Upper School (Gr. 9-12) Student and Parent Handbook 2017-2018

UPPER SCHOOL OFFICE
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Message
FROM THE DEANS

Aloha, Students and Parents:

We are honored that you have chosen HPA and our educational program for the 2017-2018 academic year. We look forward to all that the new year will be offering to you and our entire HPA community.

Of course, the words “community” and “educational program” in a school such as ours encompass not only all that happens in the classroom, but also the many activities occurring in the dozens of endeavors and learning opportunities that occur outside the classroom. With this handbook, we are pleased to present you with a compilation of our best efforts to inform you of the expectations we have for HPA students and for their parents or caregivers. Like all communities and ordered societies, some boundaries must exist. The boundaries and parameters within which we here at HPA operate are found within these pages.

Please read this handbook carefully and familiarize yourself with its contents. As of the date of enrollment, each student and each parent, or other responsible caregiver, will be presumed to be familiar with the handbook and its various passages and provisions. Of course, if clarification is needed with respect to any matter included herein, any parent and any student is encouraged to contact the appropriate HPA official for further information.

We look forward to a wonderful 2017-2018 year at Hawaiʻi Preparatory Academy, and we trust that you do, too. Our best wishes to you and yours as we move onward and upward together!

Sincerely yours,

Alaine Sykes
Dean of Academics

Fred Wawner
Dean of Students

Mark Noetzel
Dean of Campus Life
Section 1
Introduction

About This Handbook

The Upper School Student Handbook is designed to help students and parents become acquainted with the school and its policies and procedures. Our teachers and staff are here to help students obtain the best education; however it is ultimately up to students to work diligently and do their best. As representatives of the community and our school, we trust that this year will be a positive, rewarding venture filled with high expectations and achievable goals.

Like most communities, HPA must ensure a balance between individual freedom and group welfare. The expectations described herein attempt to protect the individual’s right to grow in an atmosphere that also respects the privacy, rights, and property of everyone.

No attempt is made to cover every detail of conduct and procedure. Using this guide as a reference—and emphasizing one’s own sense of good judgment, concern for others, and personal integrity—will provide students with the guidance they need to be successful and responsible citizens of the HPA community. Further, students are expected to know the difference between proper and improper conduct. Students shall display at all times due deference, respect, and courtesy to all, including other students, HPA employees, Sodexo employees and Security staff, and visitors to HPA.

Ignorance of the rules and expectations outlined in this student guide does not constitute an acceptable excuse for inappropriate behavior or failure to adhere to rules and expectations. All students and parents must be knowledgeable of the contents of the current Upper School Student and Parent Handbook.

School History

Hawai‘i Preparatory Academy was founded on March 12, 1949, when Episcopal Bishop Harry Kennedy and a group of Hawai‘i Island citizens signed the Articles of Incorporation for Hawai‘i Episcopal Academy. The school has grown from five boarding students in a World War II building in Waimea to about 600 students on two campuses encompassing more than 220 acres in the midst of the world-famous Parker Ranch.

In 1954, James M. Taylor left Choate School in Connecticut to become headmaster, bringing with him strong values and educational ideals. Three years later, two Honolulu firms pledged substantial financial assistance and the church surrendered its direction to a new governing board. The school was then independently incorporated and the name changed to Hawai‘i Preparatory Academy.

In January 1958, the board of governors purchased from the Territory of Hawai‘i 55 acres of land in the foothills of Kamuela and announced their plans to build a new campus. Honolulu architect Vladimir N. Ossipoff was hired to design the campus’s new buildings.
In 1976, HPA acquired the buildings of the Waimea Village Inn and transformed them into HPA’s Village Campus, which now houses HPA’s Lower and Middle Schools, encompassing kindergarten through eighth grade.

With the addition of 30 more acres of Parker Ranch land to the Upper Campus in the 1980s, HPA became a multi-million dollar facility with two campuses, a student body of 400, and a faculty of 50.

In 1998, The Gerry Clark Art Center was completed, offering students classes in a wide range of artistic fields. Then in October 2000, the Davenport Music Center was launched as an expansion of the school’s performing arts program to include many additional musical instruments.

In December 2007, HPA adopted a five-year Sustainability Action Plan, a result of the Go Green initiative launched by Upper School students in a 2006 environmental science class.

On August 14, 2008, HPA broke ground for the new $6.2 million Energy Lab, envisioned as the “catalyst for change.” The 6,112 square foot facility was officially opened on April 16, 2010.

In September 2010, a new eight-lane all-weather track complete with vaulting pit, long jump, and new field was completed and dedicated to the beloved longtime track and cross-country coach, teacher, and administrator, Stanford W. Shutes.

With the 2008 appointment of Lindsay Barnes as HPA’s tenth headmaster, the school continued to grow and expand both in size and reputation. Barnes’ leadership was marked by incredible achievements in sustainability, classroom quality, and increased student activities and programs.

To fortify our commitment to preserving the traditions of Hawai’i, both Upper School and Lower School campuses have introduced programs in Hawaiian language and culture.

In April 2011, the International Living Building Institute (ILBI) announced that the Energy Lab achieved Living Building Challenge Certification, making it the world’s greenest K-12 school building. The facility also was awarded Platinum-level LEED (Leadership in Energy and Environmental Design) for Schools 2.0 certification by the U.S. Green Building Council.

In June of 2015 Robert McKendry, former HPA chief financial officer, became the eleventh head of school.

Our Vision

Ka Makani Ho’okele

The wind that sets your course and propels you on your voyage…

Embracing the unique environment and culture of Hawai’i Island to design educational experiences of unparalleled depth and scope, we empower responsible global citizens to create, lead, and thrive in tomorrow’s world.
Our Mission

The mission of Hawai‘i Preparatory Academy is to provide exceptional learning opportunities in a diverse community honoring the traditions of Hawai‘i.

Our Environment

Hawai‘i Island offers an ideal learning environment, mirroring the geological, ecological, and human diversity of the globe. This place enables us to provide a unique set of transformational opportunities built upon a rigorous university preparatory program and our dynamic global student population.

Core Values

- Integrity: Living honestly and with moral courage
- Respect: Serving with kindness and responsibility
- Pursuit of Excellence: Striving for the highest and best result
- Wonder: Being curious, appreciative, and content

Non-Discrimination Statement

Hawai‘i Preparatory Academy has an institutional commitment to the principles of diversity. In that spirit, Hawai‘i Preparatory Academy does not discriminate in violation of the law on the basis of race, religion, creed, color, gender, sexual orientation, age, disability, ancestry, national origin, veteran’s status, marital status, civil union status, arrest or court record, citizenship, credit history, genetic information, gender identity or expression, domestic or sexual violence victim status, or any other characteristic protected under state or federal law.
Section 2
Academics

Philosophy

HPA expects each of its students to pursue a rigorous academic course of studies in the basic disciplines. Students should understand this philosophy and work to their potential to achieve the goals of acquiring both strong basic skills and well-based knowledge in the humanities, arts, and sciences. HPA encourages students to take courses that stretch and expand their intellect.

Success in college and in life is largely dependent on the skills, knowledge, and attitudes that students acquire in their high school years. HPA works hard to make these three areas solid pillars on which to build the edifice of further education. The school’s experience is that students working to meet the school’s educational requirements have had abundant success in both their academic and their social pursuits.

Registering for Classes

• Student Schedules

Advisors assist students with academic planning. Students submit course requests in March. Typically, freshmen and sophomores enroll in six classes and juniors and seniors enroll in a minimum of five classes. With special permission from the dean of academics, seniors may enroll in four AP classes for a full schedule, provided that they have, or will, satisfy all department graduation requirements. Schedules are available online in July through the Parent Portal (http://www.hpa.edu/parents-portal).

• Course Changes

Students may make changes to courses during weeks one and two with the registrar. During weeks three and four, however, they must receive approval from the teacher of the course being dropped and added, their advisor, and the dean of academics. Changes made after week four will be noted on the student’s transcript as WP (withdrawal passing) or W (withdrawal failing). Any work to be made up in the new class will be decided at the discretion of the teacher.

• Class Withdrawals

Juniors and seniors may withdraw from a sixth course during the first two weeks of the semester. Withdrawals after the first two weeks require written approval from the teacher of the course being dropped, the advisor, and the dean of academics. Withdrawals are not permitted after the first quarter except in cases with extenuating circumstances. Such withdrawals may result in the loss of credit for the semester. A student must be enrolled in a class and pass semester exams or no credit can be given.
• **Advisor Role in Academic Planning**

All students are assigned an advisor by grade level at the beginning of the school year (or upon arrival). The Upper School lead counselor, with input from the dean of campus life, class leaders, and advisors, makes all assignments. Advisors assist students in developing an academic plan while at HPA. Students or families with academic planning questions are encouraged to contact their student’s advisor. If the advisor is not available, students can contact the counselor or dean of students. Please see “Advisors” on page 76 for more information on the role of the advisor.

• **Credit Requirements**

More information about credit requirements is available online at [http://www.hpa.edu/academics/upper-school/credit-requirements](http://www.hpa.edu/academics/upper-school/credit-requirements). You also may contact the registrar (registrar@hpa.edu) for more information about course prerequisites and requirements.
## Academics

### Course Sequence

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| Computer Science (Elective) |                     |                     |                      |
|                            | Computer and Electrical Engineering (0.5) | Same course options | Same course options |
|                            | Robotics (0.5) |                      |                      |

* Seminars vary. Course Sequence is subject to change.
Advanced Placement Courses

The Advanced Placement (AP) is a College Board program that allows students to undertake college-level work while they are enrolled in high school. Sophomores may enroll in select AP courses. The school recommends that a student take no more than two AP courses in his/her junior and/or senior year.

Students are charged a fee for each AP exam taken. For the 2016-2017 academic year, the fee for one exam was $93. Please visit the College Board website (https://apstudent.collegeboard.org/takingtheexam/exam-fees) for fee information. Students are required to sit for the AP exam as part of the AP course experience.

Students only receive the AP notation on their transcript if they sit for the AP exam, complete the course with a passing grade, and earn an AP exam score of 2 or higher. Not sitting for the exam or earning a score of “1” will result in the removal of the AP designation from the course on the student’s transcript. Students may appeal the application of the AP policy to remove the AP designation from their transcript for a score of “1” on the AP exam, by sending a written appeal to the dean of academics, by August 1 in the year of the release of the AP score in question by the College Board.

Independent Study

Independent Study is an option that allows a student to design his/her own learning plan with a supervising faculty member, creating an option for credit that is not limited to the curriculum listed in the school’s course of study. Applications for Independent Study are available from the registrar during course registration in spring. Requests should be submitted by May 1 for the following year.

Transfer and Summer School Credits

Students transferring to HPA after ninth grade may receive credit for many of the classes completed at their previous schools. Students may use summer school or online courses to broaden their education. Students who want to apply credit for courses outside of HPA toward their graduation requirements must seek prior approval through the Registrar’s Office. Students and parents/guardians should allow sufficient time for their request to be considered. Requests should be submitted by May 1 for the following year.

Assignments and Homework

• PowerSchool Learning Management System

The PowerSchool Learning Management System is used by all teachers at HPA for posting course syllabi, major assignments, grades, and for taking attendance. Teachers are required to publish grades in PowerSchool at every mid-quarter and end of quarter. Teachers have the option of publishing more frequently. If a parent or student has any questions about a student’s current academic standing in a class, they should contact the teacher directly.
• **General Level Course Homework Guidelines**

In establishing these guidelines for general level courses, we are publishing “good faith” limits for homework, which teachers will strive to meet in their assignments. In a similar spirit, we ask students to seek out a homework environment that is free of distractions and focused on the homework task at hand. The goal is to work better together to ensure a healthy balance of school work, extracurricular work, and downtime for students. Some guidelines regarding homework can be found below:

- There will be a homework limit of 45-60 minutes per class meeting.
- An impromptu assignment for the next day will be published in PowerSchool no later than 3 p.m. Monday through Friday.
- Major assignment due dates will be published at the beginning of a unit of study, or at least one week in advance (long-term projects will require notice of more than one week and appropriate to the work assigned).
- At minimum, students should know going into the weekend what the following week’s homework will be.
- A general guideline for homework over extended breaks would be no more than a single class meeting’s assignment.

• **Late Work Policy**

Each teacher will communicate clearly his/her expectations regarding late work. Students will be provided with the opportunity to make up work due to an approved medical leave, or other authorized extended leave.

**Exams**

Semester exams are given at the end of each semester and account for 20 percent of the semester grade. Students must have permission from the dean of academics to reschedule any exam they are unable to take at the scheduled time. Students may reschedule exams only in the event of a medical emergency. A doctor’s note must accompany the request to reschedule. It is the family’s responsibility to schedule travel following the last school commitment each semester. No exam may be taken early.

**Academic Testing**

HPA uses PSAT, ACT (ASPIRE and ACT), and the SAT exams to assist with assessment of skills and for college admittance.

The College Counseling Center makes arrangements for testing with the exception of TOEFL, which is arranged through the ESL teachers.

HPA uses a comprehensive testing program to assist with the assessment of our students’ academic progress and to satisfy college entrance requirements. The typical sequence for testing in the high school is as follows:
- All freshmen and sophomores take the ACT (ASPIRE).
- All sophomores take the PSAT and the ACT (ASPIRE).
- All juniors take the ACT (ASPIRE), and the SAT.
- Seniors take additional ACT and SAT exams as appropriate.
- Students may take SAT II Subject tests if appropriate or required.
- International students also take the TOEFL in their junior and senior years.

The fees for some of these tests are covered by HPA’s cost of attendance. All tests are administered at our Upper School campus. TOEFL test fees are included up to a maximum of one test during a student’s junior year and one test during a student’s senior year.

Grades and Academic Reports
Grades are reported at the end of each quarter and semester. Students will review grades with their advisor. Parents also will be able to view grades at this time. Grades and academic reports are available to parents online through the Parent Portal (http://www.hpa.edu/parents-portal). Grades and academic reports are mailed home upon parents’ request to the Upper School Office. Questions regarding grades should be directed first to the respective teacher, then the department chairperson.

• Grade Point Average
  The cumulative GPA is calculated using freshmen through senior semester grades.

• Honors and AP Weighting
  Honors courses receive a 0.25 weighting and AP courses receive a 0.5. Thus, a B grade in English 10 Honors will receive a 3.25 and a B grade in AP Psychology will receive a 3.5.

• Dean’s List
  A student earns high honors when his/her semester average is 3.67 or higher, s/he has no semester grade below B, s/he has no honor violations during the semester, and is passing citizenship. The Dean’s List is published each semester.

• Enrollment Peril
  A student is considered to be in academic peril when s/he receives a cumulative C- average or below (≤1.67), or has earned two Ds, Fs, or Incompletes in any individual course, or has a serious unsatisfactory citizenship record. A student in enrollment peril might be subject to such terms and conditions as deemed warranted by the administration in consultation with the student and his/her advisor.
• Credits Required for Graduation

Credit is awarded for successful completion of required outlined course expectations. If a student does not fulfill the course credit requirement at the time of graduation, a certificate will be issued in place of a diploma.

Students are strongly encouraged to explore as many disciplines and offerings as possible. Once department requirements have been satisfied, students are urged to enroll in advanced courses according to their interest. More selective colleges admit candidates who have challenged themselves throughout high school.

<table>
<thead>
<tr>
<th>Department</th>
<th>Credits Required Courses/Other</th>
</tr>
</thead>
<tbody>
<tr>
<td>English</td>
<td>4.0 Enrolled in English all eight semesters.</td>
</tr>
<tr>
<td>Math</td>
<td>3.0 Algebra I, Geometry, Algebra II Trigonometry, and math through the junior year.</td>
</tr>
<tr>
<td>Modern Language</td>
<td>3.0 Third year competency of one language. Class of 2021 and later: 3.0 high school credits.</td>
</tr>
<tr>
<td>Science</td>
<td>3.0 Biology, Chemistry, or Physics, plus 1.0 credit.</td>
</tr>
<tr>
<td>Social Studies</td>
<td>3.0 Freshman Foundations/Hawaiian History (0.5), World History, U.S. History, plus 0.5 credit.</td>
</tr>
<tr>
<td>Fine Arts</td>
<td>2.5 Freshman Foundations/Hawaiian History (0.5), plus 2.0 credits. Class of 2019 and later: Freshman Foundations/Hawaiian History (0.5), Fundamentals of the Arts (1.0), plus 1.0 credit.</td>
</tr>
<tr>
<td>Electives</td>
<td>2.5 Choose from any department beyond the requirements outlined above.</td>
</tr>
<tr>
<td>Capstone Project (c/o 2020 and later)</td>
<td>1.0 Choose from a number of senior course options or design one’s own project through our Independent Study program.</td>
</tr>
<tr>
<td>Total Minimum Credits for Graduation</td>
<td>Class of 2019 and earlier: 21; Class of 2020 and later: 22.</td>
</tr>
</tbody>
</table>

**NOTE:** A statement regarding physical education (P.E.) will appear on the transcript for participation in the required number of after-school physical activities.

• Grading Scale

<table>
<thead>
<tr>
<th>Grade</th>
<th>Score Range</th>
</tr>
</thead>
<tbody>
<tr>
<td>A+</td>
<td>4.33</td>
</tr>
<tr>
<td>A</td>
<td>4.00</td>
</tr>
<tr>
<td>A-</td>
<td>3.67</td>
</tr>
<tr>
<td>B+</td>
<td>3.33</td>
</tr>
<tr>
<td>B</td>
<td>3.00</td>
</tr>
<tr>
<td>B-</td>
<td>2.67</td>
</tr>
<tr>
<td>C+</td>
<td>2.33</td>
</tr>
<tr>
<td>C</td>
<td>2.00</td>
</tr>
<tr>
<td>C-</td>
<td>1.67</td>
</tr>
<tr>
<td>D+</td>
<td>1.33</td>
</tr>
<tr>
<td>D</td>
<td>1.00</td>
</tr>
<tr>
<td>D-</td>
<td>0.67</td>
</tr>
<tr>
<td>F</td>
<td>0.00</td>
</tr>
</tbody>
</table>

97-100
94-96
90-93
87-89
84-86
80-83
77-79
74-76
70-73
67-69
64-66
60-63
59 or below
Bring Your Own Device (BYOD)

The BYOD program allows students to bring their personal tablets and laptops from home for education application use in the classroom. For information on capability criteria, specific device information, financial aid availability, software, and tech support, visit our website (https://www.hpa.edu/academics/byod).

Awards and Scholarships

Outstanding student achievement in academics, athletics, and leadership is recognized each academic year. Most awards are presented at the all-school Awards Ceremony held in May. Others are presented at the Senior Awards Ceremony or Commencement. To be eligible for consideration for any award, including recognition by the Cum Laude Society, a student must have maintained satisfactory citizenship and not have incurred any honor violations or other major infractions.

Transcripts

There is no fee for transcripts; however, please allow five working days to process a transcript request. Transcript requests for current freshmen, sophomores, and juniors are processed through the Registrar’s Office. Please email requests to the registrar (registrar@hpa.edu).

Transcript requests for seniors are processed through the College Counseling Center (college@hpa.edu). Please submit a written request in person at least one month prior to the college application deadline.

At the discretion of school officials, transcripts may be denied to those in financial arrears to the school.
Overview

The athletic and after-school co-curricular program at HPA provides all students with an opportunity to participate in a variety of interscholastic/intramural sports and activities. All sports and after-school activities begin at 3:30 p.m. and continue until 5:30 p.m. Students must participate in the after-school program during each term of enrollment at HPA. All varsity sports meet at least five times during the week. Due to the rigorous academic and extracurricular workload, no more than one sport per season is recommended. At the discretion of school officials, students are sometimes permitted to participate in off-campus sports when a special written request is approved by the athletic director. Student-athletes at HPA receive physical education department credit for participation on a team and completion of an interscholastic season. Policies governing credit and graduation requirements extend to interscholastic athletics.

Athletics

• Mission

The mission of HPA’s athletic program is to enrich the mental, physical, and emotional well-being of all students by providing competitive opportunities that teach important lifelong lessons. Values such as sportsmanship, individual effort, teamwork, dedication, integrity, and commitment are emphasized. Participation in interscholastic athletics promotes the development of physical, mental, and social skills, a positive self-image, an understanding of teamwork and cooperation, and a sharing of personal experiences. Everyone involved in the HPA athletic program, including coaches and athletes, possesses a unique opportunity to teach other participants positive life skills and values. HPA makes every effort to hire the most qualified coaches we can find to ensure that our students’ athletic experience is the best it can be. As in other aspects of school life, our goal is to graduate young men and women who have become better people because they have been through our athletic program.

• Code of Conduct for Student-Athletes

Interscholastic athletic competition should demonstrate high standards of ethics and sportsmanship and promote the development of good character and other important life skills. The highest potential of sports is achieved when participants are committed to pursuing victory with honor according to these core principles: respect, responsibility, honor, care, civility, and good citizenship.

• Expectations and Responsibilities of Student-Athletes

1. The student athletes of Hawai‘i Preparatory Academy will be committed to the school athletic program on and off season by:
   - Following the rules set by the coaches and the school.
- Participating enthusiastically.
- Making appropriate personal sacrifices for the good of the team.
- Recognizing that student participation in athletics is a privilege.
- Setting challenging and realistic goals.
- Developing a winning attitude.
- Maintaining high academic standards.
- Being committed to skill development in their sport.

2. The student athletes of Hawaii Preparatory Academy will communicate openly and honestly with respect for coaches, teammates, parents, officials, and opponents by:
   - Developing a team attitude.
   - Being coachable and open to constructive feedback.
   - Sharing appropriate individual and team concerns with the coaching staff.

3. The student athletes of Hawaii Preparatory Academy will demonstrate good citizenship and sportsmanship by:
   - Behaving with integrity.
   - Exhibiting pride in their team and school.
   - Playing by the rules.
   - Accepting responsibility as a role model for others.
   - Supporting other sports and teams.
   - Playing with dignity and character, regardless of winning or losing.

4. The student athletes of Hawaii Preparatory Academy will develop and maintain mental and physical (health) behaviors by:
   - Being alcohol and drug free.
   - Practicing self-discipline.

• Expectations and Responsibilities of Coaches

1. The coaches will maintain a role of coach as professional and will keep the role of coach in proper perspective by:
   - Developing and communicating clear and specific goals for the team and individual players throughout the season.
   - Maintaining open and honest communication with students, parents, and other coaches.
- Developing and demonstrating a good knowledge base of best practice specific to their coaching arena.
- Supporting and collaborating with coaches in other team programs.
- Modeling and teaching skills necessary to succeed.
- Supporting student academic expectations, responsibilities, and achievements.
- Developing the knowledge and understanding of HPA’s policies and procedures as it applies to athletics.

2. The coaches will be positive role models in personal management, appearance, ethics, and behavior by:
   - Connecting athletic experiences with life experiences.
   - Providing an atmosphere of teamwork and collaboration among coaches and players.
   - Becoming an integral part of, and developing rapport with, the HPA community including administration, coaches, parents, and students.
   - Modeling good sportsmanship at all times.
   - Creating and maintaining a safe and healthy environment for student athletes.
   - Understanding their leadership style and its impact on student athletes.
   - Considering important commitments of student athletes outside their sports.
   - Demonstrating good personal health habits.
   - Dealing with challenges in a positive manner.

• **Expectations and Responsibilities of Parents**

1. The parents will communicate fairly and openly with coaches by:
   - Communicating openly, honestly, and with respect.
   - Communicating issues and concerns in a timely manner including those of physical and emotional well-being on behalf of their student.
   - Following an appropriate chain of communication such as:
     - Parent and Coach/Assistant Coach
     - Parent and Athletic Director
     - Parent/Dean/Head of School
   - Attending parent meetings and reading information disseminated by the coaches.

2. The parents will demonstrate good sportsmanship by displaying the following behaviors:
   - Providing support for coaches and officials in order to provide a positive, enjoyable experience for all student athletes.
- Understanding the game is for the students and not for the adults.
- Recognizing that student participation in athletics is a privilege.
- Using good sportsmanship as a spectator and conduct themselves in a manner that reflects well on both the team and the school.
- Promoting the team by being supportive and helpful of the school program.
- Refraining from coaching their student from the stands or sidelines.
- Expecting consistent student attendance at practices and games.

3. The parents will create a positive and supportive environment to promote their student/athlete’s well-being by:

- Supporting good conditioning and healthy lifestyle habits.
- Placing the emotional and physical well-being of their student ahead of any personal desire to win.
- Expecting their student to play in a safe and healthy environment.
- Supporting their student in planning how to meet their academic responsibilities given the demands of training and practice.
- Being a role model for other parents by remaining positive at sporting events.

• **Expectations and Responsibilities of the Athletic Director**

1. The athletic director will provide the best available facilities for student athletes, ensuring safety and quality at all times by:

   - Scheduling for effective allocation and maximum utilization of facilities.
   - Prioritizing requests from coaches, staff, and buildings and grounds for maintenance and improvements.
   - Developing a strong relationship among building and grounds, maintenance, and athletic staff.

2. The athletic director will ensure a level of excellence in the coaching staff by:

   - Seeking out and hiring coaches with excellent qualifications and experience.
   - Providing opportunities for continuing growth in the coaching profession.
   - Hosting pre-season meetings with all coaches in each sport.
   - Hosting post-season meetings with each coach and seek their input for program improvement.

3. The athletic director will establish, maintain, and ensure the enforcement of an athletic code of conduct by:

   - Providing a reasonable and fair athletic code of conduct.
   - Enforcing the Athletic Code of Conduct.
- Facilitating effective collaboration between Hawai‘i Preparatory Academy athletics, co-curricular, and extra-curricular programs.

4. The athletic director will demonstrate he/she values athletics and athletic endeavors by:

- Attending athletic contests of various sports and levels.
- Attending various preseason player/parent/coach team meetings.
- Developing rapport regarding athletics with players, coaches, parents, and the community at large.
- Ensuring the fair recognition of athletes that supports all interscholastic sports.

5. The athletic director will encourage and promote good sportsmanship and community participation by:

- Becoming role models of good sportsmanship.
- Ensuring the Hawai‘i Preparatory Academy community will become educated in regard to BIIF and HHSAA Sportsmanship Bylaws.
- Ensuring consistent enforcement of BIIF and HHSAA Sportsmanship Bylaws.

