



PBA
PACIFIC BUDDHIST ACADEMY

2024-25
PARENT & STUDENT HANDBOOK



Welcome

High school students thrive in an environment where each moment is cherished for its uniqueness, and each individual. The high school years number among the most rewarding times of a person's life, and they are some of the most critical, as our students transition from childhood to adulthood.

Though fleeting, and therefore precious, numerous challenges attend the high school years. As educators specializing in these formative years, we at PBA share in the joys and frustrations your students experience as they learn about themselves, try out new identities, make new friends, and awaken to the causes and conditions of their choices and the effects of those choices on others. Pacific Buddhist Academy is deliberately small; we focus on preparing students for college, workplace and community. We have an outstanding group of educators highly skilled in their subject areas and as guides and mentors to adolescents.

This handbook is designed to help you and your student settle into the "PBA Sangha," our name for this learning community. The handbook describes the standards and practices that make our school an intentional community dedicated to the emerging awareness of its members and to the promise of our positive interdependence. It is important that you take the time to familiarize yourself with the contents of this handbook. If you have questions at any time, do not hesitate to contact your student's adviser, administrators at the school, or me. An active relationship and good communication between us is vital.

Once again, I welcome you to Pacific Buddhist Academy and to the adventure of the PBA education. I am very excited for this school year, and express my profoundest gratitude that you have chosen our school for your child's education.

Warmly,



Josh Hernandez Morse
Head of School and President



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SECTION 1: What Make Pacific Buddhist Academy Unique?

The Golden Chain of Love

I am a link in Amida Buddha's Golden Chain of love that stretches around the world. I must keep my link bright and strong. I will try to be kind and gentle to every living thing and protect all who are weaker than myself. I will try to think pure and beautiful thoughts, to say pure and beautiful words, and do pure and beautiful deeds, knowing that, on what I do now depends not only on my happiness or unhappiness, but also those of others. May every link in Amida Buddha's golden chain of love become bright and strong, and may we all attain perfect peace. Namu Amida Butsu.

Mission

The Mission of the Pacific Buddhist Academy is to prepare students for college through academic excellence, to enrich their lives with Buddhist values, and to develop their courage to nurture peace.

Motto

Enlightened Learning

Colors

Indigo represents the gift of life; Teal, the school's commitment to the teachings of Buddhism; and Gold, the light of Amida Buddha's wisdom and compassion.

Logo

The school logo consists of the Dharma Wheel, the universal symbol of Buddhism, supported by olive branches, the western symbol of peace. Together the logo symbolizes a promise of peace that bridges east and west.

The Pacific Buddhist Academy Sangha

PACIFIC BUDDHIST ACADEMY IS FOCUSED ON THE SANGHA, or the community of learners within which personnel, students and families participate. Attending Pacific Buddhist Academy is a privilege, not a right. Students, parents, faculty and staff play a unique role and are expected to contribute to sustaining the learning environment by observing the policies, procedures, beliefs, responsibilities and behavioral standards defined by Pacific Buddhist Academy's code of conduct and the laws of the land.

PBA Learner Profile

To make a difference in the world today and for the future, we believe Pacific Buddhist Academy students must be skillful, emotionally intelligent and culturally competent. Students develop these attributes through opportunities for awakening - academic and personal - in and out of school. We also believe that Pacific Buddhist Academy students should become expert communicators, effective listeners, and storytellers who are confident and value their place in the world. These skills will help students to foster deep ties to their local and global communities.

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We achieve these aspirations by providing Pacific Buddhist Academy students with myriad academic, spiritual, and interpersonal resources. Pacific Buddhist Academy provides a challenging and developmentally appropriate curriculum and supportive interdependent environment. Our educational offerings are based on our belief that in today's world, Pacific Buddhist Academy students will display the following abilities upon graduation:

- The ability to be responsible for one's own learning
- The ability to demonstrate problem solving;
- The ability to demonstrate imaginative thinking;
- The ability to engage in creative endeavor.
- The ability to recognize & produce quality performance & quality products.
- The ability to apply knowledge according to a personal sense of ethics;
- The ability to apply knowledge in a way that takes one's audience into account.

