take reasonable measures to discover and notify the owner such as delivering item(s) to the respective school campus Lost & Found.

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