Sports and Activities Terms

The sports term is divided into 12-week trimesters. Seasonal sports and activity offerings include:

• Fall Sports:
  - Interscholastic: Cheerleading, Cross Country, Football, Girls Volleyball
  - Intramural: Basketball, Dance, Drama, Equestrian*, Recreational Tennis, Soccer Conditioning, Swimming and Diving
  - Other: Art Option, Conditioning, CrossFit, Dance, Drama, Hiking, Weight Conditioning, Yoga

• Winter Sports:
  - Interscholastic: Basketball, Paddling, Soccer, Swimming and Diving, Wrestling
  - Intramural: Equestrian*, Lacrosse Conditioning, Tennis Conditioning, Track and Field Conditioning
  - Other: Art Option, Drama, Weight Conditioning

• Spring Sports
  - Interscholastic: Baseball, Boys Volleyball, Golf, Softball, Tennis, Track and Field, Girls Water Polo
  - Intramural: Equestrian*, Lacrosse, Rugby
  - Other: Art Option, CrossFit, Dance, Drama, Scuba*, Weight Conditioning, Yoga
*Extra fee required.

Eligibility for Sports

- Per HHSAA rules, a student who is age 19 before September 1 is ineligible to participate in interscholastic sports for that school year.

- Once a student starts ninth grade, he/she has only four calendar years of eligibility for interscholastic sports.

- A student must have passed all courses required for graduation in the quarter or semester immediately preceding the activity.

- A student must have a 2.0 grade point average (GPA) for courses taken in the quarter or semester immediately preceding the activity. The GPA is computed on all courses in which the student is enrolled, not only those required for graduation.

- A student with an incomplete grade is ineligible unless the incomplete assignment/test is made up within 10 school days after the end of the quarter.

- A student deemed ineligible may utilize bi-weekly grade checks to restore his/her eligibility. Students should consult with the athletic director for details.

- For purposes of eligibility, successful completion of an appropriate, accredited, summer course may be used to replace a year grade or second semester grade of F and improve a student’s grade point average for that period. The dean of academics must grant approval before the course is taken.

- The athletic director must verify every eligibility requirement.

Individual Team Policies

In addition to Athletic Department policies, coaches may establish additional policies with the approval of the athletic director. The coach must provide these policies to all team members and explain them at the earliest possible team meeting. Penalties for violating team rules also should be provided to all team members and explained fully by the coach.

Attendant at After School Athletics/Activities

Students must attend their afternoon commitments. Students who have unexcused absences from their after school commitment will receive 4 demerits per occurrence. Additionally, students who accrue 10 or more absences during a sports term (10 weeks) will require a meeting with the student, parent(s), advisor, and the Athletic Director, and may face loss of credit.

Illness During Sports

If a boarding student feels too ill to attend sports, the student must go to the infirmary and check in with the nurse. Day students must check in with the Upper School Office and the student’s parents will be notified.
Athletics and Academics

Students who continue to demonstrate a pattern of struggling with academic requirements might be expected to attend after-school study hall until acceptable progress is made. Upper School administration reserves the right to remove a student from an athletic activity due to a poor academic performance and/or citizenship report, unsatisfactory conduct, or at the request of a parent/guardian.

Athletic Team Travel

Students participating in, or attending, athletic events off-campus must travel by school transportation unless special permission is secured from the athletic director. Student-athletes may not drive themselves to contests without permission from the head coach and their parent/guardian. With permission from the coach, an athlete may leave a contest with his/her parent, or with another adult, if the coach has written permission from the athlete’s parent/guardian. Students traveling to off-campus athletic events should do so in school day dress or dress approved by the head coach. Boarders must have proper sign-out forms completed if they are traveling with someone other than the team, either to or from an event. For on- or off-island events where teams must stay overnight near the competition site, a coach will create an itinerary and share it with the school and the team members.

Preseason Tournaments

At times the head coach and the athletic director approve pre-season competition. Sometimes this means traveling off-island. Teams, and often the players and their families, are responsible for the cost of travel.

Postseason Hawaiʻi High School Athletic Association (HHSAA) Competition

Postseason competition is available to teams and individuals whose performance during the regular season merits the opportunity to participate in postseason Hawaiʻi High School Athletic Association (HHSAA) tournaments and meets. In team sports, performance at the league level typically dictates whether or not the team will advance to the state tournament. For other sports, e.g., swimming and diving, track and field, standards typically apply (and sometimes finish order during league events). At times, families might be asked to contribute to the cost of sending their child to a state tournament.

Cost to Athletes

The HPA Athletic Department intends to limit the cost of participation for student-athletes. Families typically are responsible for purchasing appropriate and approved personal items to use for practice and competition, e.g., swimsuits, goggles, cleats for field play, shoes for court play. At times a coach might have all athletes purchase the same or similar items. This is within his/her discretion provided the cost is reasonable and the athletic director has approved the requirement.
Equipment and Uniforms

Student-athletes are responsible for and expected to care for and return all athletic equipment and uniforms that are issued by the school. If any equipment, including the team uniform, is lost or damaged, the student will be charged the replacement cost of that uniform/equipment. If a student-athlete does not return or replace the uniform/equipment, HPA reserves the right to withhold grades and/or yearbooks, deny that student the opportunity to participate on another team, or take other measures we deem appropriate to encourage the return or replacement of that equipment.

Athletic Calendar

The HPA Athletic calendar (http://www.hpa.edu/athletics/athletics-calendar) can be found on the website and includes the latest sports schedule.

Conflict Resolution Process

If an issue should arise, the process for student-athletes and parents to address the conflict is as follows:

1. Student to speak to coach directly.
2. Student to speak to athletic director.
3. Parent(s) to speak to athletic director and coach.
4. Parent(s) to speak to dean of students, athletic director, and coach.

Termination of Participation by an Athlete

• Cut from a Team Due to Lack of Ability:
  An athlete cut from a team may try out for another sport immediately.

• Dropped from a Team by Mutual Consent:
  An athlete may terminate association with a team with approval of the coach prior to dropping the sport. The athlete is eligible to try out for another sport subject to approval by the athletic director and the coach of the new sport.

• Quitting a Sport:
  Proper etiquette and civility means that an athlete should speak directly to the head coach of a sport if s/he is considering quitting the team. If the head coach is not available at that moment, the student-athlete should speak directly to the athletic director. To change to a new sport students must obtain permission directly from the athletic director.
Spectator Conduct

We encourage all students to attend athletic events to provide support and school spirit. Student spectators are expected to maintain good sportsmanlike conduct at all times. It is inappropriate for student spectators to engage in—or encourage—conflict, including verbal and physical abuse, taunting, throwing objects, obscene gestures or language, and harassment of officials, athletes, or coaches. Any inappropriate spectator behaviors shall be cause for immediate removal, subsequent disciplinary action, and a possible ban from future events.

Risk Warning

Participating in competitive athletics might result in severe injury, including paralysis and death. Changes in rules, improved conditioning programs, better medical coverage, and improvements in equipment have reduced these risks. However, it is impossible to totally eliminate such incidents from occurring. A player might reduce the chance of injury by:

- Obeying all safety rules in his/her sport.
- Reporting all physical problems to his/her coach.
- Following a proper conditioning program.
- Inspecting his/her equipment daily and reporting damaged equipment to the athletic department.

Even if all of these requirements are met, and even if the athlete is using excellent protective equipment, a serious accident might still occur.

Injury Protocol

HPA has a full-time certified athletic trainer who assists with athletic injuries, healing, and prevention. Due to the volume of student-athletes that the athletic trainer has to care for, varsity and JV athletes are given first priority.

Varsity and JV boarding students who sustain non-athletic injuries will be sent to the infirmary for treatment. If needed, students will be referred to a medical doctor, specialist, and/or physical therapist.

Athletes who have sustained an athletic injury during a previous sports season that have seen a medical doctor and require rehabilitation, will be asked to see a physical therapist. HPA students who are injured participating in an intramural or club sport on campus will be referred out to the appropriate medical doctor, specialist, and/or physical therapist.

Concussion Protocol

HPA takes concussions seriously and requires any student with symptoms to pass a series of concussion tests and protocols before returning to play. While student-athletes at our school suffer far fewer and less serious concussions, the school remains vigilant in protecting student health and safety. More information can be found online (http://www.hpa.edu/athletics/sports-medicine/concussion-management-protocol).
Family Vacations

When parents and student-athletes choose to take family vacations during sports seasons, the time missed by the student-athlete can affect team chemistry and the athlete’s own conditioning. Student-athletes who miss practices or games for any reason may have their position or playing time adjusted. Coaches will make every effort to inform parents and student-athletes of the vacation schedule as far in advance as possible. Conversely, parents and student-athletes should inform the coach of potential schedule conflicts as far in advance as possible.

College Athletics

Please visit the HPA website (http://www.hpa.edu/academics/college-counseling/student-resources) for more information.

Governance of Athletics

Athletics at HPA is governed by the HHSAA and BIIF Rules and Regulations, the Hawai‘i Preparatory Academy Athletic Code, and the HPA Upper School (Gr. 9-12) Student and Parent Handbook. Rules and regulations for most sports follow the National Federation of State High School Association (NFHS) guidelines (http://www nfhs org/).
Community Expectations
The rules of student conduct at HPA are designed to foster respect and responsibility among all members of the community and to create an environment conducive to personal growth, community trust, and civility. In addition to individual efforts of the adults at HPA working one-on-one with our students, two distinct systems exist to promote the core values of our school mission. The first is the Honor System, the second is the Citizenship System.

Honor at the Upper School
A fundamental tenet of our HPA Upper School community is that students and adults will conduct themselves honorably. At HPA, we aim to foster positive moral and spiritual growth in our students. We expect our students and our students’ parents, guardians, and caregivers to join us in this mission. Respect for Honor (which is accorded capital “H” status here at HPA) and an appreciation of personal integrity are central to this mission.

• Honor Code

Mutual trust and honorable behavior are foundations for the concept of “community.” HPA desires to be a learning community in the truest sense. In this vein, our Honor Code is simple and direct: “To promote trust, honor, and, therefore, community, I will not lie, steal, or cheat and will not support such behavior in other HPA students.”

This code applies both in the classroom and in all areas of HPA life. In addition to acting honorably themselves, we also encourage our students to report suspected breaches of the Honor Code by any other HPA student. This encouragement helps to promote a way of living and learning in which everyone understands and respects the centrality of Honor. Stated in another way, a strong and well-supported Honor System is perhaps the major factor in the promotion of community trust and individual self-esteem, traits that characterize the most successful and noble independent schools.

• Honor Pledge

Our Honor Pledge is as follows:
“I have neither given nor received any unauthorized aid on this assignment/exam.”

• Honor Violation Procedures

In the event of a suspected Honor violation, an investigative process shall commence. The personnel involved, and their roles in the investigation, are identified as follows:
- Accused: Student suspected of committing the violation.
- Advisor: Supports student in process and communicates with parents/guardians.
- **Department Chair**: Receives initial report of suspected violation and reports to dean of campus life.

- **Honor Committee**: Selected faculty chair and four faculty members, four selected students from the tenth, eleventh, and twelfth grade classes who are nominated by class leaders and selected by the head of school.

- **Honor Coordinator**: The dean of campus life, who interviews and investigates the report.

- **School Representative**: The dean of students, who collaborates with the Honor Coordinator to decide path of case.

If an Honor violation has been confirmed to happen, the following processes and three-tiered approach shall be carried out:

**Violation 1**

This is the accused’s first alleged Honor Code infraction in the current academic year. If the allegation is found to be true after investigation by the school representative, the minimum disposition to be imposed by the school representative will be as follows:

1. Zero received by the accused on the assignment in question.
2. Apology made by the accused to the faculty member.
3. Notice of Infraction Report prepared and circulated to appropriate school officials, advisor, and parents.
4. In some cases probation may be given with varying terms and penalties.

**Violation 2**

This is the accused’s second alleged Honor Code infraction and the Accused has been found to have committed an earlier Honor Code infraction during his/her academic career. Following investigation by the School Representative and a hearing before the Honor Committee, if the allegation is found by the Honor Committee to be true, the minimum disposition to be recommended by the Honor Committee and imposed by the head of school after being so notified shall be as follows:

1. Zero received by the accused on the assignment in question.
2. Notice of Infraction Report distributed to appropriate school officials, advisor, and parents.
3. Suspension of the accused from school (periods of suspension to be determined on a case-by-case basis).
4. For any grade 11 or grade 12 Accused, suspension may be noted on the accused’s HPA transcript and Notice of Infraction Report forwarded to the College Counseling Center.
5. Required completion in a timely fashion by the accused of the Academic Integrity Seminar (www.academicintegrityseminar.com).
6. Apology made by the accused to the faculty member.
• Violation 3

The accused has committed two prior Honor Code infractions in his/her academic career. The accused is then charged with a third Honor Code infraction. If, following an investigation by the school representative, it is determined that the pending allegation is true, the accused may be extended as a courtesy, an opportunity to withdraw from HPA within such period of time as the school representative may determine. If the accused withdraws under this circumstance, “withdrawal during investigation of alleged Honor Code violation” may be noted on the accused’s official HPA transcript, and appropriate school officials, the advisor, and the parents shall be so notified. If the accused elects not to withdraw, the matter shall then proceed to an Honor Committee hearing or, at the discretion of the school representative, to a hearing before a panel consisting of the dean of campus life and two senior school personnel. If the allegation is then found to be true, it shall be reported by the hearing body to the head of school, where expulsion will be probable and with “expelled due to repeated violation of the Honor Code” to be the probable notation on the accused’s official HPA transcript.

• Plagiarism

The school takes issues with plagiarism very seriously. According to the Merriam-Webster Online Dictionary, to “plagiarize” means:
- To steal and pass off (the ideas or words of another) as one’s own
- To use (another’s production) without crediting the source
- To commit literary theft
- To present as new and original an idea or product derived from an existing source

It is important that students learn and use proper citation practices. A citation is the way authors tell readers that certain material in their work originated from another source. It also gives readers the information necessary to find that original source, including:
- Information about the author
- The title of the work
- The name and location of the company that published copy of the source
- The date copy was published
- The page numbers of the material being borrowed

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A sub-committee of the Honor Committee deals directly with any issues of plagiarism. The first objective of the sub-committee is to determine the cause of the violation and then to prescribe possible solutions. Heading this task force will be the dean of campus life.
• Honor System FAQs

Q: For the same infraction, is everyone treated exactly the same in terms of disposition?

A: Not necessarily. Extenuating circumstances can, and do, affect outcomes of Honor investigations. No two factual situations and no two accused students are ever exactly alike.

Q: What does “beyond a reasonable doubt” mean?

A: “Beyond a reasonable doubt” means that a person of reasonable intelligence is satisfied to a near certainty that an offense occurred as alleged.

Q: What happens if someone testifies falsely in an Honor Committee hearing?

A: Lying to the Honor Committee itself is regarded as an extremely serious and separate Honor Code offense, an offense punishable by a range of penalties, including expulsion.

Q: What happens if a student prefers someone other than the advisor to represent the student in an Honor Committee hearing?

A: Another full-time HPA faculty member may represent the student, provided this individual agrees to do so.

Q: Who is on the Honor Committee?

A: The Honor Committee is a student/faculty body charged with receiving evidence of alleged Honor Code offenses and then following a specified hearing procedure to determine whether an offense occurred; a “beyond a reasonable doubt” standard of proof is used in each hearing. The Honor Committee is comprised, in part, of up to 12 students nominated by the class leaders and selected by the administration as appropriate candidates for such an important community-wide assignment. A student member of the Honor Committee may be replaced as a result of conduct that, in the opinion of senior administrators of the school, falls short of the standard necessary for Honor Committee membership. The adult members of the Honor Committee are faculty members selected by the administration. The dean of students shall choose one adult member of the Honor Committee to serve as its faculty chair and one to serve as faculty vice-chair. In addition, a student chair will be selected. The faculty chair of the Honor Committee presides over all hearings. In the absence of the faculty chair, the faculty vice-chair is to preside.

Q: What about the information produced at an Honor Committee hearing? Who gets to know the whole story?

A: All those who participate in Honor Committee hearings shall keep testimonial and other evidence, deliberations, and recommendations strictly confidential. The only people who will be present throughout an entire Honor Committee hearing are the members of the committee, the student who has been accused of an Honor Code infraction, his/her faculty advisor (or additional faculty representative, when applicable), and the school representative. At the end of the hearing process, only the head of school may decide what information to release to the general school population and the phrasing used in any such notice.
Q: Is there an appeal process?

A: Yes, but a student must be able to present new evidence that was not presented in the first hearing. The head of school presides over the appeal process.

Citizenship System

The Citizenship System exists separately from the Honor System and deals with all conduct outside of lying, cheating, or stealing. The Citizenship System strives to educate students in the practice of courteous and civil behavior, both on- and off-campus. Students are strongly encouraged to consider these guiding questions to help them make the right decisions regarding their behavior:

- Are my words and actions safe for myself and others?
- Are my words and actions helping to create a supportive environment where others feel comfortable and respected?
- Are my words and actions showing care and respect for myself and others?
- Are my words and actions showing care and respect for the physical environment?
- Am I being honest with myself and others?
- Am I taking responsibility for my behavior?
- Have I learned from my mistake?

Demerits and Infractions

The Citizenship System monitors two areas: class attendance and student behavior. Each area will calculate infractions independently of the other. The total demerits incurred from infractions in both areas will be calculated as a single threshold point. Students are permitted to accrue up to three (3) demerits per quarter and still be considered passing Citizenship. Students who earn four (4) or more demerits are considered to be failing Citizenship.

Demerits need to be worked off to avoid further consequences, which may include being restricted to campus for boarding students, and/or inability to participate in student activities and events. Repeated violations of the same infraction may lead to increased demerit amounts as determined by the teacher, dean of students, or dean of campus life.

Four demerits at the end of the quarter will result in being placed on probation for the remainder of the academic year, a letter home, and assigned school service, which includes working additional time added on to the original consequences. The student and his/her parent(s) may be called into a meeting to discuss school expectations. If the failed quarter is the fourth quarter, then probation will be extended into the following academic year. Two failed quarters will result in a one-day in-school suspension, which will be a part of the student’s permanent record. The student also will be assigned school service, like the first quarter that they failed. Seniors who fail fourth quarter will not receive their diploma until all demerits have been worked off, including after the conclusion of the school year, if necessary.
Demerit point ranges listed are recommendations. The severity of some infractions might call for the dean of students or the dean of campus life to increase the amount of demerits, or to call for an administrative hearing. In cases where a single act of poor judgment involves multiple infractions, students are subject to all earned demerits. Students who have difficulty meeting the expectations of the school will meet with the dean of students or dean of campus life to discuss their future at the school. No attempt is made to cover herein every type of infraction or to list a steadfast demerit or consequence. Students are expected to know the difference between proper and improper behavior and to act accordingly. Students are advised to seek assistance from their parents and guardians, HPA teachers, advisors, counselors or administrators, should they need clarification on whether an act they are about to do, is right or wrong.

• Level One Offenses - Recommended Demerits: One (1)
  - Appliance-improper possession
  - Circumstantial misconduct
  - Discourteous conduct
  - Disturbance (class, dorm, etc.)
  - Failure to follow instruction
  - Improper performance of duty (work program)
  - Inappropriate display of affection
  - Dress code violation
  - Language infraction - minor
  - Littering on campus
  - Lunch dishes not returned
  - No parking decal
  - No sport sign up
  - Parking in wrong space or restricted area
  - Personal belongings not secured
  - Possession of inappropriate material
  - Signed up for activity and did not show up
  - Unexcused tardy to mandatory commitments
  - Unbecoming behavior for an HPA Student
  - Vehicle paperwork not current
HONOR AND CITIZENSHIP

• Level Two Offenses - Recommended Demerits: Two (2)
  - Unexcused absence from mandatory commitments
  - Damage to school property
  - Dismissed from a class
  - Misuse of infirmary
  - Language infraction - major
  - Weekend leave form not submitted (for boarders)
  - Library materials overdue with repeat notice
  - Going to places that are specifically out of bounds
  - Electronic Smoking Devices & Inhalants*

*While these devices and inhalants may be legal for people 21 years or older on the island of Hawai‘i, HPA prohibits engaging in the selling, using, possessing, or dispensing of tobacco, controlled substances, inhalant or being under the influence of any of the above; or possession of drug or electronic smoking device (Vaping) paraphernalia at school or on school sponsored trips/events. The term “under the influence” has a less strict meaning than it does under criminal law. For school purposes, the term means any level of impairment and includes being impaired by reason of the abuse of any material used as a stimulant. Students in violation of these rules are subject to immediate confiscation of the electronic smoking device/paraphernalia and disciplinary consequences through the Administrative Hearing process, that may include, but is not limited to, suspension or pending individual student cases, dismissal.

• Level Three Offenses - Recommend Demerits: Four (4)
  - Misuse of cell phones and other electronic devices
  - Unexcused absences from mandatory commitments
  - Leaving class without permission
  - Misuse of library printed materials or technology, including computer stations on campus

• Administrative Hearing Level Infractions

These infractions will receive a formal meeting with either the dean of students and/or the dean of campus life, along with the student’s advisor and possibly a counselor. The dean of students and/or the dean of campus life may call for a full panel hearing.

Misconduct that is deemed damaging to the health or safety of anyone at HPA (whether a student or a visitor) or the school itself or conduct unbecoming an HPA student will generally be handled by an administrative hearing. The following list is not intended to cover all infractions that will warrant administrative hearings. Examples of allegations that may warrant a hearing include, but are not limited to:
- Possession of, or contact with, weapons on campus or at school-sponsored activities or school events
- Possession of, or contact with flammables on campus or at school-sponsored activities or school events
- Disrespect of school employees or disobedience of school employees’ directives
- Repeated Level One or higher Citizenship System violations
- Violation of any terms set forth while on probation
- Vandalism, whether on or off campus
- Tampering with any safety device (smoke alarm, fire alarm, etc.)
- Abuse/Harassment/Assault of any individual
- Driving violations, whether on or off campus
- Use, possession, or distribution of tobacco products and accessories, whether on or off campus
- Use, possession, or distribution alcoholic beverages, whether on or off campus
- Use, possession, or distribution of any otherwise legal substance under circumstances suggesting the possibility of damage to oneself or others or health and safety concerns of any nature, whether on or off campus
- Allegations of any violation of State of Hawai‘i, U.S., or County of Hawai‘i laws or ordinances, including the possession of any controlled substance as defined by the Revised Statutes of Hawai‘i, whether on or off campus

• **Administrative Hearing Procedures**

1. The dean of students and/or the dean of campus life will gather relevant information, and collectively make a ruling.

2. Prior to the administrative hearing, the dean of students or dean of campus life will contact the student’s parents/guardians.

3. Appropriate members of the counseling team or residential program will also be notified so they might act as an advocate and support person for the student.

4. Prior to any ruling, the student and his/her advisor shall have fair opportunity to offer relevant comments and information.

5. Following the outcome of the administrative hearing, the dean of campus life or dean of students will communicate with the parents/guardians and send an official letter.

6. Depending on the nature of the conduct involved, dispositions may vary in terms of severity.

7. Students who are dismissed as a result of their conduct may appeal the decision to the head of school.
• **Appeal Process**

1. If a disposition imposed by the administrative team is appealed to the head of school, the following shall apply:

2. An appeal to the head of school must be noted in writing to the administrative team by the student or her/his advisor within five days of the date of the disposition letter.

3. The matter is not a *de novo* consideration of the case.

4. The head of school considers the record of the case as it exists at that time.

5. The head of school does not go outside the record unless highly relevant and material evidence existed at the time of the original disposition, evidence which, with a reasonable amount of due diligence, was not available to the student or her/his advisor at that time.

6. *Clear and Convincing Standard:* If the head of school feels that the record of the case demonstrates that the administrative team was, in whole or in part, clearly and convincingly wrong in the disposition, the head of school reserves the right to modify or reverse the disposition.

7. Unless permitted new evidence is offered through another individual, the only individuals present for an appeal hearing are the head of school, the student(s) in question, and advisor(s).

8. An itemized format for an appeal hearing is provided by the head of school in advance of the hearing to the advisor representing the student in question.

**Student Behavior**

• **On-Campus**

While on-campus, students are expected to:

- Be courteous and respectful to all members of the community and to visitors.
- Use appropriate language at all times.
- Be where they are supposed to be and not leave campus without permission.
- Be good stewards of the environment by not littering and by taking care not to damage trees or plants.
- Respect the property of others and not tamper with cars or damage other property.

• **Out-of-School and Off-Campus**

When off-campus, students are expected to:

- Respect the rights and feelings of all community members.
- Contribute to the preservation and enhancement of the community’s environment.
- Demonstrate a commitment to the school’s values.
- Show care for others in the larger community with our words and actions.
- Refrain from any activity which reflects poorly on HPA or runs contrary to the HPA Honor or Citizenship systems.

Students always should be aware that certain activities, even outside of school hours or off school property, might result in loss of school privileges and other disciplinary action up to and including suspension or expulsion. Students may be subject to discipline for misconduct, even if such conduct takes place off campus, during non-school hours, or on breaks from school. Such conduct will be evaluated at the sole discretion of the school, and the school reserves the right to deviate from the regular disciplinary process as deemed necessary under the circumstances. Some examples of such outside conduct which can have disciplinary ramifications at school include any violation of law; underage purchase, use, or possession of alcohol or a controlled substance; use or misuse of computers, social networking sites, or other websites (personal, at home, or at school), which do, or could, impact the welfare of any member of the school community or the reputation or functioning of the school.

• Classroom

When present in the classroom, students are expected to:
- Arrive on time to class with the appropriate materials to work.
- Be courteous to teachers and other students.
- Not have food or drinks in class without teacher approval.
- Respect all classroom rules, teacher directions, and materials used in class.
- Demonstrate a commitment to learning.
- Demonstrate academic honesty.
- Be in proper dress standard, worn correctly.
- If a teacher is not present at the beginning of class, students are required to remain in or just outside the classroom for 15 minutes. Students should then report to the dean of campus life.
- Students who are disruptive and removed from class must report to the dean of campus life.

• Dining Room

When in the dining room, students are expected to:
- Avoid food waste by taking only what will be eaten.
- Keep voices at a respectable level.
- Refrain from throwing food, running, or engaging in any other disruptive behavior.
- Contribute to keeping the dining room clean by assisting with clearing the tables, chairs, floor areas.
- Remove all hats and wear appropriate footwear and clothing.
**Honor and Citizenship**

- **Assembly, Chapel, and Class Meetings**
  When attending assemblies, chapel, and class meetings, students are expected to:
  - Arrive on time and enter buildings in a respectful manner.
  - Sit up and refrain from covering their heads with hoods, pulled down hats, shirts, jackets, or other clothing.
  - Refrain from reading, writing, texting, or engaging in any other distracting behavior during the meeting.
  - Respect the program and/or performers/speakers by being courteous with applause or other forms of approval.

- **Other Campus Spaces**
  When passing through or using the Ko Kākou Student Union, Student Store, Student Pavilion, or other lanais and spaces, students are expected to:
  - Respect the property and space of others.
  - Check personal mailboxes daily.
  - Store all backpacks, books and coats in lockers (day students only).
  - Help keep the lockers clean by refraining from graffiti, throwing away perishable goods and trash, and by cleaning out miscellaneous items on a regular basis.
  - Arrive on time to class or school activity.