Advisory

The role of the adviser is to guide advisees. Ideally, advisers are the first person advisees seek for support, or celebrate. In this capacity advisors may be sought out as intermediaries for consultation by parents, faculty, and the administration.

The role that advisers serve is critical. Their participation in the advisory system ensures that every student in the school is supported in a highly personalized way.

Concept of Interdependence

We believe that all things are interdependent. That principle is at the foundation of everything that we do. When subject areas are integrated, students realize that the fields of history, language, mathematics, and science affect one another. When students learn to accept differences with curiosity and respect they dissolve barriers and value each person's unique perspectives and strengths. When faculty challenge students academically and also attend to their physical, social, and spiritual health, students thrive. An appreciation of our interdependence contributes to students' sense of responsibility and purpose.

Role of Students

Being college prep is more than rigorous academics. Developing leadership, time management, and social skills are essential for a successful higher education experience. Keeping this in mind, students at PBA are given responsibilities in planning and participating in various events, cleaning, and serving throughout their high school experience, but particularly during their senior year. Another role that students fulfill is to be their own advocates. They are encouraged to share ideas, concerns, and questions for the betterment of the school.

Relationship Between the School and Temple Community

Pacific Buddhist Academy is located on the temple grounds of the Honpa Hongwanji Hawaii Betsuin which is the flagship church of the Honpa Hongwanji Mission of Hawaii, the association of churches affiliated with Jodo Shinshu Buddhism in Hawaii. PBA is supported financially by the affiliated churches of Jodo Shinshu Buddhism throughout the world. Conversion to Buddhism is not a component of the school's mission, but it is a hope of the temple community that students develop an understanding and respect for Buddhism through their studies at PBA.

Although students are required to attend temple services on Fridays, they are not required to chant, sing, or offer incense during the service if they are uncomfortable.

SECTION 1: What Make Pacific Buddhist Academy Unique?

ACCREDITATION/MEMBERSHIP

Pacific Buddhist Academy is accredited by the Hawaii Association of Independent Schools (HAIS) and Western Association of Schools and Colleges (WASC) and licensed by the Hawaii Council of Private Schools (HCPS). PBA also maintains full membership of HAIS, the National Association of Independent Schools, and the Center for Spiritual and Ethical Education.

Uniqueness

Pacific Buddhist Academy is an innovative educational community recognized for its unique programs and initiatives including:

- Being the first accredited Buddhist high school in the United States, one of two Buddhist high schools in the U.S. (that we are aware of), and the first Shin Buddhist high school in the Western Hemisphere.
- Having the premier performance taiko program in the state of Hawaii.
- Achieving and maintaining a 100% college acceptance rate among all graduates of the school.

NON-DISCRIMINATION POLICY

Pacific Buddhist Academy, mindful of its primary mission as an effective educational institution, does not discriminate in admissions, educational programs, employment or activities against any applicant, student or employee because of race, religion, color, sex, marital status, age, national origin, ancestry, handicap, sexual orientation or gender expression.

VISION, MISSION, PEACE PHILOSOPHY AND SCHOOLWIDE LEARNER OUTCOMES

• Vision

- Leadership, intellect and spirit in the service of peace.

• Mission

- To prepare students for college through academic excellence; to enrich their lives with Buddhist values; and to develop their courage to nurture peace.

• Philosophy of Peace

- The cultivation of peace in individuals, our community and our world is based on the practice of Buddhist Values known as the six paramitas:
 - Dana: selfless giving
 - Shila: ethical and moral self discipline
 - Kshanti: perseverance and patience
 - Virya: energetic diligence
 - Dhyana: Mindfulness and insightful meditation
 - Prajna: wisdom of seeing into the impermanence of all things and the true nature of things as-they-are.

SECTION 1: What Make Pacific Buddhist Academy Unique?

Student Learner Outcomes

- A PBA graduate will exhibit qualities associated with self-directed learning, complex thinking, quality production and the ethical and skillful application of his or her actions.
- A PBA graduate will strive to cultivate inner peace, peace in his or her community and peace in the world.
- A PBA graduate will practice the six paramitas.