- **Student Activities and Field Trips**
  When participating in student activities, events, and field trips, students are expected to:
  - Always keep in mind that they are representing the school and behave accordingly.
  - Respect the people and environment in which the field trip takes place.
  - Pay attention to the directions of teachers, chaperones, and guides.
  - Clean up after themselves on buses and at the field trip/activity locations.
  - Refrain from shouting or getting out of their seats while the bus is moving and follow all bus rules.
  - Bring all necessary equipment and be in proper dress attire.
Section 5
Policies and Procedures

Attendance and Absences

It is important that students attend all commitments at HPA and do so in a timely manner. Punctuality is an essential habit not only for learning to effectively take place without disruptions, but for cooperation to exist in our community. Students should familiarize themselves with the policies outlined below regarding attendance.

• Unexcused Tardies

A student who is tardy to class will be recorded by the teacher as tardy and a demerit will be entered into the student’s record. Upon the third tardy to the same class, an “Unexcused Absence” to the class will be issued, with a demerit value of “2”, as opposed to the usual “1” demerit for an unexcused tardy, or “4” for a normal unexcused absence. Students who are late to class meetings, chapel, formal dinner, or other school-wide meetings, also will receive a tardy.

A student who will be tardy to class for any reason (e.g. working with another teacher, medical appointment, counseling appointment, etc.) must obtain a tardy slip from the adult supervisor and then immediately report to his/her class currently in progress. Following that class, the student must submit the tardy slip to the assistant director of student life. The tardy slip must be signed and dated and must include the time the student was released. The assistant director of student life is responsible for reviewing the tardy slip and excusing the tardy.

When entering a class already in progress, a student should be as unobtrusive as possible, and join the lesson. Once the lesson has concluded, the student should inform his/her teacher of the reason for his/her tardiness and inquire about any missed information or material covered. The student does not need to present the tardy slip to the teacher.

• Unexcused Absence from Class

Students who do not report to an assigned class will have their name recorded as absent in the attendance program and four demerits will be recorded. A student who finds him/herself in a situation where s/he is more than 20 minutes late to a class, still must report to the class as soon as possible or report immediately to the Student Life Office. Students who are unaccounted for during assigned classes will be issued a greater number of demerits at the discretion of the dean of students or the dean of campus life.

A second unexcused absence by a student may result in a meeting with the school administration, the teacher, and the student’s advisor.
• Planned Absences

The school calendar lists all early dismissal days and the days when school is not in session. Whenever possible, parents/guardians should make every effort to schedule appointments and travel (including college visits) to minimize conflict with school obligations (including leaving early or returning late). If the absence is unavoidable, contact the Student Life Office at 808-881-4002. These absences should be planned carefully so a student’s grades and eligibility to remain in a class are not jeopardized due to excessive absences.

Upper School semester exams may not be taken early. In cases where students are aware in advance of absences (including field trips that impact other classes), the student is required to complete and submit a leave request form prior to the absence. It is the student’s responsibility to obtain assignments and to complete all work missed during the absence. Students must complete work missed during an absence, given the circumstance, at the discretion of the administration. Students should consult with individual teachers regarding specific makeup work deadlines and procedures before departure.

• Excessive Absences and Extended Absences

Parents of a child who need to request an “extended” absence due to medical or other reasons are to contact the dean of campus life in writing with proper evidence to support the request. If approved, all necessary work that needs to be made up will be coordinated through the dean of campus life and the dean of academics. The school will work with any student who has fallen behind academically due to legitimate and prolonged absences.

Students who have excessive absences in a class should meet with the assistant director of student life, the dean of campus life, and the dean of academics to determine a plan for academic success. Please note, students will receive a 10 percent grade reduction for any given course in which they accrue nine (9) absences, excused or unexcused, in a semester. Absences due to school functions, such as athletic events or academic field trips, will not be included in this total. Students will earn an additional 10 percent reduction for every class period missed after nine, unless prior arrangements have been made with the dean of campus life. If a student wishes to request an appeal of the academic penalty after the fact, s/he may submit a written appeal to the dean of academics. A hearing to yield a decision will follow.

• Tracking Attendance and Citizenship Data

Attendance is recorded in the school’s faculty attendance program and the information is published to parents and students’ Family Access Module Accounts at the end of each school day.

Parents can view their child’s current attendance and citizenship records by logging in to their Family Access Module Account (log in to the Parent Portal on the HPA website at http://www.hpa.edu/parents-portal). Once logged in, click on your child’s name to access attendance records, and on the “Household” tab to find a link to citizenship records. Students can also check their attendance and Citizenship records at the Student Life Office or by viewing their records on honu.hpa.edu when they are connected to the HPA internet. The system uploads new information every night at 11:30 p.m..
Errors in attendance and Citizenship must be reported to the Student Life Office within one week of the information being published.

Students have access to view their citizenship and attendance records on honu.hpa.edu as long as they are on the HPA internet system (essentially, on campus). The system uploads new information every night at 11:30 p.m.

Advisors also have access to this data and discuss it at advisory meetings.

• Reporting Absences

Parents/guardians are required to inform the Student Life Office if their child is, for any reason, unable to attend all or part of school that day. This includes being tardy to school, or leaving campus for any reason (e.g., medical appointment, special event). Parents/guardians must inform the Student Life Office (phone: 808-881-4002; email: upperschool@hpa.edu) by 9 a.m., the morning their child will miss school. This information is included in the daily attendance report. Parents are asked to indicate the reason for the absence (e.g., illness, family emergency, religious observance).
To be excused for missing required events due to medical appointments, students, upon their return, must submit to the Student Life Office, or Health Services, a signed note from the doctor’s office for the absence.

• Missed Assignments or Tests

Assignments can be sent home or faxed upon request. In cases where students are aware in advance of absences (including field trips if missing another teacher’s class), the student is required to complete a leave request and submit it to the Student Life Office prior to the absence. It is the student’s responsibility to obtain assignments and to complete all work missed during the absence. In the case of planned or excused absences, students must complete work missed during an absence per the teacher instructions. If a student misses a class in which there is a quiz or test scheduled or a paper due, but attends other classes later the same day, that student will be expected to submit the paper that day, or take the test that day at the discretion of the teacher, regardless of other commitments.

• Sports After an Absence from Class

Students are expected to attend all classes they are enrolled in. If a student misses a class during the school day due to illness or an unexcused absence (not including previously scheduled doctor’s appointments), s/he may not participate in any school game/match for that day.

• Illness

Students must exhibit legitimate signs of illness (fever, vomiting, etc.), or in the experienced opinions of the nurses be genuinely sick, to be excused from school obligations. Vague symptoms, or “being tired,” typically are not considered legitimate reasons to stay in the infirmary. Students who do miss an obligation on a given day by staying in the infirmary, may be required to remain in the infirmary until the end of the program day at 5 p.m. Exceptions to this policy are rare and only will be made by the nursing staff.

• Communicable Illness

If a student is returning to school following a communicable illness, e.g., conjunctivitis, mononucleosis, strep throat, flu symptoms, etc., s/he must submit a doctor’s clearance to the school nurse prior to returning to classes.

Phones and Electronic Devices

• Personal Cellphones

Subject to such modifications as might be deemed best by the administration, students may not use their cell phones in academic spaces, especially during academic courses and other organized meeting times. This includes trips to the bathroom or water fountain. Phones should be kept in a book bag or in a locker and should be silenced. Teachers may request that all devices be placed
in a basket at the front of the class, and if this request is made, students must comply or risk consequences. Use of such devices as part of an instructional activity is, of course, appropriate. The device should be returned to a student’s bag or teacher’s basket at the end of such an activity.

Students may use cellular phones and other electronic devices only during their free time and in non-academic/activity-related areas.

Misuse of cell phones or other electronic devices will result in confiscation by the teacher with escalating periods of confiscation time determined by the dean of campus life.

• Public Campus Phones

Students may always use the Student Life Office phone to call parents or legal guardians. There are several public phones for local calls on the Upper Campus: upper level of Taylor Commons (outside the Admission Office), Castle Gymnasium (near the athletic director’s office), and Gates Performing Arts Center (near side door).

Campus Visits

• Visitors

HPA is a closed campus. A “visitor” is any person who is not attending HPA full time during the academic year. For the safety and security of our HPA community, unless scheduled and approved through the dean of campus life, visitors are not permitted on campus during the school day and will be asked to leave campus.

Approved Upper Campus visitors should enter campus through the main Kohala gate, when they will be issued a visitor pass through the Security Office. Visitor passes should be worn on the chest and be clearly visible for the duration of the visit. Faculty members should notify Security immediately if they come across a visitor who is not wearing a visitor pass.

Students may not bring unapproved visitors to school. If a student receives an unexpected visitor, no matter how short the stay, the student must immediately notify the dean of campus life or the dean of students.

Faculty members must obtain the permission of the dean of campus life and the dean of academics before inviting someone to visit their classes. Passes for visitors of faculty are obtained through the Upper School Office. Visitors must remain in the presence of their host faculty at all times unless otherwise approved.

Weekend visitors must check in with both the security guard and the appropriate dorm faculty on duty if going to the residence halls.

Visitors, including day students, who attend school activities/events such as dances, athletic events, or public performances, are required to leave the campus within 30 minutes after the end of the event.
• **Meetings with Administration**

Parents/guardians wishing to meet with the head of school, or other members of administration, are asked to schedule an appointment during regular office hours (8 a.m. to 4 p.m., Monday through Friday).

• **Previously Enrolled Students**

Students who have been dismissed from HPA, or those who have withdrawn, must have permission from the dean of campus life before entering campus. Such students are not permitted to return to campus for any reason other than for publicly events, or with specific permission from the dean of campus life. Areas of campus open to the public include the gym, playing fields, swimming pool, tennis courts, and theater. This restriction extends to school-sponsored events held off campus, such as the prom, student activities, and community service programs.

Only current HPA students, under contract for the academic year, are permitted to stay overnight in the dormitories with permission from the dean of students. Alumni housing is available through the Alumni Office by reservation only.

**Communications**

• **Change of Address, Telephone Number, and Email**

Please submit any changes in contact information by updating your information online through the Parent Portal (http://www.hpa.edu/parents-portal) on the HPA website.

• **Contacting Teachers**

Communicating by email works well between parents/guardians and teachers for non-urgent matters. Email addresses at the school generally are first initial last name@hpa.edu (e.g., jsmith@hpa.edu). If in doubt, contact the Upper School Office at 808-881-4002, or visit the online Upper School Faculty Directory (https://www.hpa.edu/academics/faculty).

• **Notes/Messages for Your Child**

If you need to reach your child during the school day, the Upper School Office administrative assistant will make every effort to deliver messages to your child’s classroom teacher in a timely manner. Please keep in mind that the office staff might not be able to deliver last-minute messages. If you know you will need to contact your child during the school day, please advise your child to check in with the Upper School Office before the end of the academic day.
Emergency Preparedness

• Crisis Manager

In the event of a school-wide emergency, the school will contact parents/guardians through Crisis Manager, a rapid emergency communication service app that will deliver a notification. Emergency information also will be communicated through local radio stations and the school’s website.

• School Closures

In the event of an unexpected school closing during non-school hours, administrators will use the HPA Incident Command System Phone Tree and contact faculty. During holiday times, or when school is not in session, parents/guardians are advised to call the HPA main line at 808-885-7321 to receive an updated message.

• Sending Day Students Home Early

In the event of power outage, inclement weather, or an unforeseen event that mandates sending students home early, the school will contact parents/guardians through Crisis Manager. Information also will be disseminated to local radio stations and available on the school’s website.

• Disruption to Electrical/Telephone Services

When normal electrical or telephone service is disrupted, only one phone line will be available to reach the school in cases of extreme emergency: 808-885-7321. The school will contact parents/guardians if there is emergency information that involves their child. We appreciate cooperation in keeping lines of communication available for urgent calls only. Please know that our students’ safety is our top priority and keeping phone lines clear will allow our staff to focus on ensuring the safety of all students.

• Earthquake Drills

- In the event of an earthquake, please follow the protocol below:

- If indoors: Initiate DROP, COVER, and HOLD at the first indication of ground movement:
  - Drop: Drop to the floor.
  - Cover: Take cover under a sturdy desk, table, or piece of furniture. If this is not possible, take cover against an interior wall and protect your head and neck with your arms. Avoid danger spots near windows, hanging objects, mirrors, or tall, unsecured furniture.
  - Hold: If you have taken cover beneath a piece of furniture, hold on to the furniture with one hand so that it does not “walk away” from you during the shaking. Your other hand should be over your head. Remain in the DROP position until the ground movement ends. After it has ceased, the adults will lead the evacuation to the assigned area if the area is safe. Evacuate only after the shaking has stopped.
- If outdoors: Do not run. Move swiftly away from buildings, trees, power poles, exposed wires, metal fences, playground equipment, and signs. Implement DROP. When ground movement has ceased, move directly to the assigned evacuation area if the area is safe.

• Fire Drills/Alarms

When a fire alarm sounds or a warning is given, all buildings must be immediately and completely vacated in accordance with school policy.

• Fire Safety Equipment

Fire extinguishers are placed at strategic locations throughout classroom areas and in dormitories, and must only be used when there is a fire. Water should not be used to extinguish any fire near electrical fuse boxes or switches. Students should know the location of the nearest fire exits, extinguishers, and pull stations in all buildings. Tampering with fire extinguishers, fire hoses, smoke alarms, or any electric circuit breakers is a serious offense and subject to disciplinary action.

• Crisis Event

In a crisis event, a siren will be activated and students/employees will seek personal safety first and foremost. In an open area, students/employees will drop to the ground and hide if it is safe to do so.

Lockdown

If outside: Move into the closest building or safest area. Once inside, or if already inside, do the following:
- Lock doors
- Shut and lock windows
- Close blinds
- Get on the floor away from doors and windows
- Keep silent and make room appear vacant

In an emergency, once lockdown is established, no one may enter or leave the room until the all-clear signal is given by a civil authority or by a member of the Crisis Team, made up of administrators and headed by the dean of campus life and the dean of students.

NOTE: Do not respond to knocks or voices at the door.
Lockers
Each year, day students are assigned lockers by the Student Life Office. Locks are issued by the school. Students are expected to keep their lockers secure (not left unlocked) and the area around their lockers clean and neat. Students must use combination style locks and provide the combination to the Upper School Office for record keeping.

Lost and Found
The school is not responsible for articles lost or misplaced by students. The lost and found collection points are the Student Life Office and the athletic director’s office (for items left in an athletic area).

Transportation/Vehicles On Campus
Day students who wish to drive vehicles to school must follow the steps listed below to drive and park on campus at the time they register their vehicle. These arrangements must be renewed each year. Students must park only in assigned stalls. Boarding students: Please refer to Residential Life “Vehicle Policy” on page 99.

• Accessing Vehicles on Campus During the Academic Day
HPA is a closed campus. Students may not leave campus until their last commitment has been met, including their after-school activity or sport (exceptions noted below). In the interest of safety and security, the Day Student Parking Lot and the Senior Parking Lot will be off limits during the academic day with the following exceptions:

Once on campus and parked, students are to leave their vehicle locked. Students may not go back to their vehicle, or another student’s vehicle, until the end of their academic commitments.

Should a student need to enter his/her vehicle, or another student’s vehicle, during the academic day, s/he needs to seek permission from the dean of campus life, the assistant director of student life, or his/her teacher.

Parents who want their child to leave campus prior to their child’s last commitment must follow the sign-out procedures by calling Upper School Office and stating their name, the student’s name, and the time and purpose for the off-campus travel. Permission to leave campus for the reasons stated will be at the discretion of the dean of campus life.

• Annual Vehicle Registration
All student vehicles must be registered annually with the Upper School administrative assistant on the first day the vehicle enters school property. A copy of the following must be presented to the Upper School administrative assistant at the time of registration (a copy will be made and originals returned to the student):
- Hawai‘i Driver’s License
- Current insurance card
- Current safety check
- Current vehicle registration

After the above items are received, the Upper School administrative assistant will issue a parking decal and an electronic vehicle tag. While the vehicle is on school property, the parking decal must be displayed at all times on the back of the rearview mirror, left side. The school’s Maintenance Department will affix the electronic vehicle tag to the student’s vehicle. There is a $35 charge for a lost electronic vehicle tag. Approved vehicles may park in any numbered stall in the Day Student Parking Lot. Those seniors who are allowed to park in the upper lot above the classrooms will be assigned stalls.

• Driving Rules
- At all times on campus, drivers should be alert for pedestrian traffic and small children playing near roadways.
- Students may drive only in authorized areas at safe speeds and within the school speed limit of 10 mph.
- Students are not allowed to drive on the campus above the Day Student Parking Lot with the exceptions of seniors who have been assigned a parking space above the classroom area.
- Students must park their vehicles in the Day Student Parking Lot in their assigned numbered stall.
- Parking in guest spaces is prohibited.
- Leaving vehicles on campus after 6 p.m. without notifying the Upper School Office administrative assistant or campus security can result in loss of campus driving/parking privileges.
- Motorcycles and mopeds are prohibited.
- Students are not permitted to travel in the back of pickup trucks on campus, or off campus at school events. Severe injury can result.
- Students who drive with students passengers must be certain that their passengers have proper permission from parents and the school. Boarders must have permission from their residential dorm head or the dean of students.

• Driving Violations
Day students can have their driving privileges revoked and face serious consequences if they engage in any act that, in the opinion of school officials, constitutes reckless behavior or that puts their safety or the safety of others at risk.

• Students Driving Boarding Students
Day students are not permitted to transport any boarding student unless the Upper School Office has obtained all parental permissions and the residential life sign-out requirements have been satisfied.
Dress Standards

• Personal Appearance

Students are expected to be well groomed and appropriately dressed at all times. Day students should arrive on campus in proper dress standard attire in plenty of time to meet their first commitment.

• School Day Dress

School day dress must be worn throughout the school day unless the student is in the gymnasium or dormitory. The school reserves the right to turn away any student who is not properly attired.

• Unisex HPA School Day Dress Code

- All clothing must be free from profanity, alcohol and drug, and sexual references.
- All clothing must be free from holes, alterations such as tearing, cropping, fringing, and must not be frayed.
- All clothing should be modest, tasteful, respectful.
- Shirts must have at least three-inch sleeves. For girls, tasteful sleeveless blouses with three-inch neck to shoulder width minimum and no form-fitting tank tops. For boys, all shirts must have sleeves, with a minimum of three inches shoulder to arm.
- Tailored shorts, athletic shorts, board shorts, dresses, and skirts must meet a minimum of midway between the hip and the knee.
- Midriffs and backs must be covered at all times.
- Yoga, sweat, and pajama pants are not permissible.
- Leggings, if worn, must be worn underneath shorts or skirts that meet the minimum length requirement aforementioned.
- Hats must not be worn in any indoor area on campus with the exception of the gym during sporting events, and while working lunch duty in the dining hall.
- Footwear is required in all buildings except the Ko Kīkō Student Union.

• Formal Dress

BOYS:

- Suits or sport coats with dress slacks
- Dress shirts with tasteful neckties or dress turtleneck shirts
- Leather dress shoes or boots that are clean and in good condition
GIRLS:
- Muʻumuʻu
- Dresses
- Slack ensembles
- Dress shoes or leather sandals

• Casual Dress
- Casual dress may be worn only after 3:15 p.m. on school days and on free days.
- Students must wear beach cover-ups over bathing suits when in the administrative buildings, dining hall, library, or in town.

• Convocation Attire (Formal/Aloha Dress)

BOYS:
- Aloha shirts (tasteful print)
- Slacks or dress pants (secured with belt at the waist); no jeans or cargo pants
- Closed-toe dress shoes

GIRLS:
- Muʻumuʻu (no spaghetti straps, bare shoulders, or low-cut bodices)
- Skirts (knee length)
- Aloha shirt or blouse (tasteful print—no spaghetti straps, bare shoulder, or low-cut bodices, or bare midriffs)
- Slacks (dress slacks)
- Closed-toe dress shoes or sandals (no rubber-type sandals or slippers)

• Baccalaureate Attire

MALE GRADUATES:
- Suit coats
- Formal shirts buttoned at the neck and snugly tied dress ties
- Dress slacks
- Dress shoes (no sneakers or flip flops)
FEMALE GRADUATES:
- Dresses
- Shirts and dress blouses or slacks and formal blouses in compliance with outlined dress standard for school
- Dress shoes (no sneakers or flip flops)

• Commencement Attire

MALE GRADUATES:
- White pants (ordered through school)
- Long-sleeved, white dress shirts with a buttoned front (not placket type with two or three buttons at the top)
- Red sash (provided by school before commencement; measurements are taken during the senior class meetings to prepare one for each male)
- Bare feet

FEMALE GRADUATES:
- Holomuʻu (dresses must follow the outlined dress standards; selected by class students and ordered through school)
- Bare feet

Safety
HPA is committed to providing an environment in which all individuals, including students and employees, are safe. We also are committed to providing an environment that is conducive to learning. Therefore, HPA will not tolerate any behavior that threatens the emotional or physical safety of a student or employee that unreasonably interferes with their learning or work environment.

Threats that are reported to the school that are made to an HPA student or employee, or by an HPA student or employee, will be investigated immediately by the dean of campus life using our Harassment Protocols. Using the designed protocol, the school will determine appropriate action on a case by case basis, which might include counseling, suspension, dismissal from school and/or involving law enforcement officials.

Behaviors that are deemed to be bullying, harassing, or any other behavior that is designed or intended to make someone feel embarrassed also are in violation of school rules and will be investigated immediately.
• **Campus Boundaries**

Students must remain within the physical boundaries of the campus and may not trespass onto adjacent lands without receiving permission. Access to Parker Ranch-owned or leased land (DLNR) from HPA’s property may be granted by Parker Ranch and a permit received when proper protocols are followed and reasonable need to access the land is shown. To receive an online link to apply for access onto Parker Ranch Land, please see the dean of campus life. Two weeks minimum notice is needed to process the request.

**OTHER SPECIFICS:**

- Students may not cross fence lines and access the stream behind the tennis center.
- Students may not cross the fence lines and access the stream on the Kohala/Chapel side of our property.
- Students may not cross HPA fences into Parker Ranch land to access another property (personal property, Anna’s Pond, The Place).
- Students may not access the stream by Waiaka Cottages.
• Weapons On Campus

Carrying, bringing, using, or possessing any dangerous or deadly weapon, in any school building, on school grounds, in any school vehicle, or at any school-sponsored activity without the authorization of the school, is prohibited. This includes threatening to bring a weapon on campus. Violation of this policy shall result in immediate and swift action by school officials, which may include expulsion.

An exception to this policy may be made for students participating in an authorized part of the curriculum, or in any organization permitted by the school to use its premises. Requests for exceptions are granted by the dean of campus life.

Any student who brings a firearm or weapon to school, or who otherwise violates this policy may be referred to law enforcement officials for prosecution or other appropriate action in the criminal justice or juvenile justice system.

Deadly or dangerous weapons include, but are not limited to, firearms, ammunition, deadly or dangerous weapons, switchblade knives, butterfly knives/swords, click knives, daggers, black-jacks, slugshots, billy clubs, brass/metal knuckles, martial arts stars, and nunchakus.

Tobacco/Vaping Devices

HPA is a smoke free/vape free campus. Tobacco, vaping devices and vaping liquids are prohibited. Hawai‘i State Law makes it illegal for persons under the age of 21 to possess tobacco products, including vaping devices and products. Students found using or in possession of tobacco products, including electronic smoking devices (ESD) and “vapor” items, will be subject to discipline.

Drug/Alcohol Policy

Please be advised that the following policies, rules, and regulations apply to the possession or use of marijuana or other illicit substances (e.g. alcoholic beverages, otherwise legal substances used in an injurious or unhealthy manner) that also might be referred to as “contraband.”

1. An HPA student who self-discloses to the dean of campus life or the dean of students the use of a substance BEFORE that particular student has been identified by administration officials for urinalysis or other drug testing, will be given a chance to remain at HPA. This chance will be extended provided that the student complies fully and successfully with any treatment or counseling which the school will arrange (at the family’s expense) and, provided further, that the student successfully completes such period of probationary enrollment as the school may determine to be appropriate. This is our “One Chance Policy.”

2. A student who has availed herself/himself of our One Chance Policy and then later possesses or uses contraband on campus will either be dismissed from school or, depending on the facts and circumstances of the case, be permitted to withdraw in lieu of dismissal.

3. A student who, without any previous One Chance Policy involvement, is discovered for the first time to be using or possessing contraband on campus will be dismissed for a minimum of one semester. Depending on the facts and circumstances of the case, the student may be extended the
opportunity to reapply for admission, provided that the student has successfully complied with such terms and conditions as were imposed at the time of the student’s separation from HPA. If readmitted, the student’s status will be probationary until the student is advised otherwise.

4. A student found to be distributing contraband, or who has possession, custody, or control of contraband with the intent to distribute, will be dismissed permanently without any opportunity for withdrawal or re-enrollment in the future.

5. Any student possessing contraband or using paraphernalia, contraband residue in any amount, or any compound or agent designed to mask the use of contraband will be subject to severe punishment as determined on a case-by-case basis by the head of school or the administrative team following the receipt of a report from either the Honor System or the Citizenship System or an administrative panel convened to weigh the facts and develop a dispositional recommendation.

6. Concerning the terms “probationary status” and “probation,” they can have varying definitions from school to school. Here at HPA, being on probation means that, if a student commits a major Citizenship or Honor offense or accumulates such minor offenses that, in the opinion of school officials, call into question his/her fitness to remain as an HPA student, s/he will be subject to immediate expulsion without entitlement to any further procedure or hearing of any sort.

Pets on Campus

• Dogs/Animals

Students may not bring pets to campus without prior permission from dean of campus life. Permission may be granted when the purpose of having an animal on campus is relevant to an academic class, other school event or, if the animal is a qualified service animal (see definitions below). Service animal owners must present the necessary paperwork to the dean of campus life upon request, but preferably prior to visiting campus.

• Athletic Events

Dogs and other animals are not permitted on property during BIIF, HHSAA or community events unless specified in writing from the dean of campus life. This applies to groups renting facilities on campus with the exception being qualified service animals.

• Service Animals

A service animal is any animal individually trained to work or perform tasks for the benefit of an individual with a disability. The work performed by a service animal must be directly related to the handler’s disability.

Examples of Work or Tasks Performed by Service Animals:
- Assisting individuals who are blind or have low vision
- Alerting individuals who are deaf or hard of hearing to the presence of people or sounds
- Providing non-violent protection or rescue work
- Pulling a wheelchair
- Assisting an individual during a seizure
- Assisting individuals to the presence of allergens
- Retrieving items such as medicine or the telephone
- Providing physical support and assistance with the balance and stability to individuals
- Helping persons with psychiatric and neurological disabilities

• Green Zone Access for Animals

Dogs and other animals are not permitted on the track and field, in the seating area, or in the grassy perimeter areas adjacent to the track (indicated by green striped area on the map). For now, dogs are permitted in the Green Zone with our visiting walkers during Green Zone visiting hours, provided they are leashed at all times and fully under control and provided further that any excrement from an animal is bagged and removed without a trace left behind. We will continue to monitor this situation, and we respectfully reserve the right to alter our approach to dogs if circumstances suggest that modification—or even elimination—of this limited dog access policy is in the best interest of the school.
Upper Campus
GREEN ZONE Map

**GREEN ZONE COMMUNITY USE HOURS**

- **Weekdays:** 5 to 7:30 a.m.
  5:30 p.m. to sunset
- **Saturdays:** 5 to 7:30 a.m.
- **Sundays:** 5 to 10 a.m.
  3 p.m. to sunset.

**NOTE:** The Green Zone will be closed during school and community events.

| No dog zone. |  |

Kohala Entrance
Kohala Mountain Rd./Hwy. 250
(To Kohala & Hawi)

Rutgers Tennis Ctr.
Visitor Parking
(during community use hours only)

Waimea Entrance

![Map showing the Green Zone on the Upper Campus of Hawai'i Preparatory Academy](image-url)
Copyrighted Materials Policy

Purpose: To encourage students to be ethical and efficient users of information technology, and to uphold and encourage the integrity of the creative process, while abiding by the laws of the United States. Class assignments, assembly presentations, and entertainment projects: when creating multimedia works for the purpose of entertainment or class assignments needing mood or background music, presenters should use only their own creative audio files or appropriate works such as:

- Applications such as GarageBand
- Recordings of themselves
- Work licensed as “creative commons” or “copyright free” from the internet
- Copyrighted material that they have received permission to use from the copyright holder
- This applies to digital images as well
- Attribution or credit must always be given

Projects involving critique, review, discussion etc.: Students may incorporate short excerpts (up to 30 seconds) of copyrighted material into their multimedia presentations for the purposes of discussion, review, commentary, to stimulate interest, or critique. Attribution or credit must always be given.

• Teachers in the Classroom

Teachers are protected by exemptions in the classroom. They may, as described in the government copyright publication, Reproduction of Copyrighted Works by Educators and Librarians (www.copyright.gov/circs/circ21.pdf), make multiple copies for classroom use, and use copyrighted materials for classroom presentations as long as it is direct instruction and not simply for the purposes of entertainment.

Dismissed Students

Dismissed students (or those who withdraw in lieu of dismissal) are not permitted to return to campus for any reason other than for publicly-held events. In the interest of safety, dismissed students may also be denied access to campus during public events. Permission from the dean of campus life is necessary for exceptions. Sections of campus open to the public are confined to the gym, playing fields, swimming pool, tennis courts, and theatre. This prohibition extends to school events such as the prom, community service programs, and all other such school-sponsored events. Those who violate this provision may be considered to be trespassers and may be referred to the appropriate legal authorities.

Search and Seizure of Lockers, Backpacks, and Computer

Since the school is responsible for the safety of all students, the school reserves the right to conduct searches at any time, and for any reason. This reservation of right includes automobiles, rooms, lockers, backpacks, computers, personal electronic devices (e.g. cell phones, media players), and other areas, items, or containers.
Information Technology

HPA has an extensive computer network and maintains more than 200 computers that provide access to software, the internet, email, servers, and printers. Every student must read the HPA Acceptable Use Policy prior to receiving an account on the HPA network. Student email and internet use are subject to regular monitoring. School computers are for educational use only. Playing games, surfing the internet for recreational purposes, or “chatting” are inappropriate uses of the school’s computers during the academic day or during evening study hall.

As an educational community, computer technology brings numerous benefits to a student’s education. In the best interest of all students and to provide the maximum benefit to each of them, the following guidelines have been established for computer use:

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

The effective operation of the computer network and its resources relies upon the proper conduct of the end users who must adhere to strict terms and conditions. These terms and conditions are provided here so that you may become aware of the responsibilities you are about to assume. The use of Hawai‘i Preparatory Academy’s (hereafter, HPA) computing facilities/resources and the internet is a privilege, not a right. If a user violates any of these terms and conditions, disciplinary action and/or legal action may be taken.

• Terms and Conditions

1. Acceptable Use: HPA is providing Gmail accounts, internet access and network student accounts on the physical and wireless network to support the curricular goals of the school. HPA employs the use of an internet filter as a technology protection measure pursuant to the Children’s internet Protection Act. The filter may not be disabled for use by students or other minors for any reason. (20 U.S.C. Sec. 6777 47 U.S.C. Sec. 254) Students should never use proxies or other means to bypass this filter. Students who bring devices with their own internet service plans still fall under the guidelines and expectations in this policy while on campus. Use of HPA’s computing facilities/resources and use of the internet must be consistent with the educational objectives of the school.

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

- That promotes violence or advocates destruction of property (including, but not limited to, information concerning the manufacturing or purchasing of destructive devices or weapons) that is not related to HPA education objectives.

- That contains pornographic, obscene or other sexually oriented materials, either as pictures or writings, that are intended to stimulate erotic feelings or appeal to prurient interests in nudity, sex, or excretion.

- That harasses, threatens, demeans, or promotes violence or hatred against another person or group of persons with regard to race, color, sex, religion, national origin, age, sexual orientation, marital status, disability or handicap for personal profit, financial gain, advertising, commercial transaction or political purposes.
- That plagiarizes (copies the work of another without express consent).
- That uses inappropriate or profane language likely to be offensive to others in the school community.
- That is knowingly false or could be construed as intending to purposely damage another person’s reputation in violation of any federal or state law, including but not limited to U.S. copyrighted material and material protected by trade secret that contains sensitive personal information about themselves or others, including information protected by confidentiality laws using another individual’s internet or electronic communications account without written permission from that individual.
- That impersonates another or transmits through an anonymous remailer.
- That accesses fee services without specific permission from the system administrator.
- Students also are prohibited from storing the following on any MPI computer or within their network accounts: programs/software/executable files, games, and music/video files (unless they are original work or A/V clips being used as part of a school project).

2. Digital Media: The use of digital media (e.g., smart phones, iPad cameras, camcorders, scanners, etc.) on campus, whether owned by the school or the student, should be limited to academic use only.

Camera Devices: Camera devices may not be used:

- To photograph another person who has a reasonable expectation of privacy without the person’s prior knowledge and consent.
- In a way that would violate another person’s copyright.
- To harass, intimidate, or bully another person or to invade another person’s privacy.

Portable Storage Devices: The use of portable devices that store information (USB flash drives, external hard drives, etc.) should be limited to legal, appropriate use on campus. It is illegal to move copyrighted material between devices – this includes music, applications, video, and more. Students should check with the Information Technology (IT) Department before moving questionable files to or from the HPA network.

File Sharing: The use of Web Publishing, FTP, Email Server or Peer-to-Peer outside of approved academic sites is prohibited. Students who wish to publish their material or make files public may do so with the IT Department’s permission. This includes, but is not limited to, personal laptop computers or portable entertainment consoles using the campus network.

Games: Campus computers and the network may not be used for playing computer games, unless ruled academic or appropriate by faculty and approved by the IT Department.
Software/Systems: Students may not attempt to modify the campus computers, mobile devices, or network facilities, or attempt to disrupt campus systems. Tampering, modifying, or installing any software other than the applications that are pre-installed is forbidden, unless allowed by an IT Department specialist. Tampering or modifying protections or restrictions placed on campus computer applications or files is prohibited.

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

4. Etiquette: HPA expects students to behave as appropriate digital citizens. Curriculum, class meetings, and homeroom discussions will facilitate digital citizenship development. Students are expected to abide by the generally accepted rules of computing, network, internet etiquette, and those outlined in the Responsible Use for Digital Citizens at HPA section. Breach, disregard, or violation of this policy may result in disciplinary action as stated in this student handbook.

5. Representation: Members of the HPA community must remember that when telecommunicating with individuals, groups, or institutions, one does so as an individual. Do not present your views, ideas, questions, or actions as representing HPA without specific permission from a dean, supervisor, principal, or other administrator. Remember to make it clear that your communications represent you and not the institution.

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

7. Security: Security on any computer system is a high priority, especially when the system involves many users. If you feel you can identify a security problem, you must notify a system administrator and not demonstrate the problem to other users.

In addition, students shall not:
- Use another person’s password or any other identifier
- Gain or attempt to gain unauthorized access to computers or server/networking systems
- Read, alter, delete or copy, or attempt to do so, electronic communications of other system users

8. Vandalism: Vandalism will result in cancellation of privileges, school disciplinary action, and/or legal action. Vandalism is defined as any malicious attempt to harm or destroy hardware, software, or data of the school or of any other user on the internet. This includes, but is not limited to, the downloading, creation or uploading of computer viruses. If equipment is damaged in the course of on- or off-campus use, students assume responsibility for any repair or replacement costs if their use has been determined to be inappropriate.
9. **Personal Technology** (includes, but is not limited to, laptops, gaming devices, netbooks, smartphones, iPods, iPads, wearable computers, etc.): All student-owned devices used on campus must conform to the guidelines stated in this policy. This applies to both campus internet access and any the student may be able to use through their own service plan.

**Failure, Repair, and Replacement of HPA-Issued Loaner Equipment**

HPA-owned devices should never be taken to another repair center for servicing. Any issues with equipment failure should be reported to HPA’s IT Department. Please email ithelp@hpa.edu or call 808-881-4010.

Students agree to take reasonable and prudent care to keep the device secure and safe from the date students are issued the loaner device until the device is returned to HPA. The device should be returned as close as possible to the condition in which it was received.

Parents/Guardians will be held responsible for ALL damage to an HPA-owned device in their child’s possession including, but not limited, to: broken or scratched screen, damage to the exterior shell, damaged buttons, inoperability, etc. Repair cost will be assessed on a case-by-case basis. Should the cost to repair exceed the cost of purchasing a new device, the parent/guardian will pay for the full replacement value of the device. Lost items such as chargers and cables will be charged the actual replacement cost.

Students agree to report any damage that affects the functionality of, or loss of, the loaner device immediately to HPA’s IT Department.

In the event a loaner device is damaged, the device shall be returned to HPA’s IT Department to expedite any necessary repairs.

If a device is lost, please contact HPA’s IT Department immediately, and staff members will attempt to locate it.

If a device is stolen, this event should be immediately reported to HPA’s IT Department or the dean of campus life.

Parents/guardians and student are responsible to the school for the total replacement cost of a lost or stolen loaner device while the device is in the possession, custody, or control of the student.

If damage to the HPA-owned device or any other equipment checked out under the care of students is intentional, or the student shows negligence, parents/guardians will be responsible to the school for the entire cost of the equipment. Further disciplinary action may be taken by the school.

**• General Bring Your Own Device (BYOD) School Usage and Practice**

The following is a list of general expectations that students and parents need to be aware of:

- Your device must be fully charged for the first class of the school day. The expectation is for students to utilize their device for the entire school day without having to charge its battery.
- Students are only to be using their devices for education purposes during class time.
- Downloading of apps and materials should be done at home.

- Student devices need to have all required class materials downloaded and installed prior to the beginning of class.

- Student devices should be put in backpacks prior to leaving any class.

- Student devices should be in backpacks when arriving to class.

- Students are expected to keep lockers and locker combinations private, as this could lead to loss and/or theft of the device.

- Any teacher/faculty/administrator at any time can ask to view a student’s device.

- Students are to use one’s own personal device or a school-issued loaner. Using another student’s device can be viewed as theft.

- If a student finds an unattended device, s/he should immediately turn it in to the IT Department or, if found after hours, turn it into one’s dorm parent or the Upper School Office.

- Students who lose their device should go to the IT Department to report the loss.

- Teachers are permitted to have students use the devices in their classes in the best way such usage fits within their curriculum.

- Digital citizenship will be a topic woven throughout our BYOD rollout, chapel, class meetings, workshops, advisories, and each class.

- Do not remove any HPA decals or tags from HPA loaner devices or other equipment.

**Google Apps for Education Guidelines**

This section addresses Hawai’i Preparatory Academy’s guidelines for the use of the Google Apps for Education (GAE) and other Google services that are not covered under HPA’s Google Apps for Education agreement, henceforth called Google Services. HPA provides its students, faculty and staff GAE to support the educational and administrative activities of the school, and to serve as a means of official communication by and between users and HPA.

GAE services fall under the Google Apps for Education agreement and do not require users to agree to separate terms of service (TOS) or privacy policy. GAE services include the following: Calendar, Drive, Gmail, Sites, Contacts, Sync, and Talk. GAE services are subject to change. GAE Terms of Service can be viewed here: [https://www.google.com/apps/intl/en-GB/terms/education_terms.html](https://www.google.com/apps/intl/en-GB/terms/education_terms.html).

**Other Google Services**

HPA students accessing other Google services should be aware that this functionality is not covered under our GAE agreement, but they are turned on for students in grades 6 through 12 to use. These services currently include the following apps listed below, however the list is subject to change.
Policies and Procedures


All HPA students utilizing these other Google services should be aware that user and content data may be collected, consolidated, and used by Google as permitted under their current Terms of Services (TOS). Please check each service’s TOS before using them to ensure you understand what they are.

• Usage

To use any Google service as provided by HPA, all users must be aware of, agree to, and adhere to the following:

- All students will be assigned a username@hpa.edu email account. Students are responsible to use good behavior and judgment online. Teachers will address learning how to be good digital citizens in the classroom and at home.

- When utilizing any GAE and/or Google service, you are bound by the policies set forth in this AUP document. Teachers may require students to use certain applications for educational purposes. Students under the age of 13 must have parental consent to access and use such applications.

- As stated, anyone in the HPA community utilizing school resources acknowledges that HPA has the ability to monitor, use, and disclose their data to appropriate authorities.

- Google Apps for Education and other Google services are to be used for HPA educational purposes only.

• Applications and Services Outside of GAE and Google Services

From time to time, faculty will ask students to download and/or sign up for apps or services outside of Google Apps for Education and Google Services. Faculty members are responsible for informing parents and student as to the specifics for each app and/or service. If the Terms of Service require parental permission, a permission form will be sent to the parent to request authorization to allow students to use the app/service.

• Responsible Use for Digital Citizens at HPA

HPA believes that technology plays a critical role in supporting and guiding student learning and meeting the wide range of student abilities, interests, backgrounds, and needs on our campus. The purpose for the Responsible Use Policy is to foster and support creativity and innovation in the pedagogical shift from a traditional teaching model to guiding, facilitating, exploring, and infusing technology to meet the needs of learners. Additionally, the Responsible Use Policy establishes and maintains guidelines and procedures for appropriate technology utilization and infusion across
the campus by students, faculty, staff, and administration. These procedures allow for planning and evaluation to more effectively prepare students for the transition from school to college, and to improve the operations of HPA.

*Respect Yourself.* I will show respect for myself through my actions. I will consider the information and images that I post online and will not post personal information about my life and experiences.

*Protect Yourself.* I will ensure that the information I post online will not put me at risk. I will not publish my personal details, contact details, or a schedule of my activities. I will report any inappropriate behavior directed at me and will protect passwords, accounts, and resources.

*Respect Others.* I will show respect to others. I will not use electronic media to flame, bully, harass or stalk other people. I will show respect for other people in my choice of websites, I will not visit sites that are inappropriate and will respect my rights of access.

*Protect Others.* I will protect others by reporting abuse, not forwarding inappropriate materials or communications; and not visiting sites that are degrading, pornographic, racist or inappropriate.

*Act With Integrity.* I will cite sources for media and information. I will purchase, license and register all software. I will purchase my music and other media, and only use it for my personal needs.

*Protect Intellectual Property.* I will protect intellectual property by purchasing, licensing and registering all software and by purchasing my music and other media while refraining from distributing these in a manner that violates their licenses.

Breach, disregard, or violation of this policy may result in disciplinary action, as stated in the student and faculty handbooks.

• **Social Media and Personal Electronic Devices (PEDs)**

  When used properly, various social media outlets and the PEDs that connect students can be helpful tools of communication. Except in limited or egregious circumstances, HPA does not monitor how social media outlets and PEDs are used by students in communicating with each other or about themselves. However, if an inappropriate use of social media is identified, the school will respond.

• **WiFi in Residence Halls**

  All residence halls have WiFi access for students during the day and throughout study hall. WiFi access will be shut off after lights-out times to ensure that our students are getting proper rest.

  Students are not allowed to use personal routers in the dormitories. When too many routers are present in a given area, the school’s network capacity is slowed overall. Users who are using the most bandwidth will have their speed intentionally throttled when HPA’s internet is near maximum capacity. Students are encouraged to speak to their dorm heads and the IT department if they are having trouble connecting.
Harassment Policy

Every student has the right to attend school free from harassment and where he/she may enjoy all aspects of his/her educational experience. HPA is committed to providing a respectful learning environment free from any discrimination, intimidation, hostility, or abusive conduct that interferes with a student’s ability to learn.

This policy governs the conduct of a student towards another student, a student towards an employee, and an employee towards a student. Harassment is a form of discrimination that subjects a person to offensive or unwelcome behavior based on sex, gender, race, national origin, color, ancestry, religion, age, sexual orientation, disability, military service, or any other protected status under the law.

Any form of student discrimination and harassment will not be tolerated. All formal or informal verbal or written complaints of discrimination, harassment, and hazing will be investigated promptly, and any student found to have discriminated, harassed, or hazed another student or staff member will be disciplined. Consequences depend on the severity of the violation and range from verbal warnings to immediate dismissal.

• Discrimination, Harassment, Hazing, Bullying, and Threatening Behaviors

The following is a list of behaviors that the HPA community considers to be of a harassing, bullying, hazing, discriminating and/or threatening nature. Such behaviors are not limited to this list. The HPA community has made a commitment to helping all members understand what bullying behaviors are and stopping them before they escalate. We define bullying as any hurtful, negative behavior that is done deliberately and repeatedly even after the victim has asked the bully to stop.

PHYSICAL AGGRESSION
- Pushing, shoving, spitting, kicking, hitting
- Destroying/defacing property
- Stealing
- Physical acts that are demeaning and humiliating (e.g., de-panting)
- Locking in a closed or confined space
- Physical violence
- Threatening with a weapon
- Inflicting bodily harm

SOCIAL ALIENATION
- Gossiping
- Embarrassing others
- Spreading rumors about any individuals or groups
- Making ethnic slurs
- Teasing or joking about sexual orientation
- Excluding anyone from a group
- Setting up individuals to take the blame
- Publicly humiliating
- Social rejection
- Manipulating social order that results in rejection
- Malicious rumor mongering
- Threatening others with total isolation by peer group
- Using online and/or social media sites, and/or other forms of electronic communication to do any of the above

**VERBAL AGGRESSION**
- Mocking, name calling, dirty looks, taunting
- Teasing about clothing or possessions
- Teasing about appearance
- Teasing about heritage, religion, or sexual orientation
- Making intimidating phone calls
- Verbal threats of aggression against property or possessions
- Verbal threats of violence or inflicting bodily harm
- Verbal threats of aggression using video and sending over social media sites or directly to a person

**INTIMIDATION**
- Threatening to reveal personal information
- Writing mean-spirited notes or drawings
- Publicly challenging someone to do something dangerous or inappropriate
- Defacing property or clothing
- Borrowing possessions without permission
- Taking possessions
- Threatening to do something harmful unless money is received (extortion)
- Threats of using coercion against family or friends
- Coercion—compelling someone to do something using threats
- Threatening with a weapon
- Using online and/or social media sites, and/or other forms of electronic communication to do any of the above

RACIAL AND ETHNIC HARASSMENT
- Joke telling with racial or ethnic targets
- Exclusion due to ethnic or cultural group membership
- Racial or ethnic slurs, put-downs
- Verbal accusations, insults
- Public humiliation
- Destroying or defacing property due to ethnic or cultural group membership
- Physical or verbal attacks due to group membership
- Using online and/or social media sites, and/or other forms of electronic communication to do any of the above

HAZING
- Requiring new members to perform unnecessary, inhumane duties not assigned to existing members
- Required calisthenics such as sit-ups or push-ups, or other forms of physical exercise that are not a part of athletic or student activity programs
- Sleep deprivation
- The assignment of meaningless and sometimes impossible tasks
- Required “greeting” of members in a specific manner when seen on campus
- Required carrying of certain items
- Required walking in groups to class, the cafeteria, etc.
- Restriction of communication
- Personal servitude or chores
- Lineups for the purpose of interrogating, demeaning, or intimidating
- Wearing of embarrassing or uncomfortable clothing
- Assigning pranks such as stealing, painting objects, or harassing other students or student groups
- Forced confinement
- Total or partial nudity
- Compelled sexual activity
- Pushing, shoving, tackling, or any other physical contact
- Forced consumption of any liquid or food
- Paddling or whipping
- Branding, cutting, labeling, or shaving parts of the body
- Using online and/or social media sites, and/or other forms of electronic communication to do any of the above

• How to Report Harassment

Any student who feels victimized by harassment, hazing, bullying or abuse or who is concerned about such behavior is encouraged to report the incident to the dean of campus life, Mr. Mark Noetzel. Students may also wish consult with other trusted adults on campus, such as a teacher, dorm head, counselor or administrator.

All alleged victims are encouraged to advise the alleged harasser that they find such behavior to be unwelcome and objectionable. It is highly recommended that this conversation be witnessed by a trusted third party.

One method for students who wish to report harassment anonymously is to do so through the STOPit app. To use STOPit, download the app or go to the website: https://appweb.stopitsolutions.com/, and enter the access code: kamakani.

It is important to include as much information as possible so that a thorough investigation can be completed. Any reports that come in via STOPit will be received by the dean of campus life and the dean of students and followed up on with necessary action, including a statement of receipt of the report. Reports made after regular school hours may not be responded to until the following academic day. If students have an immediate concern or emergency, they should call 911 or tell any trusted adult.

• Procedures for Investigating Complaints of Discrimination, Harassment, Hazing, Bullying and Threatening Behaviors

All formal and informal (verbal or written) complaints of discrimination, harassment, hazing, bullying or threatening behaviors, with the exception of sexual harassment, shall be investigated by the dean of campus life and/or the dean of students. Upon being notified of a complaint – the school administrator leading the investigation will:
- Inform the parents of all parties of the investigation and its purpose
- Consult with school personnel that may be involved directly or indirectly (teachers, coaches, staff, administration)
- Interview all parties directly involved
- Determine the seriousness of the actions and recommend appropriate action to consider which may range from demerits or suspension, to expulsion from school

• Informal Resolution

On occasion, an alleged victim of harassment might not want to file a formal complaint as it might be enough just to talk to the alleged harasser in order for the harassment to stop. In such a situation, informal resolution may be an option.

Informal resolution can take the form of telling the alleged harasser to stop the behavior and why; i.e., that the alleged victim finds such behavior to be unwelcome and objectionable. Or, the alleged victim may choose to write a letter to the alleged harasser which includes:

- A description of the harassing behavior
- How the behavior made the alleged victim feel
- The consequences the alleged victim is experiencing as a result of the behavior
- A request that the alleged harasser stop the behavior

The alleged victim should make two copies of the letter; one for him/herself and the other to be given to the alleged harasser in a private conference, with the support and presence of a counselor, administrator, or dean of campus life.

Sexual Misconduct Policy

HPA does not tolerate sex discrimination or sexual misconduct in any form by any member of our community, and will take immediate and appropriate action to prevent and correct behavior that violates our policies. Prevention of sexual harassment and sexual violence enhances the learning environment for all students, and all members of the community are strongly encouraged to report any and all incidents.

• Sexual Harassment

Sexual harassment is a specific type of harassing behavior. It is defined as any type of uninvited or unwanted conduct directed toward another individual because of his/her gender or sexual orientation. Sexual harassment is not flirting or dating behavior. Instead, it is an assertion of power of one person or group against another person or group.

Sexual harassment can include unwanted verbal or written sexual statements, sexual advances, name-calling, and graffiti. The conduct may occur in person or via cell phones or the Internet.
Examples of sexual harassment can include, but are not limited to, the types of behaviors listed below:

- Sexual or dirty jokes
- Conversations that are too personal
- Jokes about sexual orientation
- Howling, catcalls, whistles
- Leers and stares
- Wedgies (pulling underwear up at the waist)
- Repeatedly asking someone out when he or she is not interested
- Spreading sexual rumors
- Pressure for sexual activity
- Flashing, mooning or showing pictures of a sexual nature
- De-panting
- Bra-snapping
- Obscene gestures and/or displaying of sexual innuendos
- Cornering, blocking, standing too close, stalking
- Sexual assault and attempted sexual assault
- Unwanted touching or contact
- Sending nude and/or sexually explicit materials
- Texting, emailing, messaging, or cyber-bullying through social networking sites, and/or other electronic means that involve any of the above behaviors

• Consent

It is important that all students do not make any assumptions about consent. Relying solely on nonverbal cues and communication can lead to misunderstandings. Any confusion or uncertainty should be clarified verbally, and the person’s willingness to continue should be confirmed. If consent is withdrawn or not given, the sexual activity must stop immediately. “No” means “no” in any sexual encounter. Prior consent does not mean that consent must not be issued each time or for any other sexual acts.

Reporting Sexual Misconduct

Students who believe they have been victims of sexual misconduct should seek help immediately from their parents, and/or a trusted adult on campus. Students should call 911 if they need or witness a need for immediate police and/or medical attention.
All students, teachers, and parents are strongly encouraged to report any and all incidents or suspected incidents to assistant director of life, Mrs. Sarah Schorn. Mrs. Schorn has been designated by the school as the primary contact at the Upper School for sexual misconduct prevention and response. Reports can also be made to the school counselors, the dean of campus life, the dean of students, advisors, or any other trusted adult on campus. Contact information for these resources can be found below:

Mrs. Sarah Schorn  
Assistant Director of Student Life  
Office Location: Counseling Center  
Office Number: 808-881-4005  
Cell: 808-343-6259  
Email: sschorn@hpa.edu

Mrs. Crystal Sebastian  
Upper School Counselor  
Office Location: Counseling Center  
Office Number: 808-881-4011  
Cell: 808-937-1904  
Email: csebastian@hpa.edu

Mr. Steve Furchner  
Upper School Counselor  
Office Location: Counseling Center  
Office Number: 808-881-4011  
Cell: 808-640-4441  
Email: sfurchner@hpa.edu

Mr. Mark Noetzel  
Dean of Campus Life  
Office Location: Science Building  
Office Number: 808-881-4053  
Cell: 808-640-6236  
Email: mnoetzel@hpa.edu

Mr. Fred Wawner  
Dean of Students  
Office Location: Student Life Center  
Office Number: 808-881-4290  
Cell: 434-962-5517  
Email: fwawner@hpa.edu

Student Resources for Sexual Misconduct

Students who are victims or witnesses of sexual harassment, misconduct, and assault have access to numerous services and support, including:

- The filing of a report about an incident with the school
- Medical services, such as trips to the hospital, and access to contraceptives
- Counseling services, including school counselors or outside counselors
- Access to local support groups

Students are always welcome to come and speak to a counselor and/or Mrs. Schorn if they need to talk to someone. Because sexual misconduct can include a broad range of behaviors, and is often perpetrated by persons known to the victim, it can sometimes be difficult to determine if sexual misconduct took place. If students are confused by an incident or experience, the counselors and Mrs. Schorn are always available to support and provide information.
• Additional Resources

At times, students may want to speak with adults outside of HPA. There are several national and local resources for victims of sexual assault listed below. If a student requires transportation for visits for an off-campus sexual assault resource, transportation can be arranged through Mrs. Schorn or the Counseling Center.