STATEMENTS OF UNDERSTANDING

In addition to a statement of mission, the work of each educational institution is positioned by a set of understandings that shape the way in which that mission is interpreted and carried out. The following list of statements is that set of understandings for Pacific Buddhist Academy.

Buddhist Understandings

The activities of PBA's educational sangha, or learning community, are driven by three fundamental Buddhist understandings about the nature of being: the impermanent nature of being, the karmic conditions that have shaped our being and continually shape our being in the present, and the interdependent nature of being.

- Impermanence: change is the fundamental constant of the universe. PBA should endeavor to nurture young people's resilience to change, and their ability to feel gratitude for the experiences of their lives.
- Karma: in each and every moment, individuals have the opportunity to make choices about the things they think and the actions they make. PBA should endeavor to empower young people by helping to nurture their ability to take responsibility for their thoughts and actions.
- Interdependence: all beings are connected in a web of interdependence. This is a fact of existence, an ancient discernment of Buddhism, which recent theorists of globalization have only begun to appreciate. PBA should endeavor to nurture young people's courage to affect the conditions of interdependence through compassionate action.

The curriculum of PBA seeks to promote mindfulness, wisdom and compassion in its students.

- Mindfulness is a practice of awareness that requires careful internal and external observation. Mindfulness enables adolescents and adults to see the world as it really is, and to be fully aware of the present moment free from judgment. This awareness facilitates the individual's ability to act with compassion.
- Wisdom includes learning the essential skills and concepts of the basic disciplines. It places a premium on knowledge. But wisdom is also concerned with the use to which that knowledge is put. Critical and creative thinking are important to the application of wisdom. Adolescents must be able to think for themselves, to question the assumptions of ideas they encounter, and to decide for themselves the appropriate actions to take.
- Compassion has two aspects: the experience of empathy for the suffering of another being, and the action taken by the empathizer to alleviate that suffering. Young people should learn the practice of dana, or selfless giving. They should also acquire the sophisticated affective and critical thinking skills necessary to understanding how best to practice dana, and how to discern which actions will best sustain others.

SECTION 1: What Make Pacific Buddhist Academy Unique?

Understandings of Peace

- PBA is an institution of learning. As such, it prioritizes the ability of its members to decide for themselves those actions necessary to promoting peaceful change in the world. Nonetheless, PBA is aware that education is active, and that the institution is embedded in a living culture in which real world issues of peace are at stake. Thus, the institution strives to adopt one of four institutional postures in its efforts to educate all members of its sangha about those issues:
 - Passive educational: the school educates students to learn values of peace education, become aware of current injustices, and equips them with the skills to make reasoned judgments, but the students are left to make their own decisions about the appropriate actions to take.
 - Compelling educational: the school educates students to learn values of peace education, become aware of current injustices, and equips them with the skills to make reasoned judgments, and the school compels students to take some form of action.
 - Dialogical: the school educates students and other stakeholders by turning school into a site of dialogue. It becomes a forum for representatives of a plurality of views to engage in dialogue on peace issues of interest to the local, national & international community.
 - Representational: The school educates students by examining issues, taking positions on issues, and deciding on appropriate actions the school and students can take to advocate for desired outcomes.
- PBA believes that individuals must cultivate inner peace in order to nurture peace in their families, communities & the world.
- PBA believes that in order to promote peace in the world, it should practice peace. It seeks to integrate practices of compassion into its instructional methods, respecting the individual dignity and integrity of all members of its sangha, or learning community.
- PBA's mission of peace is informed by the emerging discipline of peace studies, and its interconnected strands: international education, human rights education, development education, environmental education, and conflict resolution education.
- PBA believes that conflict is inevitable. Rather than seeking to end all conflict situations, which would be impossible, it seeks to empower its learners to manage conflict situations with mindfulness, wisdom and compassion.
- PBA seeks to inculcate in its learners the awareness, understanding and motivation to promote sustainability in world cultures.