NATIONAL:
National Sexual Assault Telephone Hotline: 1-800-656-4673
Rape, Abuse & Incest National Network (RAINN) Hotline: 800-656-4673
National Teen Dating Abuse Helpline: 866-331-9474

LOCAL:
Child and Family Service - West Hawaii: 808-323-2664
YWCA 24-hour Sexual Assault Hotline: 808-935-0677
Kapiolani Sex Abuse Treatment Center Hotline: 808-524-7273

• Information to Report

Students may report sexual misconduct verbally or in writing. When reporting, students are asked to include as much information and details as possible, including:

1) A description of the event
2) Location(s) and date(s) of occurrence(s)
3) The number of occurrences
4) The names of any witnesses or students with possible information
5) Any documentation or other materials related to the event, including emails, social media exchanges, texts, or screenshots.

• Abuse Reporting

“Abuse” is defined to include sexual abuse, intentional physical injury, psychological injury, and exhibiting emotional symptoms resulting from consistent mistreatment or neglect, or physical injury by non-accidental means.

“Neglect” includes being abandoned, without proper parental care or control, subsistence, education, necessary for physical or emotional health where health has—or is likely to—suffer serious impact and deprivation is not primarily due to parent’s lack of financial means.
Students are encouraged to seek advice from a counselor or administrator should they know of (or hear of) a suspected abuse or neglect situation happening to another student (or themselves).

Employees are required under Hawaiʻi law to report any case of suspected abuse or neglect to the police and/or Child Protective Services. Any employee with any knowledge of suspected abuse or neglect should report it immediately to the dean of campus life or counselor so that appropriate reporting and necessary responsive action can be taken.

• **Anonymous Reporting**

Although students are encouraged to make reports in-person, students who wish to report sexual harassment and misconduct anonymously, may do so through the STOPit app or webpage. Reports should include as much evidence and details as possible, so that a thorough investigation can take place. To use STOPit, download the app or go to the website: https://appweb.stopitsolutions.com/, and enter the access code: kamakani. Any reports that involve sexual misconduct that come in through STOPit will be forwarded to Mrs. Schorn to determine further steps. Students can also leave anonymous phone messages on Mrs. Schorn’s extension at 808-881-4005.

• **Amnesty Rule**

Students are always encouraged to report cases of sexual harassment and misconduct, regardless of other school rule violations that may have occurred at the time of the incident. These violations may include the consumption of drugs and/or alcohol, or leaving campus without permission. If students are reporting sexual harassment and misconduct, the school has the discretion to forgive other rule violations. Use of alcohol or drugs does not make a sexual assault victim at fault.

• **Confidentiality Requests**

It is understandable that victims may wish to have their reports remain confidential. However, any HPA employee cannot promise absolute confidentiality to those who report sexual misconduct. The school will disclose such information with as much discretion as possible.

• **Incident Locations**

Regardless of whether an incident took place on or off campus, during school breaks, or weekends, HPA students are expected to follow all codes of conduct outlined in this handbook. Sexual misconduct occurring between HPA students will be investigated by the school, regardless of timing during the school year, or location.

• **Investigation Procedures**

The investigation may include (but is not limited to) interviews with the complainant, alleged target(s), alleged aggressor(s), and any other witnesses or individuals who may possess relevant information. The investigation may also consult with faculty, counselors, nurses, parents/guardians, or any other person deemed to have knowledge of the alleged incident. All actions
taken to investigate and resolve complaints through this procedure shall be conducted with as much confidentiality and discretion as possible, without compromising the thoroughness of the investigation.

A student who believes that s/he has been the subject of sexual harassment, or persons who have knowledge of any sexual harassment, should promptly report the incident(s) to Mrs. Schorn. A student may also report to a teacher, advisor, dorm faculty, an administrator that they feel comfortable with. Alleged victims are encouraged to bring a friend or parent with them to provide support.

In all incidents involving students, parents/guardians of the alleged victim and harasser will be notified of the charge. When appropriate, a parent conference will be scheduled.

An unbiased, investigation will be conducted by the school, with the steps outlined below:

1. A personal interview will be conducted with the alleged victim. An administrator and/or the student’s advisor may be present.

2. A personal interview will be conducted with the alleged harasser. An administrator or the student’s advisor may be present, if the alleged harasser is a student.

3. Personal interviews will be conducted with witnesses who were present at the time of the alleged incident, or who may have further information.

4. A report will be prepared by Mrs. Schorn or her designee based on all information gathered. The head of school may decide to appoint a three-member committee to review the report and recommend appropriate disciplinary action.

The school promises to impartially investigate complaints within 10 days of receiving the initial report. If law enforcement is involved, the school will not wait for law enforcement to complete an investigation. The school will reach a conclusion under HPA’s sexual misconduct policy and impose any appropriate disciplinary sanctions regardless of the status of any criminal investigation. Decisions will be reported directly to the families involved.

Students found to be in violation of the sexual misconduct policy may be subject to immediate disciplinary action up to and including, without limitation, any of the following:

- Verbal warning/reprimand
- Written warning/reprimand
- Required attendance at an informational session regarding sexual harassment
- Counseling
- Conduct probation
- Suspension
- Immediate expulsion
• **Investigation Confidentiality**

Information regarding any sexual harassment complaint shall be treated as confidentially as possible, consistent with the school’s legal obligations, taking into consideration the need to promptly investigate and the need to take disciplinary action if it is found that sexual harassment has occurred. Information obtained during the investigation will be given only to those individuals who are directly involved in decisions regarding the incident, or as otherwise required by law.

• **Prohibition of Retaliation**

Retaliation toward the alleged victim or witnesses is prohibited. Anyone who retaliates against an individual who reports, testifies, assists, or participates in an investigation proceeding relating to a complaint of sexual harassment will be subject to disciplinary action.

Retaliation may include, but is not limited to: any form of intimidation, reprisal, or harassment.

Submission of a sexual harassment complaint will not affect that individual’s grades or school activities in the case of a student, or employment in the case of an adult.

• **Cooperation with Investigation**

Students accused of sexual harassment, misconduct, and/or assault are mandated to cooperate with the school and participate in the investigation process. Those that fail to do so may be subject to suspension and/or expulsion.

Students that are named as witnesses or as possible persons that have additional relevant information, may also be interviewed.

HPA will not force a student victim to make a sexual misconduct report or participate in a school investigation or discipline process. The school, will, however, follow its mandatory reporting obligations, to the best of its ability, and will conduct an investigation if any sexual misconduct takes place, whether or not a student victim chooses to bring a sexual assault complaint or participate in the school’s investigation.

• **Interim Measures**

While an investigation is underway, interim measures may be put in place to protect the accuser. This may include a no-contact order between students, and the adjustments of schedules and/or living situations if the students are boarders.

• **Appeals Process**

If either party wishes to appeal a decision resulting from an investigation, the matter may be appealed in writing within five (5) days of the date of the decision using this appeals procedure:

1. The student or adult should submit in writing his/her request to appeal the decision to the head of school.
2. The head of school, or his designee, will communicate the head of school’s decision on the appeal within five (5) school days.

3. The head of school’s decision will be final and binding upon all parties involved.

Sexual Activity Between Students

• Sexual Intimacy

HPA recognizes that sexual intimacy is an important issue among teens, and is committed to providing education, counseling, and support services to help students cope with all aspects of sex, sexual activity, sexual orientation, birth control, gender identity, and relationships. However, any level of sexual intimacy can bring with it physical, psychological, and emotional challenges that can be overwhelming for students. Therefore, HPA does not endorse or condone sexually intimate activity among students and advocates postponing sexual intimacy until students are past adolescence.

When students are found engaging in sexually intimate behavior, responses may include, but are not limited to: conversations with the students involved by counselors or other school administrators, communication with student advisors, referrals to health professionals, parental notification, and depending on circumstances, possible disciplinary action.

It is important to note that some sexually intimate behaviors are in violation of state laws and the school is mandated to report such instances to state or local authorities. Students should note that the age of consent in Hawaii is 16 and students under the age of 16 are unable to give consent to sexual activity. Hawaii statutory rape law is violated when a person has consensual sexual intercourse with an individual under age 16. Close in age exemptions exist, allowing teens ages 14 and 15 to consent to partners less than 5 years older.

Students are encouraged to speak with a school counselor or nurse if they have questions about sexual intimacy and or sexual health.

• Inappropriate Public Displays of Physical Intimacy

In public, certain displays of affection (e.g., holding hands, walking arm-in-arm, quick kiss of greeting, etc.) between teenagers attracted to one another are to be expected and are appropriate. Other public displays of affection (e.g., walking with hands in the back of each other’s pants, making out on a stairway, kissing mouth-to-mouth, lying down together on school furniture, etc.) are not appropriate. Whether on HPA premises or off-campus at a school-sponsored event or activity, students who engage in public displays of affection or physical intimacy that are vulgar, overly familiar, passionate, or otherwise inappropriate will be counseled, demerited, or subject to other discipline.
Advisors

All students are assigned an advisor by grade level at the beginning of the school year (or upon arrival). The Upper School counselor, with input from the dean of campus life, counselors, class leaders, registrar, and advisors make all assignments. Advisors assist students in developing an academic plan while at HPA. In addition, they help students with every facet of school life, including academic challenges, social adjustments, and personal difficulties. Students meet regularly with their advisors to discuss academic concerns, important upcoming events, and personal/school community related issues. Advisors also are there to support students, advocate for them, and celebrate their successes.

Commencement

HPA’s Commencement is rich in tradition and unique in scope. Commencement exercises, held in Castle Gymnasium, take place in late May during Memorial Day Weekend. The program includes featured speakers, awarding of diplomas, and gifts of hula and song by the graduating class. For more information on Commencement, visit http://www.hpa.edu/student-life/hpa-traditions.

• End of Year Responsibilities

At the end of the year, each class has mandatory responsibilities leading up to Commencement. With the exception of seniors, all other students are required to participate in moving chairs after final exams are completed. In addition, freshmen participate in campus cleanup, sophomores are responsible for all duties associated with the Baccalaureate brunch and assisting with post-Commencement cleanup, and juniors prepare the gymnasium for the Commencement ceremony. Students who fail to fulfill these responsibilities will have disciplinary action carried over to the start of the next school year. The class leaders are the organizers of all duties.

Drivers Education

HPA offers a drivers education course for interested students in November. Students must complete 30 hours of class time with a Certified Driving Instructor. Class requirements:

- A minimum of five students must be enrolled to run the course
- Mandatory attendance at the parent and student orientation
- Six (6) hours “behind-the-wheel” practice driving sessions with instructor
- 50 hours of driving practice with parent/guardian
- Submission of notarized statement confirming completion of the 50-hour supervised driving
If a driving commitment conflicts with any school responsibilities, a completed leave form must be submitted in advance to the Upper School Office. Taking a drivers education course during a BIIF competitive season or school theater rehearsal time might result in not being able to participate in the sport/performance. Students taking drivers education classes with someone other than an HPA representative must have the prior approval of the director of auxiliary programs. Please contact the Auxiliary Programs office with any questions or for more information: auxiliary@hpa.edu.

**OurWorld Travel Abroad Program**

Every spring, HPA offers students in grades 6-12 unique travel opportunities abroad. Coordinated by a student travel program and chaperoned by HPA teachers, the purpose of these trips is to immerse students in life-changing learning and leadership experiences. Each trip is designed for students to have experiences that focus on global issues, support cultural and second language learning, and include activities that reinforce the themes of sustainability and global citizenship. Past trip opportunities include China, India, Japan, Peru, Costa Rica, New Zealand, Washington D.C., and neighboring Hawaiian islands. To learn more about the OurWorld Travel Abroad Program, visit [http://www.hpa.edu/academics/ourworld](http://www.hpa.edu/academics/ourworld).

**School Meetings**

- **Assemblies**

  Assemblies, run by the assistant director of student life and student leaders, are held nearly every week on the first day of that week for the purpose of sharing information about recent and upcoming events. Assemblies are held either in Castle Gymnasium or Gates Performing Arts Center. All students and faculty are required to attend.

- **Chapel Program: Spiritual and Character Development**

  HPA’s chapel program recognizes the rich diverse spiritual backgrounds of our student body, while honoring the school’s Episcopal Christian heritage and the consecrated Davies Chapel. An emphasis on moral and character development is woven into every chapel service.

  Chapel is designed to be a retreat from our students’ busy schedules, providing time to pause, catch their breath, and reflect on pressing questions. Each year, the school announces a chapel theme that reflects a character trait—past traits have included aloha, gratitude, love, and service. Diverse guest speakers are invited to speak to the yearly theme. These chapel services take place about every three weeks.

- **Class Meetings**

  Most Wednesday afternoons individual classes will meet at 2 p.m. with class deans and leaders to review any class specific announcements and events.
• Convocation

Convocation ceremonies pay homage to the historical rituals of our founders. These formal ceremonies celebrate the beginning of each semester and the culmination of the school year.

• Friday Flagpole

The entire Upper School gathers as a community on most Fridays at the flagpole area. This HPA tradition is led by the head of school and provides an opportunity at week’s end to acknowledge accomplishments of members of the community, to highlight important news events or personal stories, and to announce certain school-sponsored activities for the weekend.

Service Learning

Linking discovery and learning to the real needs of the community can be rewarding and transformational for our students. At the core of our service mission is to have students realize new ideals and discard preconceptions through their service activities, inspiring them to reach beyond their personal needs and consider helping others and improving the world around them. Reflective scholarship leads students to discover that their community contributions offer them invaluable content knowledge and skills in preparation to be active, philanthropic, and engaged citizens.

HPA offers students numerous opportunities throughout the year to participate in service learning activities. The school offers a distinction on its transcript to students who can verify at least 50 hours of documented volunteer work. Students may download the Service Record form from our website; the form also is available in the Upper School Office and Registrar’s Office. The completed form should be submitted to the registrar by May 15 to be included on the student’s official transcript for that academic year.

Student Activities

The school offers all students the opportunity to participate in various intramural and interscholastic sports, academic and social clubs, and student government. Students are encouraged to participate in a variety of activities and roles to enhance their educational experience and prepare themselves for higher education and beyond.

HPA’s goals with the Student Activities Program is to enhance learning experiences to:

- Familiarize students with HPA’s campus from an environmental, historical, social, and community perspective.
- Facilitate students in getting to know classmates, teachers, and coaches.
- Introduce students to HPA’s expectations about how to live and learn as individuals productively and respectfully in our global community.
- Develop an earnest concern and responsibility of self and others.
- Help students achieve their academic potential.
Participation in the activities program is maintained through an online portal, Participate@HPA. Weekly emails are sent out to the student body with information about that week’s activities offerings. To learn more about the Participate Activities Program, visit http://www.hpa.edu/student-life/student-activities.

• Outdoor Program

One of HPA’s most popular features of our activities program is the Outdoor Program, a facet of the school that provides students with adventures specifically tailored to the Hawai‘i Island landscape. Whether it’s reforesting trees on the slopes of Mauna Kea or trekking through the streams and mountains of Waimanu, students work to build experiences outdoors while sustaining the land around them. Outdoor trip opportunities are offered several times a quarter—some are overnight trips, while some occur during a weekend day, and are limited to small groups of students. Participants welcome the opportunity to unplug, explore the unique beauty of Hawai‘i Island, and get to know each other in a truly intimate setting. To learn more about our Outdoor Program and view photos, visit https://www.hpa.edu/student-life/outdoor-life.

• Student Clubs

HPA offers students the opportunity to join or start a new club each fall. Club offerings vary from year to year, depending on student interest and participation. Clubs require a student and faculty leader and a registration process. Please contact the Student Life Office with any questions: studentlife@hpa.edu.

• Student Council

The purpose of the HPA Student Council is to act as a bridge between students and faculty and administration, represent the student body, make recommendations and plans to improve the school, build leadership skills, and promote school spirit. Each grade level will hold a general election each year to determine class officers. Each class will have three Student Council representatives. The school shall have an executive committee made up of the president, vice president, secretary, treasurer, and executive dorm representative. To learn more about Student Council, structure, membership, and goals, see the “The Constitution of the HPA Student Council” on page 124.

• Work Program

All Upper School day students are assigned a job as a part of the Student Work Program. The goal of the Student Work Program is to build a sense of community by having every student make a contribution to the school (30 to 60 minutes each week). The program also gives students an opportunity to learn team building and leadership skills.

The student work program is primarily coordinated by the assistant director of student life. Students in grade 9 typically are assigned to lunch duty one day per week for the duration of the school year. Day students in grades 10-12 have the option of working as an aide for a faculty member, department, staff member, or administrator and are encouraged to be proactive in seeking a work
program job. Returning students have the option of selecting and being assigned to jobs before the end of the previous academic year. Those who do not take advantage of this opportunity will randomly be assigned to a job in August, unless arrangements are made over the summer. Contracts for the student work program can be obtained through the assistant director of student life at: studentlife@hpa.edu.
Section 7

Student Resources and Services

Academic Support

• Learning Specialist

The learning specialist at HPA serves as an academic resource for students, parents, and teachers. The learning specialist is available to help students with diagnosed learning challenges, or students experiencing some academic difficulties, by providing strategies and developing skills necessary for academic success. The Learning Specialist’s Office is easily accessible to all students, and is located next to the Registrar’s Office in Upper Taylor Commons.

Specific services offered by the learning specialist, include:

- Individualized Instruction courses where the learning specialist provides academic coaching tailored to each individual student’s needs.

- Administer achievement testing and preliminary cognitive testing to screen for possible academic difficulties and make recommendations to families for further evaluation.

- Refer families to local psychologists for full psycho-educational assessments; conference with local psychologists to implement their recommendations, read, interpret, and communicate evaluation results in meaningful way with faculty working directly with the student.

- Create Academic Support Plans (ASPs) to share important information regarding student’s learning style and best supports with teachers and advisors. Conference with parents prior to sharing any confidential information with faculty.

- Organize extended time accommodations for final exams for students who qualify for accommodations.

- Liaison for families to the College Board and ACT; apply on behalf of families for extended time, small group, and other appropriate accommodations.

- Provide professional development opportunities for faculty regarding best practices when working with students of all abilities.

• Tutoring

Students requiring additional support in their courses may request tutoring services from the learning specialist. There are two types of tutoring supports available to both boarding and day students: peer tutoring and private tutoring.
Peer Tutoring is provided by exceptional HPA students who are members of the Peer Tutor Club. Peer tutors work with students during the academic school day; either during off periods, afternoon study hall, or early release Thursday afternoons. There is no additional cost to work with a peer tutor; instead, peer tutors earn community service hours for their work.

Private tutors also are available on a limited basis (and in limited subject areas). These tutors have been cleared to work with HPA students on campus through a comprehensive background check and drug testing. Private tutors usually are available to work with students in the evening time after sports/activities. To inquire further about tutor availability and cost, please contact the are.

Business Office

The Business Office is available to set up student accounts, purchase health insurance, oversee tuition and account payment, and assist with travel needs.

Boarding students are able to pick up weekly allowance from the Business Office on Wednesdays and Fridays from 11 a.m. to 12:30 p.m.

All boarding students must communicate travel plans in advance for all breaks to the travel coordinator at travel@hpa.edu. Transportation to and from the airport is arranged by the travel coordinator and the Student Life Office.

Counseling

Guidance counseling services are available through the Counseling Center and our two Upper School counselors. Our guidance counselors serve as sources of support and guidance for the entire student body. Although students are not assigned a counselor, the Counseling Center is open to everyone and students can meet with either of counselor at any time. Appointments also can be arranged for students to meet with outside counselors and specialists.

HPA students carry a busy schedule, full of opportunities for learning and living. Students often find it very helpful to have a quiet space to think clearly, reflect, and process any struggles they are having, in a private, confidential venue. Typical issues for high school students include dealing with stress, regrouping when feeling overwhelmed, managing moods, and navigating social issues with peers. Our counselors also help support students with “big stuff,” including divorce, a death in the family, depression, and/or anxiety.

College Counseling Center

HPA’s college counseling program is based on the philosophy that the college planning process is much more than helping students get into college; it is also about the development of the personal insights and skills necessary to make important life decisions, and establish meaningful goals. Through a structured school-wide program that is paced to include all four years of high school, the College Counseling team supports students in meeting college planning commitments while maintaining a balanced perspective on enjoying their high school experience. These key commitments include academic planning, standardized testing, self-reflection, major and career exploration, the college
search process, essay writing, teacher recommendations, and, finally, the college application process. Questions can be directed to counseling@hpa.edu or read more about the College Counseling Center on our website (http://www.hpa.edu/academics/college-counseling).

**Dining Hall/Food Service**

All meals are served in Taylor Commons Dining Hall and food service personnel is contracted through Sodexo. A variety of food options are provided daily, and common allergies and dietary preferences are accommodated as much as possible. Options usually include a hot entree with starches and sides, a salad bar with vegetables, fruit, and additional toppings, a sandwich bar, and special stations. Visit the food menus [http://www.hpa.edu/parents-and-students/food-menus] online current offerings.

Students are expected to know the difference between proper and improper dining conduct. General courtesy and consideration for others are expected at all times. Sodexo employees will be treated with the same respect and courtesy afforded to any other member of the HPA community. Students should be mindful of how much food they take, and reduce waste by taking only what can be eaten.

Plates, cups, and utensils must remain in the proximity of the dining hall. Students should not take items past the Counseling Center, past the student union, or the dormitories. Any used dishes should be returned promptly to the dining hall.

During the regular school year, meals served in the dining hall are available to all HPA students. Boarding students are not required to sign in for their meals. Day students are required to sign a charge slip for all meals other than lunch on Monday through Friday and, as applicable, on weekends. Failure to sign in when required is considered a serious honor offense and subject to disciplinary action.

**• Meal Schedule**

**WEEKDAYS**
- Hot Breakfast: 7-7:55 a.m.
- Continental Breakfast: 8-8:30 a.m.
- Lunch: 11:15-11:55 a.m.
- Dinner: 5:45-6:20 p.m.

**WEEKENDS**
- Continental Breakfast: 7:30-8:30 a.m.
- Brunch: 9:30-11 a.m.
- Dinner: 5:45-6:20 p.m.
Health Services

Health Services is made up of a team of nurses who work in the infirmary on campus. The nurses provide a number of critical services: they run a fully-stocked infirmary with sick rooms and beds, dispense medications and over the counter drugs, arrange appointments with specialists and visiting physicians, and are available to assist with medical emergencies.

Students who are ill during the academic day and/or during the co-curricular after-school time, must report to the infirmary and sign in to see a nurse.

Information Technology Department (IT)

If students are experiencing difficulties with their devices, they may bring them to the IT Department for initial diagnosis in the event of malfunction. If the problem can easily be fixed within 15 minutes, the IT staff will do so. If not, the student/family is responsible for the repair or replacement of the device. Just like textbooks, notebooks, and other tools for learning, the student owns and is ultimately responsible for the upkeep of the device.

Library

The John Edward Dyer Memorial Library is open from 8 a.m. to 4:30 p.m. on weekdays and at specified hours on weeknights and weekends. Library etiquette and procedures for borrowing and returning library materials and use of library computers are outlined each year to new students and must be explicitly followed.

Security

HPA employs the services of a security company to assist in keeping our campus secure and our students safe. Security officers are on duty and on call, 24-7: manning the entrance gates, patrolling the grounds, directing traffic and providing security during school events, and more. Our residence halls are locked and alarmed every evening and all students are accounted for in their rooms.

All members of our school community are strongly encouraged to aid our security force in protecting our school and its members from potential danger, whether it be external or internal. Security personnel will be treated with the same respect and courtesy afforded to any other member of the HPA community.

Students are asked not to call security directly for general needs, but to request faculty or staff to call on their behalf. If there is an emergency, students should call 911 and then call security at 881-4006 so they can assist with access and the directing of emergency personnel.
Student Store

The HPA Student Store is located in the lower level of the student union and is open Monday through Friday, from 11:30 a.m. to 3:30 p.m. The Student Store carries school supplies, snacks, and HPA apparel and products. Student mailboxes also are located at the Student Store. All students are encouraged to check their mail at least once a week to ensure their mailbox does not overflow.

HPA partners with MBS Direct as our official virtual bookstore. This partnership provides students with the most convenient and cost-effective solutions for student textbook needs. The HPA Student Store does not carry textbooks in-house. For more information about ordering books, please visit the online HPA Student Store (http://www.hpa.edu/parents-and-students/bookstore).
Section 8
Residential Life

Purpose

The purpose of the residential life program at HPA is to promote the development of students as ethically sound individuals and responsible community members in an enriching environment where students from Hawai‘i and the world come to live and learn with each other. The program focuses on the growth of the whole student while striving to affect positively the intellectual, physical, emotional, social, and philosophical aspects of each student’s personality.

The overriding themes implicit in our residential life purpose statement are reflected in our efforts to:

- Design, administer, monitor, and maintain a nurturing environment in which dedicated professionals serve all students as effective and caring role models.

- Provide our students with opportunities, tools, resources, and support for academic success, community involvement, leadership development, and freedom of expression in the spirit of mutual respect.

- Encourage our students to become engaged and active citizens by understanding how an individual’s thoughts, values, beliefs, statements, and actions affect the people with whom s/he lives.

- Assist our students in recognizing the responsibility to contribute to a sustainable society at local, national, and global levels.

- Promote within our students independence and maturity by offering opportunities to develop and practice individual responsibility, leadership skills, ethical behavior, and physical and emotional wellness.

Residential Life Goals

Our residential life program goals—the successes we seek to achieve with our young people—include the development of:

- A safe, healthy, and nurturing community designed to enhance the continual learning process that takes place intentionally and naturally.

- Competent learners who are independent, resourceful, inquisitive, and creative.

- Sophisticated and perceptive thinkers.

- Effective communicators who listen objectively and critically.

- Culturally aware individuals who respond to cultural differences with understanding, knowledge, and consideration.

- Responsible individuals with sound ethical foundations.
- Wholesome young men and women who set high standards for themselves while also leading lives that are intellectually, physically, emotionally, and spiritually balanced.

**Residential Faculty and Student Leaders**

To ensure that our boarding community maintains stability and consistency, a team of residential faculty and student leaders assist with the day-to-day running of the dorms. Roles and responsibilities are outlined below:

- **Dorm Head:** The dorm head is in charge of the overall logistics and systems of the dorm. The dorm head is the first point of contact students and parents/guardians have for questions and concerns related to residential life.

- **Dorm Faculty:** A team of dorm faculty rotates duty on a regular basis. The dorm parent on duty has primary supervisory responsibilities for that dorm throughout his/her duty shift. The dorm parent on duty provides support and supervision for students in his/her assigned dorm and is the point of contact for routine issues that arise during the shift.

- **Prefects:** The boarding prefects are student leaders who serve vital roles in the HPA dorms. They prepare the dorms for, and facilitate, fall move-in. They assist dorm parents with daily tasks and serve as peer counselors and mediators. They act as hall supervisors and serve as role models for exemplary conduct, leadership, and achievement. Most importantly, they serve as responsible connections between their peers and the dorm parent staff. They are aware of the status and needs of the dorm community in ways that the residential staff can never be, and therefore are essential facilitators in dorm life. Prefects are hardworking student leaders and all community members are expected to offer them the respect and cooperation they deserve.

- **Executive Dorm Representative:** The executive dorm representative is an elected member of the Student Council, and represents the entire boarding community in all meetings and initiatives.

- **Dorm Representatives:** Each dorm also votes each year for two to four dorm representatives to represent their individual dorms. The dorm representatives assist with executing boarding community activities and events, and hosting prospective students.

**Rules and Expectations**

- **The Big 5**

  There are five community standards in the Residential Program that are particularly serious in expectations and consequence. Commonly referred to as “The Big 5,” these standards are reiterated at community meetings and students should be fully aware of them:

  1. **Honor Offense:** Students will not lie, cheat or steal.

  2. **Direct Disobedience to Faculty/Staff:** Students will follow directives issued by faculty and staff and carry them out in a respectful manner.

  3. **Drugs/Alcohol/Tobacco:** Students will not partake in any drugs, alcohol, or tobacco products.
4. **Fighting/Bullying**: Students will not engage in any type of fighting, harassment, or bullying behaviors.

5. **Improper Leave**: Students will not leave campus unless authorized by the proper channels.

• **Study Hall**

Study hall is a central feature of residential life at HPA and every student is expected to respect its intent and abide by its rules. We try to honor our students’ needs for consistent time and space, uninterrupted silence, and routine, and the ability to collaborate, research, and discuss. This leads us to an evening schedule Monday through Thursday that sets aside time for each. The following are some basic expectations for our study hall:

- Students should be quiet and academically productive throughout study hall.

- Students should make any preparations, such as collecting study materials or assignments, making snacks, or organizing study spaces, prior to the start of study hall, so they can begin working promptly at the beginning of study hall.

- All students, including prefects, must keep their doors open during study hall unless they are upperclassmen who have received graduated, intentional privileges.

- Freshmen must sit at their desks. Older students may sit on their beds or floors, but if their productivity is negatively affected, they will be expected to sit at their desks.

- Students may leave their rooms only with the permission of dorm parents or prefects.

- Students may eat and drink during study hall, but only items fixed in their own rooms or during break.

- Students may use computers and the internet, but only as tools to complete their schoolwork. Any other use is inappropriate and can lead to the loss of computer privileges or confiscation of computers. When deemed major or a consistent pattern of abuse, the dean of students will be notified, to discuss further disciplinary action.

- Students may not use phones and parents are asked not to call, or receive calls from, their students during study hall. Cell phones are placed outside each student’s room prior to the beginning of study hall. Inappropriate use can lead to the confiscation of phones.

- Computer/TV monitors may not exceed 23 inches in height or length. Anything larger goes against our philosophy in terms of purpose and our goal to limit distraction.

HPA students must accept that the designated study hall period each school night is not always enough time to adequately complete all their schoolwork. Accordingly, students are expected to frequently study during their free periods, after sports and dinner, and on weekends.
**Residential Life**

• **Group Study**

Students who wish to study with a partner or in a small group must obtain permission from the dorm parents on duty in each dorm. Group study may only take place in the common area and not in student rooms. Group study only is allowed during the first hour of study hall, unless specific permission has been given by the dorm parents on duty.

• **Missing Study Hall**

Students may sign out of study hall to attend on-campus sports, performances, and special events only if all their grades are better than Cs, they are in good citizenship standing, and have met all dorm expectations. Otherwise, they must have event-specific approval from the dorm parent on duty. Regardless of grades, students may sign out to only two events per week if they conflict with study hall.

• **Proctored Study Hall**

To assist with the transition to high school and the rigorous academic curriculum, a proctored study hall takes place on Tuesdays, Wednesdays, and Thursdays. Initially, all freshmen and new sophomores are asked to attend proctored study hall to enable them to focus and create good study habits. Roommates are broken into two separate groups, so that when a student is in his/her room, his/her roommate is attending proctored study hall. This also enables our younger students to gain some alone time.

As the academic year progresses and mid-quarter and end-of-quarter grades are published, students who are struggling academically, also may be required to attend proctored study hall. Students who have proven they can manage their academic and homework schedules efficiently, may be given the opportunity to opt out of proctored study hall, based on published grades.

**Schedules**

• **Schedule Elements**

- **In-dorms/In-rooms:** These terms refer to times when students must either be in their own dorms, or individual rooms, respectively.

- **Late-Lights:** This privilege allows students in grades 11 and 12 who need extra study time to stay up past lights out, but only with the permission of the dorm parent on duty. To earn late-lights on any given night, a student must have used his/her regular study time effectively. Late-lights only may be used for individual study in one’s own room. During late-lights, students only may use a small desk lamp and must be courteous toward their sleeping roommates. Late-lights ends at 11 p.m. for all students. There are no late-lights on Sunday nights.
- **Check-In:** Boarding students are required to complete a check-in with the dorm parent on duty at several points during the day. Check-ins are important times that enable dorm parents to account for all students on campus, assess any student needs or concerns, and to get a feeling of what is happening in the dorm. Check-in times and locations are listed below. Students are expected to come find the dorm parent on duty.

**MONDAY THROUGH THURSDAY, AND SUNDAY:**
- 7 p.m. in the Dorm Commons

**FRIDAY:**
- 6 to 6:30 p.m. in the Taylor Commons Dining Hall
- 10:30 p.m. in the Dorm Commons

**SATURDAY:**
- 9:30 to 10:30 a.m. in the Taylor Commons Dining Hall
- 6:00 to 6:30 p.m. in the Taylor Commons Dining Hall
- 10:30 p.m. in the Dorm Commons

Any variation or changes to the check-in schedule will be posted in the dorms.

Students who miss check-in times will be located as soon as possible for safety reasons. If a student is late or misses check-in, a dorm cleaning consequence will be issued.

**Quiet Time:** During quiet time, students are expected to minimize noise levels. Music may not be heard outside of rooms and voices must be kept down. Quiet time begins at 7 p.m. on school nights and at 10 p.m. on Friday and Saturday nights. Community members are expected to observe morning quiet time until 7:30 a.m. on school days and 9:30 a.m. on non-school days. All residents are expected to be courteous and thoughtful neighbors at all times.

• **Evening Schedule**

The Residential Life Program runs on an evening schedule that includes weekly meetings, dorm jobs and responsibilities, mandatory study hall, and specific in-rooms and lights-out times. The typical evening schedule will look something like this:

- 5:45 - 6:30 p.m.: Dinner in Taylor Commons Dining Hall
- 7 p.m.: In-dorms and check-in with dorm parent on duty (Mondays will usually have a dorm or hall meeting at this time)
- 7:45 p.m.: Study hall begins
- 8:45 p.m.: 10 minute break
- 8:55 - 9:25 p.m.: Study hall resumes
- 9:30 - 10:15 p.m.: Quiet hour
- 10:15 p.m.: In-rooms
- 10:30 p.m.: Lights out for freshmen and sophomores
- 11 p.m.: Lights out for juniors and seniors who have requested late lights

• **Weekend Schedule**

There is no study hall on Friday and Saturday nights. After 10 p.m., all students on campus must be above the main campus road in the immediate vicinity of the dorms, in Anna’s Field, or in one of the dorms. In-dorms is at 10:30 p.m., in-rooms is at 11 p.m., and lights-out is at 11:30 p.m.

Frequently, on Friday nights preceding an exam or event, a modified schedule where in-dorms, in-rooms, and lights-out are earlier, will be followed. Modified Friday nights accommodate special early morning Saturday activities such as standardized test-taking, class retreats, and Parents Weekend. The actual schedule of such evenings is at the discretion of the dean of students and dorm heads.

*Sunday Nights:* “Sunday Night Conditions” involve all students returning to their dorms at 7 p.m. for check-in. Residents engage in room cleaning and dorm jobs from 7 to 8 p.m. and quiet hours for the remainder of the evening. Residents are in-rooms at 9 p.m. with lights-out at 10 p.m.

• **Dining Hall Schedule**

HPA dining services are contracted to Sodexo and the company provides good, varied, and nutritious meals. On school days there is breakfast, lunch, and dinner and on weekends there is brunch and dinner. The meal schedule is outlined below:

**WEEKDAYS**
- Hot Breakfast: 7-7:55 a.m.
- Continental Breakfast: 8-8:30 a.m.
- Lunch: 11:15-11:55 a.m.
- Dinner: 5:45-6:30 p.m.

**WEEKENDS**
- Continental Breakfast: 7:30-8:30 a.m.
- Brunch: 9:30-11 a.m.
- Dinner: 5:45-6:30 p.m.
Residential Life Meetings

Monday evenings are typically reserved for community meetings at 7 p.m. Whether gathering by hall, dorm, or the entire residential community, there is time allotted for announcements and residential curriculum discussion. All students are expected to attend and contribute to their dorm’s meetings. Students are expected and encouraged to participate freely and dorm parents are expected to attend. The meetings are structured around weekly agendas, supplemented with contributions from the dorm parent staff and school counselors. Meetings usually alternate between the following types:

- **Dorm Meetings**: Students gather in the common area as a dorm community to share important announcements and topics (about every other week).

- **Hall Meetings**: Students gather in hall groups in faculty apartments, or other designated areas, to check in as a smaller group and to review important announcements and topics (about every other week).

- **All Residential Meetings**: The entire residential life community gathers in Gates Performing Arts Center to go over big items and to remind students of rules and expectations (about three times a semester).

- **Formal Dinner**: The entire residential life community gathers in Taylor Commons Dining Hall for a family style sit-down formal dinner at 6 p.m. Students have the opportunity to meet new members of the community and practice networking and etiquette skills (about three times a semester).

Leave Policies and Procedures

• **Dorm Sign-Outs**

Whenever students leave or return to the dorms, whether they are going somewhere on campus or leaving campus, they must sign in and out on the dorm iPad in the lower commons. They must list specifically where and when they are going and when they return. Additionally, any time students are signing out to leave campus, they must inform their dorm parent on duty of their plans. They may do this in person or via the dorm phone. Students may not leave campus until this contact has been made. The only exception to the sign out rule is when students are going to class, sports, or meals. They are not required to sign in or out at these times.

• **Weekend Leave**

When students plan to be away from campus during weekday obligations such as classes or sports, they must complete a leave request through the Boardingware system. Permission must be given by all relevant teachers, coaches, dorm heads, and the dean of students. Boarders typically are not permitted to sign-out overnight on weeknights unless they are signing out to their own homes. Even then, HPA strongly discourages midweek sign-outs. Students must obtain permission from their dorm heads or the dean of students for weeknight sign-outs. Student who plan to be away from campus over the weekend, must submit online by noon. on Thursday weekend sign-out requests to the leavemaster through the Boardingware system.
Weekend sign-outs are not official until students receive confirmation emails from the leavemaster indicating their requests have been received and approved.

To qualify for weekend sign-out, students must have parental permission for weekend overnights, a satisfactory citizenship record, and be in good standing in the dorms. Students may sign out only to locations where responsible adults will be providing supervision and approval always is contingent upon confirmation with those adults. Students only may sign out to locations supervised by HPA community members, unless their parents/guardians communicate case-by-case permission to the student’s dorm head or the dean of students. No more than three boarders may sign out to any one location overnight. If a student intends to stay at more than a single location while away from campus, s/he must specify and get approval for each location.

If any of these conditions are not met, or if confirmation of adult supervision cannot be made in a timely way, permission to sign out may be withheld.

• **Five-Day Boarding Procedures**

The five-day boarding program is available to Hawai‘i Island families as a way to take advantage of the unique structure and supervision of the residential program, while allowing for family time on the weekends. Complete integration into the residential program is important for each student. We have set in place procedures and expectations to best serve each student enrolled in the five-day program. As members of the boarding community, five-day boarders also are expected to attend all boarding commitments, such as formal dinner, residential life community meetings, study hall, dorm jobs, meal duty, and others. If a five-day boarder will miss a commitment, s/he is responsible for alerting his/her dorm head and finding a replacement, if necessary.

• **Leaving Campus**

It is expected that five-day boarders will depart campus on Friday afternoon or evening, and return by 7 p.m. on Sunday evening. If departure or return schedules changes are known ahead of time, it is the responsibility of the five-day boarder to note it on his/her weekend leave request form. If schedules change last minute, five-day boarding families are asked to please contact the dorm parent on duty to inform them when him/her will be leaving or returning to the dorm. Parents and guardians will be contacted to confirm change of plans, when relevant.

If a five-day boarder wishes to go home during the week, or leave campus with visiting family for a time, all plans must be communicated to the leavemaster by the end of academic day. After the academic day, plans should be communicated to the dorm parent on duty through the dorm phone.

• **Staying on Campus**

Five-day boarders are allotted six weekends or 12 day passes for dorm and athletic obligations. Students will be charged for additional weekends on campus at a rate of $100 per day through the Business Office. If a student elects to stay on campus s/he must complete a weekend leave request form through Boardingware and follow up with the leavemaster.
• Cars on Campus

Permission for a student to keep a car on campus is handled on a case-by-case basis with the dean of students. If a student is granted permission, it is only for driving to school and home on the weekends. The car must be registered with the Upper School administrative assistant. Keys are to be kept by the Student Life Office and turned in once students return to campus. Students are not permitted to transport other students in their car without express permission from the dean of students. Having a car on campus is a privilege that is intended to aid families in limiting trips to and from campus each week. This privilege can and will be revoked with any failure to comply automobile or leave expectations.

Activities

Engaging and stimulating activities are essential to a quality residential life program. In addition to its competitive athletics, HPA offers a wide variety of intellectual, cultural, recreational, service, and outdoor activities every weekend. Though many activities have long traditions at HPA, there always is room for new additions and students are encouraged to speak to the assistant director of student life with any ideas they might have.

• Participate@HPA

Students sign up for activities via an online portal called Participate. At the beginning of each week, an email detailing the activity opportunities for that week will be sent out with links to sign up. Students are expected to show up if they sign up for an activity, as space can be limited. Students who sign up for an activity will receive an email at the end of the week confirming their participation. Please note that students who exceed the demerit limit (4) at any given time will be restricted to campus and cannot participate in any off-campus activities.

• Town Vans

On most Wednesday evenings, and Saturday and Sunday afternoons, there are buses to town. They depart from the campus parking lot above Anna’s field starting at 5 p.m., with the last pickup no later than 6:55 p.m. behind Parker Ranch Center. Students must be in good citizenship standing to utilize the Wednesday night town van privilege.

On most weekends, dorm parents on duty drive buses to town. The buses depart from the campus parking lot at noon, 1 p.m., and 2 p.m., with the last pickup at 3 p.m.

Residential Life Work Program

To foster a strong work ethic and participation in community life, all students are required to participate in the school work program. For boarding students this may include work in the dining hall, dormitories, or other areas of campus. Students are expected to show up prepared and on-time for their work program commitments. Failure to show up for commitments will result in demerits and other possible consequences.
Dorm Jobs

All boarding students are assigned specific dorm cleaning jobs, such as sweeping, cleaning kitchenettes, clearing common areas, and taking out recycling and trash. The tasks are intended to support the housekeeping staff, and to maintain standards of cleanliness in the dorms. Dorm jobs start immediately following study hall and are supervised and checked by the prefects and dorm parent on duty. All students are expected to be diligent in meeting their dorm job obligations.

If a student is unable to meet a given dorm job or work program obligation, s/he is required to make arrangements with another student to serve as a substitute. Students originally assigned a given task are responsible for the work of their substitutes. Students who do not meet, or who skip, their duties will receive additional duties and consequences.

Rooms and Roommates

Most of the dorm rooms at HPA are double occupancy. There are a few singles and when available, prefects and seniors are given preference to these rooms. There are several dorm rooms that have been used as triples in the past. These rooms will be used as triples only when required by exceptional enrollment levels.

Returning students may request specific dorms, rooms, or roommates. Appropriate administrators, using their reasoned judgment, make final decisions regarding such requests. Room and roommate switches are permitted, but only after the mid-quarter of the first grading period. Changes only may occur with the willing cooperation of all involved students and then only at the discretion of the dorm heads of the involved dorms. Roommate conflict alone is not sufficient reason for immediate room changes. Part of the boarding program’s educational mission is to provide students with conflict resolution skills and roommates are expected to make every effort to get along before room changes are made. Students who wish to change rooms may do so with their dorm head’s permission.

There are times during extended breaks when a new mid-year student’s arrival or a student departure necessitates specific room changes. In the event of a room change while students are on break, dorm heads and the dean of students will make attempts to contact the affected student and make him/her aware of the change. The dean of students reserves the right to make room or roommate changes as needed.

Students must adhere to the following standards of room occupation and cleanliness:

• Occupancy
  - Students may decorate their rooms, but may not use any items or methods that leave permanent marks, or violate the mission, community values, or safety standards of HPA.
  - Items may be hung only with putty-type temporary adhesive—tape, tacks, nails, or similar fasteners are prohibited.
  - Students must avoid any conditions that might pose safety or fire hazards.
- Furniture must not be removed, disassembled, or otherwise used in any non-standard way. Desk chairs may be substituted out for personal chairs, but school chairs must be marked with student names/room numbers and properly stored.

- Students must abide by the Prohibited Items list (see “What to Bring or Purchase on Arrival” on page 120”).

- Students are encouraged to minimize the number of electrical appliances and devices they bring to the dorms.

- Improvised room partitions are fire hazards and are not allowed.

- Students should turn off all lights and electrical appliances before leaving their rooms unoccupied.

• Cleanliness

- Floors must be clear of personal items and swept at least once per week.

- Personal items must be stored in appropriate places—books on shelves, clothes in dressers, towels on racks, etc.

- Food must be stored in sealed, pest-proof containers and dishes should be cleaned after every use.

- Dirty clothes must be kept in a laundry hamper or bag.

- Rubbish must be emptied and food waste should be discarded in the outside dumpsters.

- Rooms must be clean and orderly before students depart campus for overnight trips.

- Dorm parents and prefects check room cleanliness on Sunday evenings. Students with unsatisfactory rooms must clean them immediately and may be restricted to their rooms until they are cleaned.

- The dean of students reserves the right to determine whether an item or room meets the standards of occupancy, cleanliness, appropriateness, and safety.

Common Areas

• Commons and Hallways

The common areas and halls in each dorm are shared spaces and every resident has an obligation to help keep these areas clean and orderly and any equipment in such areas free of damage. These areas frequently host visitors and students are expected to behave accordingly while using the halls and commons—language and dress should be appropriate for public spaces.

• Bathrooms, Showers, and Kitchenettes

The bathrooms, showers, and kitchenettes in each dorm are shared spaces and every resident has an obligation to help keep these areas clean. Students are expected to bring their own toiletries to and from the bathrooms as needed, to pick up trash, and to wipe down and rinse out sinks when finished
with them. Nothing but toilet paper should be put in the toilets and nothing but water-soluble liquids should be put in the sinks. School-provided instant hot water faucets and microwaves are available in each kitchenette and students are expected to carefully clean them out after every use.

Students are encouraged to wear shower shoes or slippers in the bathrooms and showers to promote community hygiene and minimize health risks.

• Laundry Facilities

Each dorm has free laundry machines for resident use. Students must provide their own laundry supplies and should adhere to the following guidelines when using the machines:
- Students should take turns and remove laundry from the machines as soon as it is finished.
- To reduce fire hazards, students should clean the dryer lint traps before every use.
- Students should not put saltwater-soaked items in the dryers.
- If students remove other people’s finished clothes from the machines they should stack the clothes carefully and neatly on the laundry counter.
- Students should never remove other people’s laundry before it has completely dried.
- Laundry should not be done after in-rooms times.

Additional Rules/Expectations

• Dorm Visitation

It is important to the quality of life in the dormitory that family and friends be allowed to visit boarding students. However, to support community safety and security, it is important that visitors and their hosts follow specific guidelines during such visits.

Hosting boarding students are responsible for making sure their visitors (including day students) adhere to the following expectations:
- All visitors must check in with the dorm parent on duty upon arrival.
- Visitors only may visit the commons in dorms that are home to members of the opposite gender. Coed room visitation is not permitted. Violations can result in dismissal for both parties. Immediate family members are the only exceptions and should be announced prior to entering the halls.
- Visitors must be in the company of the boarding students they are visiting. Visitors may not roam about the dorms unaccompanied.
- Boarding students are limited to only three visitors at one time.
- Visitors must comply with all applicable residential expectations, including dress standard.
- Visitors, including day students, may not enter the dorms until after the conclusion of all daily academic obligations.
Weekday visits must conclude by 6:30 p.m. Weekend visits may occur after daily obligations until in-dorms at 10 p.m. (7 p.m. on Sundays). If a day student remains on campus for dinner, s/he is required to sign in at the designated sign-in area and the student’s account will be charged for the meal. Overnight visits are discouraged, but limited exceptions may be made by the dean of students. Only current HPA students, under contract for the academic year, will be considered.

Boarding students with visitors on campus, but not necessarily visiting the dorms, must sign their visitors in with campus security. This expectation applies to visitors who are not HPA community members.

**Medications and Medical Appointments**

**• Prescription Medications**

HPA has an obligation to all of our students and their parents concerning student health and safety. Therefore, students or parents/guardians, will turn in all medications to the nurse. The label on the medication container must be in English and must match exactly the doctor’s prescription requiring how the medication is to be administered. All prescription medications must be prescribed by a U.S. licensed medical doctor (MD), doctor of osteopathy (DO), advanced practice registered nurse (APRN), or physician’s assistant (PA). If a student’s medication arrives to school and is not properly labeled or prescribed by someone other than the above practitioners, the student will be taken to a physician on island for evaluation and prescriptions. If there is a change in the directions as to how the medication is administered, a change order on the provider’s letterhead signed by the prescribing provider is required. A fax is acceptable at 808-881-4045. When the medications arrive at the school, they must immediately be given to Health Services.

When a boarding student is taken to a medical provider while on home leave, any medications prescribed must be turned into Health Services immediately upon return to campus for storage and dispensing. Students are not permitted to keep medications in their possession, the only exceptions being prescription skin creams for acne or rashes and medications for diabetes or emergency asthma medications, and only after they have been registered with Health Services. Weekend medications will be available in each dorm and dispensed by the nurse on call.

**• Over-the-Counter Medications (OTC)**

Over-the-counter medications such as Tylenol, Ibuprofen, cold medications, and cough drops are kept in a secured area in each dorm and can be dispensed as deemed appropriate by the residential nurse or dorm parent on duty. If a student uses a specific OTC medication, it shall be turned over to Health Services for security and dispensing. The medication will be stored in a secure area in the dorm or infirmary, and dispensed as instructed by the medical provider. Students are not permitted to keep medications in their possession or in their dorm room. Students are not permitted to purchase OTC medications in town. If a student feels s/he needs an OTC medication, the proper course of action is to see the nurse. Students are not permitted to share medications, prescriptions, or OTCs with other students.
It is each student’s responsibility to get his/her medications in the infirmary at regularly scheduled times. The times will be scheduled by the nurse and will be communicated to the student. Students will report to the infirmary early enough to avoid being late to class. Under no circumstances will a student be permitted to keep medications in his/her dorm room.

• **Medical Appointments**

The infirmary can make medical appointments for boarders who require them. The infirmary only handles emergency dental care and regular orthodontist appointments. Parents and guardians are required to make their own arrangements for routine dental exams, cleanings, and wisdom tooth extractions and are asked to schedule them during school breaks.

**Media Policy**

Students may watch television and movies and play video games in the dorm commons or on their computers during their free time. Such activities are not allowed during study hall. Movies, music, and video games played in common areas may not contain explicit language or sexual content.

Students are expected not to possess, display, download, or distribute any media content that does not support the school Honor Code and mission. Pornographic, gratuitously violent, racist, or similarly inappropriate material is not allowed in any part of HPA community life.

**Student Email**

All students are provided with school email addresses. Typically, these addresses consist of the first letter of a student’s legal first name, followed by the student’s last name, followed by @hpa.edu (example: John Smith – jsmith@hpa.edu). Students receive all official email communication from the school at this address and therefore are expected to check it on a daily basis.

Students with questions about their email, internet access, the campus network, or their computers should contact HPA’s Information Technology Department (808-881-4010 or x4010).

**Student Mail**

Boarding students are assigned mailboxes where they receive all personal mail and notices of packages received by the HPA mail room. If a student receives a notice of a package, they need to see Ms. Ganley in Wishard Administration Building. Students should check their mailboxes regularly at the Student Store, as space is limited.

**Vehicle Policy**

Non-local boarding students are not allowed to have motorized vehicles on the island. Boarding students may not have motorized vehicles parked in the vicinity of the school, or in the custody of any local non-family third party.
Boarding students only may ride in vehicles with day student drivers with the express permission of the boarder’s parents/guardians. This may be a standing permission granted by parents/guardians at the beginning of the school year, or it may be a case-by-case permission. Boarders may not ride in vehicles of non-HPA community members without the express, case-by-case permission of their parents/guardians.

Campus Boundaries

The HPA campus is a beautiful, open, and inviting place that begs to be explored. For safety and security reasons there are some buildings and areas that are off limits.

All restricted areas, such as the maintenance shop, storage facilities, and emergency pump house, are off limits at all times.

All public areas, such as the dining hall, offices, student union, the pool area, Gates Performing Arts Center, the classrooms, and the chapel are off limits when closed or locked. Students may not occupy such public areas outside of regularly scheduled times and events without staff supervision or specific staff permission.

All fenced off areas and properties surrounding the campus are off limits. Many of these areas are actively grazed by livestock, or are privately owned, and students are not allowed in these areas without the specific written permission of Parker Ranch authorities or the individual landowners.

The watersheds and streambeds both east and west of campus are restricted areas and students are not allowed to visit, hike, swim, or dive in these areas without the specific written permission of Parker Ranch authorities and with proper adult supervision.

The various tree line areas around campus are off limits after dark. Barbed wire, broken branches, and errant livestock present significant hazards when visibility is limited.