Understandings About Learning

- PBA believes that all members of its sangha are learners.
- PBA is committed to learning by doing and sharing. It seeks to understand the learning needs of all members of its sangha, or learning community - students, first and foremost, but also participating adults - and to meet those needs by supporting and challenging all learners.
- PBA believes that learning is promoted when people experience flow. Flow is enabled when learners are put in situations where their skills match the challenges they face, and the challenges match their skills.
- PBA believes that in order for young people to become effective democratic citizens, they should participate in democratic structures, both in the school and in the larger community.
- PBA believes in integrating group learning activities across its curriculum; it also believes that effective teaming takes time and needs to be taught.
- PBA seeks to integrate its learning activities with the larger community in which it is embedded; it believes that the larger community can often provide the best classroom, which is as much to say as the best opportunities for learning.

SECTION 1: What Make Pacific Buddhist Academy Unique?

- PBA believes in the importance of understanding the unique strengths and potentials of each of its individual learners. It seeks to promote those strengths and potentials.
- PBA believes in holding students to high standards of intellectual and affective rigor, insofar as that rigor promotes lifelong learning and relevant competencies in their lives.
- PBA seeks to promote a balance of intellectual, physical, and spiritual fulfillment for its learners.

STUDENT RESPONSIBILITIES

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

- Attend all classes, advisory, temple services, activity periods, assemblies and other required events scheduled.
- Arrive on time to classes and be prepared by bringing appropriate school supplies, completed assignments and required books.
- Demonstrate and maintain behaviors that contribute to creating a positive learning environment by being respectful, attentive, interested, cooperative, and considerate of others.
- Read, understand, and follow all rules and behavioral expectations listed in the Parent and Student Handbook before the start of the school year.
- Become involved in school and community through service clubs and class activities.

PARENT RESPONSIBILITIES

Parents are expected to ensure their child's success by working in partnership with faculty and staff to guide their child toward a more active, accountable and responsible role in his/her own learning. Parents will:

- Support school officials in their effort to develop and maintain a positive learning community by reading, understanding and supporting all rules, policies and behavioral expectations written in the Parent and Student Handbook.
- Expect from their child prompt and regular attendance to classes and all scheduled activities, with an attitude conducive to learning.
- Teach their child to be accountable for his/her/their own actions and help him/her/them to grow and develop self-discipline and self-control.
- Maintain an active interest in their child's schoolwork and activities by reviewing learning progress with their child on a regular basis, responding to all school-related mailings, and communicating with their child's adviser, counselor, and teachers in a cordial manner to obtain answers to concerns.
- Teach their child socially acceptable behavior, including respect for laws, rules, authority, and respect for the rights and property of others.

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

STUDENTS LIVING WITH GUARDIANS

All Pacific Buddhist Academy students must have an officially registered guardian of at least 25 years of age who is legally responsible for the student's welfare, and who lives at the student's residence. No student may live independently, regardless of the student's age. In the event that there is a change in guardianship or if the official guardian will be absent for a significant amount of time, please notify the adviser of arrangements for appropriate supervision.

SECTION 1: What Make Pacific Buddhist Academy Unique?

HOMESTAY STUDENT RESPONSIBILITIES

The Homestay experience is to be regarded as a sharing of cultures and not simply as room and board accommodations.

- The student must abide by the rules of the host family, the school's expectations for Homestay students, and the laws of the community, such as set curfew hours for minors.
- The student will stay with his/her originally assigned host family unless a move is arranged by mutual agreement between the host family, Pacific Buddhist Academy, and the homestay provider.
- If it is determined by the Pacific Buddhist Academy Exchange Program Coordinator that the student's behavior at the originally assigned home is the cause for locating a new Host Homestay family, an additional fee will be charged.

Policies may be changed at any time without specific notification and at the discretion of the school administration.

Every student and parent/guardian is expected to read the Parent and Student Handbook. A student's enrollment in Pacific Buddhist Academy indicates that both parent(s)/guardian(s) and student have read the handbook, and agree to support the mission, policies, and vision of the school.