Boarding students are not allowed to walk to town, hitchhike, or accept rides from anyone outside the HPA community.

Security

HPA Security is responsible for campus and student safety and protection. HPA Security has 24-hour per-day patrols and a staff of conscientious and helpful personnel. All HPA community members are expected to be respectful to security personnel and abide by their guidelines and requests. Questions about rules and policies should be directed to the security director or to the dean of students.

- Campus Security: 808-881-4006
- Dean of Campus Life: 808-881-4053
- Dean of Students: 808-881-4290

Anyone reporting an emergency by campus phone should dial 911 first and the call will automatically notify campus security.
HPA has a detailed emergency response plan that outlines procedures for all types of emergency events. These plans are posted in all classrooms, administrative buildings and dormitories. Questions regarding the emergency plan should be directed to the dean of campus life.

- **Alarms**

  All dormitories are locked at the end of each night and an alarm is set. Any attempt to open any exit door will trigger the alarm to go off and Security will be notified. Alarms are disarmed at 5:30 a.m. each morning by a security officer to allow students early access to athletic facilities, prior to the start of the academic day.

- **Room Security**

  Students are expected to carry their room keys when away from their rooms and to lock their doors whenever their rooms are unoccupied—even when away for only short periods, e.g., while taking a shower. When students lose keys, they should request a replacement as soon as possible through their dorm head. Every student has a lockable drawer in his/her dresser and is encouraged to secure money and other small valuables in the drawer at all times using a personal padlock. Students are expected to deposit any personal cash in excess of $100 in their Business Office accounts. International students also must submit their passports and other travel documents to the Business Office for safekeeping after all travel.

- **Security Cameras in Dorms**

  HPA has cameras located in some common areas to help support our efforts to provide a safe campus. They are used in situations when video footage is needed to observe events that might have occurred. Persons on HPA property and in common areas are subject to being videotaped. Recorded video footage is not available after a period of time has passed so it is important to report events as soon as possible.

  Requests for administration to review video should follow the following protocol: Inform your dorm head of the event that occurred and why you feel it is necessary to request the school to review video footage. Please be as specific as you can with the day and time of the event.

**Moving In and Out**

- **Move In**

  At the beginning of each school year, students will be issued a key for their room. If a student loses his/her key, a replacement key will be ordered and the student will be charged a fee of $25. Students also will complete a room inspection form with their respective hall parent to assess any previously existing room damage and any items that need repair.
• Move Out

Prior to departing campus at the end of the school year, students must turn in their keys, clean their rooms, and take, donate, and/or store all their items. Student refrigerators must be emptied, defrosted, and unplugged prior to departure for winter and summer breaks. The room inspection form completed in the beginning of the year will be consulted again to assess if any damages have been incurred during the school year. Students will be charged for damages to school property or for failing to clean their room properly. Students also must leave their room keys either in their rooms or with their dorm heads prior to departure. Students must abide by all school and residential policies until they sign out and leave campus for school breaks.

• Summer Storage

Summer storage is available in each dormitory. Students are asked to pack their items neatly and to label boxes and items with their names.

• Abandoned Items

After 60 days, personal items left in the dormitories after a student is no longer enrolled at HPA will be considered abandoned and donated to local charities.

Travel Days

HPA’s official travel days represent the only days when students may arrive to stay in, or depart from, the dorms. Students are not allowed in the dorms prior to official arrival days, or after official departure days, as the residential program is not structured to provide adequate supervision outside these times. Parents/guardians must adhere to these expectations and make travel plans accordingly.

Students may arrive in the dorms:
- The day before programs start at the beginning of the year.
- The day before programs start after a holiday break.

Students may depart from the dorms:
- After their last exam prior to winter break.
- After their last program obligation prior to spring break.
- After final exams end, through the day after graduation at the end of the school year. The only standing exception is for circumstances mandated by flight schedules. Other exceptions to this rule only may be made by the dean of students and fees may apply to cover the extra care and supervision.
When possible, HPA provides bus transportation to the Kona Airport for group flight arrivals and departures. With sufficient advance notice, the school travel coordinator will arrange for individual taxi service to and from the airport. Parents/guardians and students are encouraged to provide the travel coordinator with travel information as soon as it is available if they wish to take advantage of this service. Parents/guardians are responsible for all transportation fees.

If a taxi service is reserved by the travel coordinator, it is imperative that any last minute schedule changes or delays are communicated to the travel coordinator, the dean of students, or the taxi company directly. Failure to do so will result in any related taxi fees being charged to the student bank.

Hotel Stays

During holiday breaks and weekends, students are not permitted to stay alone or in groups in hotels or hostels where there is no adult supervision. Students will not be permitted to sign out to camp or stay alone without a pre-approved adult. Students must have a responsible adult or family member staying with them in the hotel (even if the student is 18 years old). Students are required to sign out to an adult or family member as part of the checkout procedure when departing for a holiday.

Residential Life Contact Information

• Dorm/House Cell Phone Numbers

Each dorm/house has an assigned cell phone that is monitored by the dorm parent staff 24 hours per day. Students and parents/guardians are encouraged to call this phone to communicate information or anytime they need immediate or emergency assistance.

- Carter Hall: 808-938-3553
- Robertson Hall: 808-938-3576
- Perry-Fiske Hall: 808-938-3478
- Tooman House: 808-938-7791

• Dorm/House Head Contact Information

- Carter Hall: Sarah Schorn (sschorn@hpa.edu): 808-881-4005
- Victoria Yu (vyu@hpa.edu): 808-881-4043
- Perry-Fiske Hall: Mark Ravaglia (mravaglia@hpa.edu): 808-881-4101
- Tooman House: Steven Halstead (shalstead@hpa.edu): 808-881-4043

• Other Residential Life Contacts

- Dean of Students: Fred Wawner (fwawner@hpa.edu): 808-881-4290 (Office)/434-962-5517 (Cell)
- Assistant Director of Student Life: Sarah Schorn (sschorn@hpa.edu): 808-881-4005
- Assistant Director of Student Life: Hamilton Ford (hford@hpa.edu): 808-881-4130
- Leavemaster: LeeAnn Ganley (lганley@hpa.edu): 808-881-4033
- Health Services: Carolyn Jarvill (сjarvill@hpa.edu): 808-640-3245 (Cell)
- Travel Coordinator: U'i Stevens (ustevens@hpa.edu or travel@hpa.edu): 808-881-4012
This parent section of the handbook was developed by the Student Life Office and is intended to assist parents/guardians with answering questions and gaining a better understanding of the HPA experience. When appropriate, we refer parents/guardians to other sections of the handbook for information, rather than repeating the information again. We hope this is helpful and encourage parents/guardians to reach out with any other questions to studentlife@hpa.edu.

Partnership Between Parents and the School

The National Association of Independent Schools offers these principles of good practice for parents working with schools and schools working with parents, and the respective roles and responsibilities of both partners:

• Parents Working with Schools

  1. Parents recognize that effective partnerships are characterized by clearly defined responsibilities, a shared commitment to collaboration, open lines of communication, mutual respect, and a common vision of the goals to be reached.
  2. In selecting an independent school, parents seek an optimal match for the needs of the student, their own expectations, and the philosophy and programs of the school.
  3. Parents are familiar with and support the school’s policies and procedures.
  4. Parents provide a home environment that supports the development of positive learning attitudes and habits.
  5. Parents involve themselves in the life of the school.
  6. Parents seek and value the school’s perspective on the student.
  7. When concerns arise, parents seek information directly from the school, consulting with those best able to address the concerns.
  8. Parents share with the school any religious, cultural, medical, or personal information that the school might need to serve the student best.

• Schools Working with Parents

  1. The school recognizes that effective partnerships are characterized by clearly defined responsibilities, a shared commitment to collaboration, open lines of communication, mutual respect, and a common vision of the goals to be reached.
  2. The school clearly and fully presents its philosophy, program, and practices to parents during the admission process and encourages dialogue that clarifies parental expectations and aspirations for the student.
3. The school seeks and values the parents’ perspective on the student.
4. Teachers and administrators are accessible to parents and model candid and open dialogue.
5. The school keeps parents well informed through systematic reports, conferences, publications, and informal conversations.
6. The school defines clearly how it involves parents when considering major decisions that affect the school community.
7. The school offers and supports a variety of parent education opportunities.
8. The school suggests effective ways for parents to support the educational process.
9. The school actively seeks the knowledge it needs to work effectively with a diverse parent body.

Important Contacts

For student-related questions or concerns, we suggest you start with your child’s advisor. She should be able to assist you or refer you to the appropriate person or department. Advisers can be reached by email, typically, first initial and last name, followed by @hpa.edu (John Smith - jsmith@hpa.edu). Of course, parents should always feel free to contact the Student Life Office (studentlife@hpa.edu) with any questions or concerns.

Student Life

• Boarding and Day Status

When a student is accepted to Hawai‘i Preparatory Academy, his/her acceptance is based on a specific grade and status (day, 5-day boarding, or 7-day boarding). To ensure the quality of the experience for all students in Upper School, the school has committed to a specific ratio of day and boarding spaces in grades 9 through 12.

Students who are accepted to a status are expected to remain in the same status until graduation. Families can request a change of status (moving from day to boarding or from boarding to day) in January for the upcoming school year. In determining if a change of status is possible, the admission committee will consider the number of day and boarding spaces available in addition to the following:

- **Day Status**: A student may be considered for day status only if the student lives full time with a biological parent on the Island of Hawai‘i and they reside north of Captain Cook or north of Pepeekeo. Students who live south of either town must be classified as boarding students.

- **5-Day Boarding Status**: A student may be considered for 5-day boarding status if the student lives full time with a biological parent anywhere on the Island of Hawai‘i.

If the admission committee approves a student’s change of status, any financial aid awarded also will be affected.
• **Student Support**

Medical, academic, and counseling support services are available to all students. More information on Health Services, tutoring, college counseling, guidance counseling, and other student resources can be found in the Student Resources and Services section of the handbook.

• **Disciplinary Expectations and Procedures**

We ask parents and guardians to please familiarize themselves with the two distinct systems that exist to promote the core values of our school mission:

- **Honor System:** A fundamental tenet of our HPA Upper School community is that students and adults will conduct themselves honorably. At HPA, we aim to foster positive moral and spiritual growth in our students. We expect our students and our students’ parents, guardians, and caregivers to join us in this mission. Respect for Honor (which is accorded capital “H” status here at HPA) and an appreciation of personal integrity are central to this mission.

- **Citizenship System:** This system monitors two areas: class attendance and student behavior. Each area will tally infractions independently of the other. The total demerits incurred from infractions in both areas will be calculated as a single threshold point. Students are permitted to accrue up to three (3) demerits per quarter and still be considered passing citizenship. Students who earn four (4) or more demerits are considered to be failing citizenship.

If it is determined that a student has violated a major rule, the parents/guardians of the student will be notified by the school. At that point, a school official will explain the situation, and how the disciplinary process works, and what the parent can expect.

More on the Honor and Citizenship Systems can be found in the Honor and Citizenship section of the handbook.

**Tuition**

Hawai’i Preparatory Academy does not receive any state or federal grants or funding. As an independent school, our operation is based on tuition revenue; the generosity of parents, alumni, and friends of HPA who donate to our Annual Fund; and the interest income from our endowment. Forty-five percent of our families are benefitting from HPA financial aid, and we dispersed more than $4 million dollars for the 2015-2016 academic year. Tuition revenue provides more than 80 percent of the revenue we need to operate each year. Please make your tuition payments on time, according to the payment plan you selected. If you have any questions regarding your tuition payment plan, or are having difficulty making a payment, please contact the HPA comptroller at vyu@hpa.edu.

**Re-enrollment**

Re-enrollment typically begins in February. Families will receive email correspondence notifying them of the exact date the enrollment forms for the following year will be released. Parents can then log in to their parent account and complete the Enrollment Agreement for the following year and pay the tuition
Parent Section

deposit. If there are any concerns about a student’s academic or social behavior, or the family’s tuition balance is past due, the enrollment agreement will be held. The family will be contacted and informed that re-enrollment will be held until the concerns have been addressed.

Financial Aid

HPA is committed to enrolling the best and brightest students regardless of the family’s financial circumstances. We also believe that the primary responsibility for financing a student’s education lies with the family, including parents, extended family, and other personal resources. Our financial aid program helps to bridge the gap between what our families can afford to pay and the cost of tuition at HPA. To learn more about applying for financial aid, visit http://www.hpa.edu/admissions/financial-aid.

Student Accounts

Accounts are set up for each student through the Business Office. Purchases from the Student Store, and expenses for extra-cost activities and materials, may be charged to student accounts. Boarding students also may access their weekly allowance (amount determined by parents/guardians) through their accounts at the Business Office.

Athletics

The HPA athletic program is an integral part of our students’ experience and well-being. In addition to offering the opportunity to develop healthy habits, life lessons and teamwork also are learned. Sports terms are divided into three seasons: fall, winter, and spring. Every student is expected to take part in an athletic or co-curricular activity after the academic day. For more information on offerings, sports medicine, coaches, team travel, and more, please see the “Athletics and Co-Curricular Programs” on page 17.

• Parent Conduct

At the high school level, the importance of parents behaving as model spectators cannot be overstated. Parent discussions or conversations with other students or parents that are critical and/or judgmental about an athlete’s or coach’s performance should not occur. Concerns about the program should be brought forth following proper lines of communication, including:

- Student to speak to coach directly.
- Student to speak to athletic director.
- Parent(s) to speak to athletic director and coach.
- Parent(s) to speak to dean of campus life, athletic director, and coach.

The following rules also apply:

- Cell phones, cameras, and other image recording devices are prohibited in the locker room/bathroom or change area at HPA events and at non-home events.
- Coaching your child during a practice or game is prohibited.
- Playing time for your child and game strategy should not be discussed with coaches.
- Be positive, support participation and improvement.
- Encourage our student-athletes to work to improve in practices and to perform their best.

Residential Life

The purpose of the residential life program at HPA is to promote the development of students as ethically sound individuals and responsible community members in an enriching environment where students from Hawai’i and the world come to live and learn with each other. The program focuses on the growth of the whole student while striving to affect positively the intellectual, physical, emotional, social, and philosophical aspects of each student’s personality.

• Evening Schedule

The Residential Life Program runs on an evening schedule that includes weekly meetings, dorm jobs and responsibilities, mandatory study hall, and specific in-rooms and lights-out times. The typical weekday evening schedule will look something like this:

- 5:45 - 6:30 p.m.: Dinner in Taylor Commons Dining Hall
- 6:30 - 7 p.m.: In-dorms and check-in with dorm parent on duty (Mondays will usually have a dorm or hall meeting at this time)
- 7:45 p.m.: Study hall begins
- 8:45 p.m.: 10 minute break
- 8:55 - 9:25 p.m.: Study hall resumes
- 9:30 - 10:15 p.m.: Quiet hour
- 10:15 p.m.: In-rooms
- 10:30 p.m.: Lights out for freshmen and sophomores
- 11 p.m.: Lights out for juniors and seniors who have requested late lights

• Weekend Leave

When students plan to be away from campus during the weekend, they must complete a leave request through the Boardingware system. Parents and guardians will receive an email alerting them of their child’s leave request, which they can approve or disapprove. Permission must be given by both the host parents and the boarder’s parents. Students who plan to be away from campus over the weekend must submit a request to the leavemaster by noon on Thursday through the Boardingware system. Weekend sign-outs are not official until students receive confirmation emails from the leavemaster indicating their requests have been received and approved. Please see “Leave Policies and Procedures” on page 92 of the Residential Life section of the handbook for more details.
• **Reaching Your Child**

There are a number of ways to reach your child, including email, mail, and various phone numbers:

*Email:* Every student at HPA is given an email address that is typically the first initial and last name, followed by @hpa.edu (John Smith - jsmith@hpa.edu). Students are encouraged to check their email on a daily basis.

*Phone:* Boarding students have landlines installed in each room. You can reach your child by dialing the following: 808-881-4(room number). Parents also can call the dorm phone of their child’s residence hall, as listed below:

- Carter Hall: 808-938-3553
- Robertson Hall: 808-938-3576
- Perry-Fiske Hall: 808-938-3478
- Tooman House: 808-938-7791

*MAIL*

All students have mailboxes at the Student Store and are able to receive mail and packages. Please include your child’s name and send to the following address:

Hawai’i Preparatory Academy  
65-1692 Kohala Mountain Road  
Kamuela, HI 96743

• **Residential Life Contact Information**

- Dorm Head Contact Information:
  - Carter Hall: Sarah Schorn (sschorn@hpa.edu): 808-881-4005
  - Perry-Fiske Hall: Mark Ravaglia (mravaglia@hpa.edu): 808-881-4101
  - Victoria Yu (vyu@hpa.edu): 808-881-4043
  - Tooman House: Steven Halstead (shalstead@hpa.edu): 808-881-4043

• **Other Residential Life Contacts:**

- Dean of Students: Fred Wawner (fwawner@hpa.edu): 808-881-4290 (Office)/434-962-5517 (Cell)
- Assistant Director of Student Life: Sarah Schorn (sschorn@hpa.edu): 808-881-4058
- Assistant Director of Student Life: Hamilton Ford (hford@hpa.edu): 808-881-4130
- Leavemaster: LeeAnn Ganley (lganley@hpa.edu): 808-881-4033
- Health Services: Carolyn Jarvill (cjarvill@hpa.edu): 808-640-3245 (Cell)
- Travel Coordinator: U’i Stevens (ustevens@hpa.edu): 808-881-4012

• Student Support in the Residential Life Program

Boarding students have access to many people to assist with concerns about academic, personal, health, dormitory, and other matters:

- Advisors: Each student is assigned an advisor who is with them for their entire time at the school. Advisors are available to speak with students about any general concerns.

- Dorm Heads: The dorm heads are charged with overseeing the well-being of the students in their dormitory and the overall functioning of the dorm. Students should speak to their dorm heads about any concerns related to the dorm.

- Dorm Faculty: A team of dorm faculty rotates duty in each dorm, and students always are welcome to approach any faculty member they feel comfortable speaking with.

- Prefects: Prefects are student leaders in the dorm that can offer peer support.

- Guidance Counselors: HPA employs two full-time guidance counselors who are available to meet with students on a drop-in or appointment basis. Students who feel they are struggling emotionally, or are experiencing stress are encouraged to meet with our counselors.

- Health Services: HPA is equipped with a fully staffed and stocked infirmary, where students can go if they are feeling unwell or have any health concerns or questions. In addition, nurses make nightly rounds in the dorms to check on students and to distribute medications. Nurses also accompany boarding students on medical appointments. More information on medications and appointments can be found in “Medications and Medical Appointments” on page 98 of the Residential Life section of the handbook.

• Roommates and Conflict

Roommates occasionally experience some difficulties as they negotiate how they will live with one another. Our dorm faculty and prefects are available to assist students if they encounter roommate conflicts. We encourage our students to learn conflict resolution and to discuss concerns and issues with their roommates. If however, a resolution can not be made, students are asked to speak to their dorm heads about any roommate changes.

• Homesickness

Many boarding students experience some level of homesickness at some point, but most are able to work through it. Here are some suggestions for parents and guardians to help support their child through this transition:

- Assure them that what they are feeling is normal and that many other students are experiencing the same feelings.

- Encourage your child to seek support from the many faculty and staff they have access to. Prefects are also an excellent source of peer support.
- Getting involved in activities is a great way to make friends, experience new places, and keep busy.

- Help your child focus on things they like about the school.

- Keep in regular contact with your child and ask them about what they are learning and experiencing.

- Ask your child about his/her health and wellness and encourage them to get adequate sleep, nutrition, and exercise.

If the homesickness does not seem to abate and you remain concerned, please contact your child’s advisor, dorm head, and/or one of the school counselors.

• Travel Days

HPA’s official travel days are listed below and represent the only days when students may arrive to stay in, or depart from, the dorms. Students are not allowed in the dorms prior to official arrival days, or after official departure days, as the residential program is not structured to provide adequate supervision outside these times. Parents/guardians must adhere to these expectations and make travel plans accordingly.

Students may arrive in the dorms:

- The day before programs start at the beginning of the year.
- The day before programs start after a holiday break.

Students may depart from the dorms:

- After their last exam prior to winter break.
- After their last program obligation prior to spring break.

After final exams end, through the day after graduation at the end of the school year. The only standing exception is for circumstances mandated by flight schedules. Other exceptions to this rule only may be made by the dean of students and fees might apply to cover the extra care and supervision.

When possible, HPA provides bus transportation to the Kona Airport for group flight arrivals and departures. With sufficient advance notice, the school travel coordinator will arrange for individual taxi service to and from the airport. Parents/guardians and students are encouraged to provide the travel coordinator with travel information as soon as it is available if they wish to take advantage of this service. Parents/guardians are responsible for all transportation fees.

If a taxi service is reserved by the travel coordinator, it is imperative that any last minute schedule changes or delays are communicated to the travel coordinator, the dean of students, or the taxi company directly. Failure to do so will result in any related taxi fees being charged to the student bank.
Hotel Stays
During holiday breaks and weekends, students are not permitted to stay alone or in groups in hotels or hostels where there is no adult supervision. Students will not be permitted to sign out to camp or stay alone without a pre-approved adult. Students must have a responsible adult or family member staying with them in the hotel (even if the student is 18 years old). Students are required to sign out to an adult or family member as part of the check-out procedure when departing for a holiday.

Communications/Staying Connected

• Academic Reports
Academic reports are written by each student’s teachers and are available for viewing prior to first semester exams and following the third quarter. Additionally, an academic report is written by teachers of students new to HPA and students with a C- or below, prior to Parents Weekend in October.

• Advisor Reports
Advisor reports are written by each student’s advisor and are available for viewing following the release of academic reports at the end of second quarter and at the beginning of fourth quarter.

• Boarding Reports
Boarding families will receive an issue of The Boarding Report every month during the school year. The Boarding Report contains the latest news and photos from the residential program, and important announcements for our boarding families.

• Class Leader Letter
Each semester, class leaders send a letter to families to outline the class commitments for the semester. Items such as a student’s obligations for class commitments, Olympics, and end-of-year commitments in May are covered. Please consult this letter and the posted school calendar prior to arranging for travel arrangements for your child.

• Residential Life Evaluations
Boarding families will receive an evaluation of their child, completed by dorm faculty, which measures their success and areas of possible improvement in the residential program. These evaluations are sent out in October and March.

• School/Student Publications
- HPA Parent Newsletter: A bi-monthly e-newsletter from the school reports on current and future events on campus and is sent to parents/guardians by email.
- **Head of School’s Letters**: Typically, these letters are emailed from the Head of School’s Office to parents to share thoughts regarding broad, strategic issues.

- **Ma Ke Kula**: Currently being redesigned and scheduled for distribution in fall 2017. This news magazine is published two times a year in December and July for distribution to alumni, current and past parents, and friends of the school. An online copy also is available on the school website. Articles focus on alumni news, school life, faculty/staff and student profiles, school news, and activities.

- **Yearbook**: Upper School students who are enrolled in the Yearbook class and the class teacher work together in an elective program to produce the Upper School yearbook, which can be ordered during enrollment.

- **HPA Website**: The school website provides a wealth of information about the HPA Experience and can be found at [www.hpa.edu](http://www.hpa.edu).

**• Social Media**

HPA runs several social media accounts that offer news and feature our students and programs. Find official social media channels (i.e. Facebook, Twitter, Instagram, YouTube) at [http://www.hpa.edu/student-life/socialmedia-commons](http://www.hpa.edu/student-life/socialmedia-commons).

**• Student Social Media Accounts and Personal Electronic Devices**

When used properly, various social media outlets and the PEDs that connect students can be helpful tools of communication. Except in limited or egregious circumstances, HPA does not monitor how social media outlets and PEDs are used by students in communicating with or about themselves. However, if an inappropriate use of social media is identified, the school will respond to it.

Primary responsibility for social media monitoring falls on parents or other caregivers who have enrolled their children or wards at HPA. With HPA’s Citizenship System and with our counselors and workshops, we can, and do, educate about proper social media usage, and may occasionally take action in certain serious cases of social media misuse or abuse. Our best advice to all parents and caregivers when it comes to use of social media outlets and PEDs is this:

- Be informed and knowledgeable about all social media outlets and, depending on the outlet used (e.g., Facebook), the privacy and other protective measures available at the site.

- Be informed and knowledgeable about the HPA Citizenship System and the behavior we expect our students to display.

- If a student has a PED and/or social media accounts, learn how they work, what their numerous options or applications might permit, and whether their use can be monitored by you.

- Stress frequently with your child or ward the need to treat others with respect and understanding when communicating via social media outlets and PEDs.
Parent Section

• Change of Address, Telephone Number, and Email

Please submit any changes in contact information by updating your information online through the Parent Portal (http://www.hpa.edu/parents-portal) on the HPA website.

• Contacting Teachers

Communicating by email works well between parents/guardians and teachers for non-urgent matters. Email addresses at the school generally are first initial last name@hpa.edu (e.g., jsmith@hpa.edu). If in doubt, contact the Upper School Office at 808-881-4002 or visit the Upper School Faculty Directory page (http://www.hpa.edu/academics/faculty).

• Notes/Messages for Your Child

If you need to reach your child during the school day, the Upper School Office administrative assistant will make every effort to deliver messages to your child’s classroom teacher in a timely manner. Please keep in mind that the office staff might not be able to deliver last-minute messages. If you know you will need to contact your child during the school day, please advise your child to check in with the Upper School Office before the end of the academic day.

‘Ohana Association

The HPA ‘Ohana Association was established in 1968 to further the development and growth of the school. Throughout its history, the organization has served to promote parental involvement in the school by supporting its mission, leadership, programs, and activities for the well-being of the students. It strives to be inclusive and informative and to encourage a positive relationship between HPA and students’ families.

Membership is open to all parents and legal guardians (or designees) of students attending HPA. The Association is governed by an elected board of directors, which is voted upon at the annual members meeting held in May. The ‘Ohana Association holds open monthly meetings during the school year, and topics for discussion range from event planning to subject specific exchanges with invited teachers or administrators. Details of each meeting are provided in This Week at HPA.

The ‘Ohana Association represents the entire school community and strives to strengthen every aspect of the HPA Experience for every member of the community. Primary attention is paid as follows:

• Volunteer Support

HPA benefits immeasurably from a wide range of volunteer support, and the ‘Ohana Association helps to communicate to families how they might be involved. While half of our parents live locally and are better able to lend a physical hand, we recognize that we are a global community of families equally eager to be connected to and supportive of their children’s school. Whether you can to commit to serving in a long-term capacity, or for a specific short-term need, all participation is encouraged and appreciated!
• **Hosting Events**

Among a range of other smaller gatherings, the association hosts *E Komo Mai* (welcome) events at the Upper School and Village Campus at the beginning of the school year to welcome new students and their families to the school.