SECTION 2: Communicating with PBA and Faculty & Staff Email List

COMMUNICATING WITH PBA

All teachers and staff at Pacific Buddhist Academy strive to make themselves as accessible as possible, but there is a general approach that will get your questions or concerns addressed most quickly. Many questions about PBA can be resolved by consulting school mailings, the student's school account in Microsoft Teams, the website, or the Gradelink school information system.

- To notify the school of planned absences, contact the main office by email - office@pbahi.org or by calling (808)532-2649.
- If your question involves financial matters, such as tuition or fees, contact Business Manager Miho Bradley at miho.bradley@pbahi.org.
- For academic or social matters, the first step is to talk to your child -- and not only if it affects her or him directly. Sometimes student's presence at the school five days a week gives them a perspective that can help shape, or even answer, broader questions about the school.
- If your question involves a specific class, the next step is to contact the teacher.
- Email is generally the best way to work with differing daily schedules, but if the matter is urgent, calling the school office may be faster.
- If your question is not class-specific, your student's adviser is your best choice. PBA's advisory groups span all grade levels, so the advisers routinely are familiar with the bigger picture at school.
- If none of those avenues fully address your question, then contact Head of School Josh Hernandez Morse at josh.hernandezmorse@pbahi.org. He has an open door policy and seeks to understand your questions and concerns.



SECTION 2: Faculty & Staff

HEAD OF SCHOOL

Josh Hernandez Morse
josh.hernandezmorse@pbahi.org

ADMINISTRATIVE STAFF

Zachary Agcaoili, Executive Assistant to
the Head of School
zachary.agcaoili@pbahi.org

Miho Bradley, Business Manager
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Megan Lee, Director of Advancement
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Liane Vilorio, Dean of Students
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Blanche Yarnell, Director of Admissions
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STAFF

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Mark Nishida, Custodian
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SCHOOL CHAPLAIN

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FULL-TIME TEACHERS

Dr. Benjamin Bruch, Humanities Teacher
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Roman Chavez, Humanities Teacher
roman.chavez@pbahi.org

Ryan Curry, STEM Teacher
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Kena Heffernan, STEM Teacher, Athletic Director
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Verena Mellein, Humanities Teacher
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Loren Otake, World Languages - Japanese Sensei
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Adrian Pedroza, STEM Teacher
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ADJUNCT TEACHERS

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Jake Lui, Rock Band Teacher
jake.lui@pbahi.org

Lexi Scarborough, Drama Teacher
lexi.scarborough@pbahi.org

Erik Sullivan, Visual Arts Teacher
erik.sullivan@pbahi.org

Jenny Taira, Choir Teacher
jenny.taira@pbahi.org

Jay Toyofuku, Taiko Sensei
jay.toyofuku@pbahi.org

SECTION 3: Academic Policies and Other School Policies

GRADUATION REQUIREMENTS

PBA's graduation requirements to ensure all students have a well-rounded education that attends to their intellectual development, creative effort and aesthetic appreciation, spiritual growth, and physical and emotional health and wellness. The graduation requirements are appended below.

GRADUATION REQUIREMENTS

Language Arts	4 credits
Social Sciences and History	4 credits
Mathematics	3 credits (2 credits must be Algebra)
Science	3 credits (1 credit minimum life science/physical science)
World Languages	3 credits (at least 2 credits in the same language)
Peace Studies	2 credits
Buddhism & World Religions	1 credit
Cultural Arts	1 credit
Fine Arts	1 credit
Performing Arts & Communication	1 credit
Fitness & Health	2 credits (1 full credit can be earned through interscholastic sports and performance Taiko)

Total - 25 credits



SECTION 3: Academic Policies and Other School Policies

Academic Credit

Pacific Buddhist Academy will grant credit for any course taken at Pacific Buddhist Academy in which a student receives a passing grade. Students who receive a grade below "C-" in a course may receive a recommendation from the teacher to repeat that course. Generally, a student who receives a grade below "C-" in a course that is part of a sequence (e.g., mathematics and foreign language) may not be allowed to take the subsequent course in the sequence without some makeup or other remedial work.

No credit is given for a year course dropped at any time during the year. Transfer students may receive credit toward graduation for courses taken at other schools only by approval of the Head of School. Graduation requirements may be modified for transfer students and students with learning differences only by approval of the Head of School.