• **Faculty Appreciation**

Additionally, the ‘Ohana Association devotes its energy and resources in support of our faculty and staff. Each summer, the association prepares and distributes individualized “welcome baskets” to new teachers and their families. It also hosts teacher appreciation days throughout the year on both campuses.

The ‘Ohana Association activities are funded by dues, which are charged to each family at the beginning of the school year. Additional support is provided by the school and through generous financial contributions and gifts-in-kind from the HPA community.

For more information, visit: [http://www.hpa.edu/connecting/ohana](http://www.hpa.edu/connecting/ohana).

**Annual Events**

• **E Komo Mai Welcome Reception**

Every year we welcome new families to campus and to our ‘ohana with *E Komo Mai* - our welcome reception which occurs during Opening Days. New families can meet with faculty, staff, advisors, ‘Ohana Association members, and student ambassadors in a relaxed and fun setting.

• **Parents Weekend**

Hosted each year in October, this weekend is a great chance to connect with other HPA parents, members of the faculty, and students. Specific time is allocated for meetings with advisors and faculty, getting feedback on the start of school, and attending a range of programs offered.

• **Domestic and International Gatherings**

HPA administrators and staff travel to locations throughout the continental United States and internationally to host regional gatherings of parents, alumni, and friends. Events typically take place in the fall and spring. Visit our online School Events and Calendars ([http://www.hpa.edu/calendars](http://www.hpa.edu/calendars)) for the latest information.

• **Alu Mai Fundraising Gala**

In the spring, the Advancement Office puts on a festive fundraising gala that brings together parents, faculty, staff, alumni, and friends to benefit our school. Hawai‘i Island restaurants and vendors are featured, faculty and staff wish list items can be sponsored, and exciting big ticket items can be bid on during the live auction.
Getting Involved

One of the things that makes HPA so special is that there are so many people who are willing to give their time and energy to volunteer for our students. We depend on contributions of time and energy and recognize that parents represent a wealth of experience, talents, and interests. Our volunteers work in many ways: sharing special talents, assisting teachers, participating in classroom projects, accompanying classes on field trips, helping in the libraries, working at events, and so much more!

Some volunteers work at the school on a regular basis, while others may help with an individual project or activity from near and far. Our intention is to provide parents with a running list of ways to be involved with options for helping whether you’re near or far.

Giving

From its founding in 1949, HPA has instilled a deeply felt understanding that great things can be achieved when knowledge and goodness unite. HPA’s rich tradition of distinguished teaching challenges all students to think actively and participate in their learning, and the school continually graduates independent-minded scholars who contribute to and succeed in all walks of life.

Work of this importance requires substantial and ongoing support. Gifts to HPA empower us to hire the finest teachers, attend to our facilities and inspire spaces for the future, and offer a range of other educational and co-curricular advantages that give the HPA experience its distinguished edge. Ultimately, gifts to HPA represent not only faith in the work of the school, but also belief in our collective future—one in which our talented students and alumni continue contributing to the world’s well-being.

• The HPA Fund

Each academic year (June 1-May 31), HPA appeals to all alumni, parents, and friends to support the school with a gift to The HPA Fund. By participating in The HPA Fund, you are supporting the school’s mission, relieving pressure on tuition, and keeping HPA strong by helping to meet obligations for everyday needs.

While the majority of The HPA Fund donors prefer to have the school designate their gifts wherever the need is greatest, you may designate your support to one of the following areas: Academic Program, Arts, Athletics, Facilities, Faculty, Financial aid, and Technology

Visit Giving at HPA (http://www.hpa.edu/connecting/giving) to learn more and to make an online gift to The HPA Fund.

• Restricted Gifts

Unrestricted gifts are always preferable, however, HPA maintains a priority list of projects that would benefit from contributions of restricted funds.
Parent Section

• Gifts-in-Kind

HPA is the grateful beneficiary of range of non-monetary contributions that directly support the mission of the school. In the event that you would like to make a donation, we appreciate your being in touch with the Advancement Office to confirm that HPA is able to put your gift to work and, if yes, to ensure you receive appropriate gift documentation.

Please note that HPA does not encourage students or families to give gifts of recognition to individual faculty or staff members. In place of such gifts, families and students are asked to express their individual gratitude through the written word, in the form of a card or note, or with a gift to the Annual Fund in honor of the specific person.
Measure of Success in the HPA Residential Life Program

Measuring success in our residential life program involves an assessment of our effectiveness in teaching numerous lessons of living and learning in a community such as ours. These lessons are varied and, depending on the topic at hand, can involve numbers of adults, among these: our dorm parents, other residential life faculty living on campus, our counselors, nurses, administrators, advisors, and, on occasion, special guests. Through programs, presentations, regularly followed procedures, well-understood routines, and, of course, proper adult interaction with our students, we emphasize the following lessons as part of our residential life program:

- Taking care of one’s physical and emotional needs by developing sound nutritional habits, sleep regimens, personal hygiene practices, and stress management techniques.
- Structuring, organizing, and managing time in the most effective and beneficial of manners.
- Developing self-reliance, self-discipline, and healthy self-esteem.
- Feeling empathy for others and developing techniques that can be of assistance to oneself and others in times of emotional struggle or difficulty.
- Appreciating the concept of patience, the earning of privileges, and the setting of priorities in a world where “instant” gratification has become an increasingly prevalent expectation.
- Understanding, practicing, and accepting the interrelated concepts of personal responsibility and personal accountability. Abiding by the Honor System.
- Getting along with adults and fellow students, respecting the differences in others, and resolving conflict productively and with civility.
- Understanding and balancing the concepts of dependence, independence, and interdependence.
- Being true to the highest sense of self and community and appreciating the virtues of courage and wisdom.
APPENDIX

What to Bring or Purchase on Arrival

• Essentials

Students must supply the following items for their personal use in the dormitories. All items should be clearly and indelibly marked with the owner’s name. For convenience, the HPA Student Store carries basic toiletries, school supplies, postcards, stamps, and phone cards.

- Battery-operated alarm clock/watch
- Bath Items: Toiletries, shower caddy, shower shoes, and bathrobe
- Bedding: One pillow, two sets of twin sheets and pillow cases, blanket, comforter, or bedspread. The nights can be cool in Waimea and the dorms are not heated.
- Clothing: Personal clothing must meet school dress standards. Include a wind and waterproof jacket.
- Computer: To minimize compatibility issues, Macintosh computers are recommended.
- Desk Lamp: Incandescent (< 60 watts), LED, or fluorescent lamps only—no halogen lamps.
- Formal Attire: See “Dress Standards” on page 48
- Laundry Supplies: Detergent, cleaning supplies, and laundry basket/bag
- Padlock: To secure valuables in personal lock drawer
- Plastic Clothes Hangers
- Towels: Two bath sets and one beach towel
- Wastebasket (small)

• Optional Items

Although most dorm rooms are designed for two residents, space is limited and students should be thoughtful about and minimize what they bring. Roommates are to share larger items, especially those that draw extra current, such as refrigerators, to conserve both space and electricity.

- Dehumidifier: An additional electricity use fee will be charged.
- Dishes and Utensils: Students wishing to use the dorm kitchenettes must have their own microwave-safe dishes and eating utensils.
- Food Storage Container: Students planning to keep non-refrigerated food in their rooms should bring a medium-sized plastic tub with a tight lid.
- Hair Dryer
- Outdoor Gear: Students interested in participating in outdoor activities might wish bring their personal gear.
- Power Strip: Students who need more than two electrical outlets must bring a fusible power strip/surge protector. Extension cords are not permitted.

- Refrigerator: Students may purchase, bring, or rent a small, dorm-style refrigerator. An additional electricity use fee will be charged based on the size of the refrigerator. Please check with your dorm head about rentals.

- Stereo: Small boom-box or bookshelf style stereo systems, digital music devices such as iPods, or computers with speakers are allowed. Headphones are required if students wish to listen to their music during scheduled quiet times.

**Prohibited Items**

The following items are not allowed in the dormitories. The dorm parent staff reserves the right to decide if any item represents a safety hazard or is not in keeping with community standards.

- Animals of any kind
- Weapons, simulated weapons or potentially dangerous items of any kind, including knives, martial arts equipment, or guns
- Any heat producing or cooking devices, (e.g. hot plate, hot pot, toaster, coffee maker, microwave oven), space heaters, or electric blankets
- Any items that create flame (e.g. matches or lighters)
- Any flammable materials such as lighter fluid, camp stove fuel, or fireworks
- Halogen bulb lamps
- Flammable lamp shades
- Room dividers, partitions, or screens
- Prescription or over-the-counter drugs, unless permitted by the school nurse
- Traditional televisions or computer screens; flat screen monitors are permitted
- Posters, pictures, literature or other items that reference alcohol, drugs, tobacco, violence, hatred, or inappropriate sexual themes.
- Computer/TV monitors exceeding 23”

Violators could face disciplinary action and confiscation of items.
Lexicon of HPA Terminology and Slang

• Academic Life
  - **BYOD**: Bring Your Own Device
  - **Haiku**: An online learning management system used by all teachers for posting assignments, grades, attendance, and more.
  - **Parent Portal**: A personalized online resource through the HPA website that requires logins and passwords for access (http://www.hpa.edu/parents-portal).
  - **Post-Graduate**: One year students who attend HPA for an additional year after graduating from high school.

• Residential Life
  - **Commons**: The common “living room” type areas in each dorm, where students can usually find the dorm parent on duty.
  - **Check-in**: Students checkin with the person on duty at designated times.
  - **Dorm Jobs**: Routine cleanup jobs completed by students on a weekly basis.
  - **Dorm Wars**: Residential halls compete in a series of fun activities throughout the year to win the annual competition.
  - **Late-Lights**: Upperclassmen who have not completed their work by 10:30 p.m. may request to extend their bedtime to 11 p.m.
  - **Meal Duty**: Student workers assist with kitchen cleanup in the cafeteria after meals.
  - **Open Dorm**: Each dorm takes a turn hosting an evening where students can visit each other’s rooms and dorms with supervision.
  - **Restricted to Campus**: Boarding students that exceed the demerit limit (4) for the week will be restricted to campus and unable to attend off-campus activities.
  - **Sign-out**: Students sign out when attending activities or other events.
  - **Town**: Referring to the Waimea town shopping center area, which includes Parker Ranch Center and Waimea Center.
  - **Weekend Leave**: Students fill out a request to leave campus during the weekend.

• Student Life
  - **Assembly**: Monday morning meetings where the Upper School community gathers as a whole for announcements.
  - **Class Meetings**: Wednesday morning meetings where individual classes gather for specific announcements.
- **Friday Flagpole**: Friday morning meetings where the Upper School community gathers for announcements and celebrations and specific topics may be covered by the Head of School.

- **Ka Makani**: The school mascot, meaning “the wind.”

- **Ko Kākou Student Union**: A student-oriented facility where community members can go to relax, socialize, and study.
The Constitution of the HPA Student Council

• Preamble:

This document is the working draft outline for the role of the Hawai‘i Preparatory Academy (HPA) Student Council.

Student Council members serve on a year-to-year basis and even its longtime members graduate every four years. As a result, the institutional memory of student organization is innately limited. This document, while subject to modification as needed, is intended as a guide for the HPA Student Council. It addresses Student Council membership, responsibilities, and procedures.

• Article I. Purpose of the Student Council

SECTION 1. THE STUDENT COUNCIL OF HAWAI‘I PREPARATORY ACADEMY:

A. Broad Goals.

As a bridge between students and faculty and administration, and as representatives of the students of HPA, the Student Council:

1. Represents the student body:
   a. Listens to and acts upon the concerns of the student body.
   b. Serves as a bridge between the student body, faculty, administration and the larger community.
   c. Attempts to resolve issues that arise at the school.
   d. Plans activities, including dances, Olympics, and retreats for HPA students.

2. Improves the school as a whole:
   a. Works with faculty and administration to best meet the needs of the school’s student body, present and future.
   b. Understands how the school functions and seeks to make the school more efficient.
   c. Promotes school spirit.

3. Grants members opportunities:
   a. To demonstrate and build leadership skills.
   b. To model responsibility and moral character.
   c. To learn about working in an organization.

B. Specific Goals.

Among the most significant activities of the Student Council are:
- **Olympics**: Organization of each class for Olympics and of each dorm for Dorm Wars, including facilitating sign-ups for events, creation of class/dorm T-shirts, and coordinating class events.

- **Appreciation Days**: Organizing Appreciation Days for faculty, administration, Sodexo, Security, Maintenance, Housekeeping, and individuals and groups that support the school.

- **Fundraising**: Fundraising, especially at Pumpkin Patch, for each class and for Fall/Winter Charity Ball, Prom, and other projects.

- **Regular Dances**: Promoting and hosting dances (approximately 4 per year), as scheduled with school administrators.

- **Formal Dances**: Hosting Fall/Winter Charity Ball in the first semester and Senior Prom in the second semester.

- **Spirit Week**: Organizing and promoting Spirit Week.

- **Communication**: Conveying announcements from administration, class deans and from student leadership to the student body.

- **Negotiation**: Actively negotiating with administrators about decisions concerning student life, especially the class schedule, Olympics scheduling, and other issues as they arise.

• **Article II. Structure and Membership**

**SECTION 1. THE HAWAI'I PREPARATORY ACADEMY STUDENT COUNCIL CONSISTS OF:**

A. Five Executive members:
   - Student Council president
   - Student Council vice president
   - Student Council secretary
   - Student Council treasurer
   - executive dorm representative

B. Six Residential members, with two dormitory representatives from each dormitory.

C. Twelve Legislative members, with three class representatives from each grade level.

D. One Student Council advisor, who is a member of the faculty or administration.

• **Article III. Obligations of Student Council members**

**SECTION 1. IN ADDITION TO THE SPECIFIC REQUIREMENTS OF THEIR RESPECTIVE POSITIONS, ALL STUDENT COUNCIL MEMBERS SHALL:**

A. Exemplify honesty, responsibility, and dedication as role models for the student body.

B. Represent the student body in a positive manner in the community of HPA and beyond.

C. Attend all Student Council meetings and actively contribute to discussions.
D. Support other committees through participation.
E. Understand and follow the Constitution as written here.

SECTION 2. THE EXECUTIVE STUDENT COUNCIL:

A. All Executive members shall:
   - Oversee the principle functions of the Student Council.
   - Address the student body at assemblies and at other school-sponsored events upon request, including the various parts of the seniors’ Commencement exercises.
   - Maintain close contact with the Student Council advisor and the other Executive members of the Student Council

B. The Student Council president shall:
   - Facilitate Student Council meetings, leading the discussion of relevant upcoming events and issues.
   - Lead the weekly Student Council meetings
   - Hold the power to appoint members to committees in charge of school projects.
   - Form a committee, per Article VIII of this document and annually review the HPA Student Council Constitution and make recommendations to the school administration.

C. The Student Council vice president shall:
   - Assume presidential duties upon the temporary or permanent absence of the president.
   - Lead organizational efforts for all Student Council initiatives in direct conjunction with the president.

D. The Student Council treasurer shall:
   - Work closely with the Student Council advisor to maintain the Student Council account and budget and track fundraising efforts
   - Report to the Student Council the status of the budget.
   - Handle cash and receipts.

E. The Student Council secretary shall:
   - Keep an accurate and permanent record of the Student Council meetings and distribute meeting notes each week to members of the council.
   - Work with the Student Council president to create the agenda for weekly Student Council meetings.
SECTION 3. THE RESIDENTIAL STUDENT COUNCIL:
A. The executive dorm representative shall:
   - Facilitate and lend support to all activities organized by the dorm representatives by meeting regularly.
   - Distribute pertinent information to dorm representatives.
   - Lead the training and organization for formal dinners.
B. The dorm representatives shall:
   - Foster a sense of community among boarders, looking after the welfare and needs of the student body at HPA and, in particular, those of their dormitory.
   - Represent the residential population and their dorm at Student Council meetings, and represent the Student Council in their dorms.
   - Participate in Student Council sponsored events and activities.
   - Maintain close contact with the dorm faculty, dorm heads, dean of students, assistant directors of student life and other dorm representatives.

SECTION 4. THE LEGISLATIVE STUDENT COUNCIL:
A. The Legislative Student Council shall:
   - Set the tone of the individual grades that they represent.
   - Work closely with their class leaders to engage their classmates in constructive activities.
B. The class representatives shall:
   - Listen to and represent the concerns and ideas of their constituent classes, convey Student Council announcements to their classes, and collect input from their classmates as needed.
   - Lead the organization of the grade-specific responsibilities (Section 5).
   - Maintain close contact (weekly) with their class deans.
   - Look after the welfare and needs of the student body at HPA and, in particular, those of their class.

SECTION 5. GRADE-SPECIFIC RESPONSIBILITIES OF LEGISLATIVE COUNCIL MEMBERS:
A. The senior (grade 12) members shall:
   - Oversee the organization of the Prom.
   - Organize the Senior Gift and bonding activities.
   - Submit a proposal for “Senior Slack” to school administration.
B. The junior (grade 11) members shall:
- Oversee the organization of the Fall/Winter Charity Ball.
- Lead their class, along with their class deans, in the decoration of the gym for Graduation.

C. The sophomore (grade 10) members shall:
- Work with their class leaders with organizing work crews for the Baccalaureate Brunch and Graduation.
- Clean-Up following Commencement Ceremonies

**Article IV. Student Council Elections**

**SECTION 1. WHO CAN RUN:**

To become a candidate for any Student Council position, a student must have demonstrated the ability to follow school rules in the following ways:

A. The candidate must not have more than one unexcused absence from a school commitment (academic class, assembly, class meeting, after school activity…) of any kind and no more than three minor offenses of any kind (tardies, dress code…) during the present school year when running for office for the following (e.g. 3 unexcused class absence during the previous school year eliminates the student from being able to run for office for the following school year). Students who do not meet the aforementioned criteria must present in writing the extenuating circumstances of each infraction from the year to the Student Council advisor (SCA). The SCA may form a panel of administrators to review and comment on the student’s ability to run for office.

B. The candidate may not run for office in the upcoming year if they have had any major infractions that have been taken to a discipline committee (Administrative Hearing or Administrative Review), or Honor Pledge or Honor Code violations (1st, 2nd or 3rd offense) during the present school year (e.g. a student has an honor violation in the 2012-13 school year, s/he is not eligible for run for any Student Council office during the 2013-14 school year).

C. The candidate must be passing citizenship and all academic courses at the time of the election.

**SECTION 2. WHEN CANDIDATES RUN:**

The Student Council advisor administers the election process for all positions. Elections occur in the spring for the following school year.

A. Following the announcement of elections by the Student Council advisor, candidates must declare their intent to run by the stated deadline.
- They must review Section 1 above and be compliant with all prerequisites.
- They must complete the questionnaire and interview with the Student Council advisor and a panel of school administrators.
- Residential candidates must also interview with the dean of students.
- The Legislative candidates must interview with their class deans
- The Student Council advisor, class leaders and school administration reserve the right to refuse a student candidacy on the basis of their interview with the student and the above eligibility requirements.

B. If there are more than three (3) candidates running for the position of Student Council president, an initial election will be held and the two (2) candidates with the most votes will run in a final election, unless one of the candidates receives more than 50 percent of the vote. If more than 50 percent of the vote is received by a single candidate in the initial election, s/he will be declared president and the runner-up is declared vice president.

If more than three (3) candidates are running and a winner is not declared in the initial election, the two candidates with the most votes will participate in a second election with the person with the most votes becoming president and the runner-up becoming vice president.

SECTION 3. THE EXECUTIVE OFFICERS OF THE COUNCIL ARE ELECTED AS FOLLOWS:

A. Prospective seniors can run in the election, and there is no limit to how many can run for each position (See Section 2, B).

B. The candidates for Student Council president present speeches to the student body during an announced assembly. Speeches must be appropriate and will have a time limit. The guidelines and must be adhered for the candidate to avoid being disqualified. Voting for the Student Council president follows during a specific stated period of time. Students may only vote once. The votes are reviewed by the Student Council advisor and shall be witnessed. The results of the election will first be disclosed individually to the candidates before the general population is informed.

C. The election procedures for the candidates for Treasurer, Secretary, and executive dorm rep follow that of the Student Council president (section 2, B, does not apply). These procedures occur in the week following the election of the Student Council president.

SECTION 4. THE RESIDENTIAL MEMBERS (EXECUTIVE DORM REPRESENTATIVE AND GENERAL DORM REPRESENTATIVES OF THE COUNCIL) ARE ELECTED AS FOLLOWS:

A. Prospective juniors and seniors can run for executive dorm representative position.

Prospective seniors, juniors and sophomores can run in the election for the two (2) dorm representative positions. There is no limit as to how many students can run for each position.

B. The candidates present speeches during dorm meetings and voting follows for a stated period of time.

C. The election occurs following the election of the executive officers.

SECTION 5. THE LEGISLATIVE MEMBERS OF THE COUNCIL ARE ELECTED AS FOLLOWS:

A. Candidates can only run for the three positions within their class, but there is no limit as to how many can run for each position. Section 1 applies.
B. The candidates present speeches during class meetings and voting follows immediately as determined by the class deans.

C. The election for senior, junior and sophomore positions occur following the Executive elections.

D. Freshman elections for three (3) members to Student Council will occur shortly after the first mid-quarter. The requirements to run are: passing citizenship, no honor or major citizenship or consistent minor offenses, and no grades below a C in any class. Each candidate will give a speech on how they would help their class at a class meeting following the mid-quarter. The speech will have a time limit. Members of the freshmen class will vote online for their top three choices. Voting will be open for a stated period of time. The three candidates who receive the most votes are selected. The election is administered by the Student Council advisor and the freshman class dean. If there is a tie in the results and impacts the requirement of only three candidates being elected, a new election for the tied candidates will occur with the winner receiving the third position.

SECTION 6. OTHER GUIDELINES FOR STUDENT COUNCIL ELECTIONS INCLUDE:

A. If a candidate does not win election to a particular office, then s/he can run in a subsequent race during that election period.

B. All candidates may campaign for their position. To avoid disqualification from running for office, negative campaigning against another candidate or sabotage another candidate’s campaign must be avoided. The Student Council advisor is responsible for enforcing these policies and may remove a candidate from the race if s/he has violated this condition.

SECTION 7. NEWLY-ELECTED OFFICERS AND MEMBERS

Newly-elected officers and members assume their responsibilities at the discretion of the Student Council advisor and the administration. The new Student Council generally convenes and becomes effective in the last part of the school year.

• Article V. Format of Student Council Meetings

SECTION 1. MEETING DATES AND TIMES.

Meeting dates and times will be set at the discretion of the Student Council advisor and executive officers. The Student Council meets on a weekly basis, usually for 30-40 minutes. Additional meetings may be scheduled as needed.

SECTION 2. AGENDA OF MEETINGS:

A. President’s call to order and sharing of agenda

B. Taking of attendance and conduct check

C. General discussion as scheduled
D. Recap and Announcements: The Student Council secretary records notes and distributes them to the Council through email or Facebook post after the meeting. These notes also guide upcoming announcements for class meetings, etc.

• Article VI. Disciplinary Action of Student Council members

SECTION 1. STANDARD OF CONDUCT

All Student Council members are held responsible for abiding by HPA’s rules and are held to an exemplary standard of conduct. If a Student Council Member is subject to disciplinary action, the consequences might be elevated to account for the privilege of holding a position on the Student Council.

SECTION 2. HONOR CODE/PLEDGE INFRACTION

If a Student Council Member is found guilty of an Honor Code/Pledge infraction, s/he will be immediately dismissed from the Student Council. Members also may be dismissed following a disciplinary hearing, at the discretion of the school administration and the Student Council advisor. Election to refill the office of a dismissed member will be determined at the discretion of the Student Council advisor and the executive officers.

SECTION 3. MEETINGS AND OTHER RESPONSIBILITIES

Members may be excused from Student Council meetings and other responsibilities with the approval of the Student Council advisor. Failing to notify the Student Council advisor before the meeting of an inability to be present is considered an unexcused absence. The Student Council shall tolerate two unexcused absences per semester; if a member attains a third unexcused absence, s/he shall appear before the executive officers and the Student Council advisor, and disciplinary action shall be taken. Said disciplinary action shall be determined at the discretion of the executive officers and the Student Council advisor, considering the responsibilities of the Student Council and the commitment of the individual member. Consequences for a work program cut will serve as a guideline, as Student Council participation can be performed in lieu of a work program position.

• Article VII. Administrative Relations

SECTION 1. STUDENT BODY AND THE SCHOOL ADMINISTRATION

The Student Council serves as a bridge between the student body and the school administration. The Student Council Executives, accompanied by the Student Council advisor, meet with administrators as needed to perform this function. Most frequently, Executives meet with the dean of campus life to raise student issues and to gain administrative approval for student activities. They also meet with the dean of academics and dean of students as needed.
APPENDIX

SECTION 2. ADMINISTRATION OVERRIDE DECISIONS

The Administration of HPA may modify or override decisions made by the Student Council. However, the administration must meet with Student Council leadership to discuss such decisions and to fully explain underlying reasoning. It is the responsibility of the Student Council’s executive members to hold the school administration accountable for such decisions and to actively facilitate communication with school administrators.

• Article VIII. Amendment to the Student Council Constitution

SECTION 1. AMENDMENTS TO THE CONSTITUTION

This Constitution may be altered at any time to maintain its relevance and maximize Student Council’s efficacy. Amendments to this Constitution should follow the following procedures:

A. A Constitution committee is formed of at least five (5) Student Council members, including the Student Council president.

B. The committee meets to discuss and edit the document.

C. The committee’s changes are presented to the Student Council for final comments and a vote to pass or to reject the changes.

D. The alterations are brought to the administration for comments and approval.

E. Following the completion of these procedures, the revised Constitution is effective immediately.

This document was originally engendered by the Student Council of the Academic Year 2006-2007 and Secretary K. Hustace ’07. It was amended and updated by the 2011-2012 and 2012-2013 Student Councils.
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HANDBOOK ACKNOWLEDGMENT FORM

I acknowledge that I have received a copy of the 2017-2018 Upper School (Gr. 9-12) Student and Parent Handbook. I have read and understand the information contained within. I understand and agree that compliance with the rules, codes, and policies outlined in the 2017-2018 Upper School (Gr. 9-12) Student and Parent Handbook, including the Computer Acceptable Use Policy, is a requirement for continued enrollment and failure to follow said rules, codes, and policies could result in the termination of my child’s enrollment.

__________________________________________________________________________
Student Name

__________________________________________________________________________
Student Signature

__________________________________________________________________________
Parent/Legal Guardian Signature

__________________________________________________________________________
Parent/Legal Guardian Signature

Complete form and return to the Upper School Office.

Student Name

Grade

Student Signature

Date

Parent/Legal Guardian Signature

Date

Parent/Legal Guardian Signature

Date