Credit for core academic courses is based on work completed within each academic cycle; credit for electives courses is based on work completed each trimester; credit is available for qualifying workshops based on work completed each academic cycle. Please note that only select workshops are available for credit.

Students who wish to earn credit or higher placement by taking courses during the summer or by taking on-line courses should receive prior approval from their adviser and the Head of School. In departments where courses are sequential (e.g., mathematics, world language), students seeking higher placement as a result of summer work completed at a school other than Pacific Buddhist Academy may be required to successfully complete an examination in order to receive higher placement the following school year.

Minimum Course Load

Students are required to take classes for each period of the school day all four years. In some cases, the Head of School may permit a student to substitute an online course for an actively taught course, subject to the availability of faculty or administrative proctoring of the online course.

Course Placements and Selections

Course placements and selections made during the registration process are final. In selecting electives, the student should seek the advice of his/her adviser and teachers, and discuss the selections with his/her parents. In most cases, the student's first choice in a course selection will be met. However, if a scheduling conflict occurs or if there is excess or insufficient enrollment in the class selected, the student will be placed in an alternate elective through conferral with the student.

Schedule Changes

Students are given a grace period of two weeks to change electives each trimester. Following this grace period, electives course selections are final.

Any change to a core academic course is regarded as an exception to the expectation that course selections made during registration are final. Exceptions may be made under any of the following conditions:

- Scheduling conflict occurs.
- The adviser and / or administration recommend a change.

SECTION 3: Academic Policies and Other School Policies

Reasons for requesting a course change, such as teacher or period preference, disinterest in the course, etc., will not be considered sufficient cause to initiate a schedule change.

If a student drops a course after the fifth school day of a cycle (for core academic courses) or 10th school day of a trimester (for electives), it will be noted on the student transcript as a "WP," or "withdraw pass," if the student has a passing grade at the time of dropping the course, or "W," "withdrawal," if the student does not have a passing grade at the time of dropping the course. Note that the minimum course load requirement will still apply.

In some cases, the Head of School may change the grading status of a course to "Audit," wherein the student must still complete all assigned work but the student does not receive a grade or credit. Once a student is placed in a course on audit status, that student may not revert back to taking the course for a letter grade for the duration of the course. This policy is applicable to both core academic courses and electives.

Gradelink, the What's New, family bulletins, and Microsoft Teams

Gradelink, is the online system that connects PBA students and families to report card, grade narratives and attendance information.

What's New at PBA is a bi-monthly online newsletter that highlights special events, such as academic activities, athletics, and other features, as well as an activities bulletin, for PBA families and other school supporters. Family bulletins are distributed by email to keep families apprised of important announcements and upcoming and past events.

Lots of valuable information is distributed school-wide to students through the "PBA Sangha" portal of Microsoft Teams.

Homework Policy

At PBA, we strive to ensure success for all students. Staying up-to-date with homework ensures students acquire the content, skills, and dispositions the teachers intend as they navigate the learning together. PBA understands students sometimes fall behind, and the homework policy is designed to assist students with catching up on a timely basis. The policy follows.

If a student misses two assignments:

- Teachers will report students who have missed two assignments to the Dean of Students and parents/guardians.
- The Dean of Students will inform parents of mandatory attendance at afterschool Learning Lab.
- Students must attend after school Learning Lab until the missing assignments are completed.
- Teacher late policies will apply to the missing assignments - e.g., if a teacher's late policy is 10% daily reduction, the amount of reduction will depend on when the student submits the assignment.
- This homework policy applies to ALL students INCLUDING athletes who will miss practices/games until all assignments are complete.

SECTION 3: Academic Policies and Other School Policies

Report Cards

Grades for core academic courses are issued at the conclusion of each cycle and are posted in Gradelink, Grades for electives courses are issued at the end of each trimester and are posted in Gradelink.

Grading Policy

Pacific Buddhist Academy is a college-preparatory school; therefore, each student is expected to put forth his/her/their best effort in order to take full advantage of the available opportunities for intellectual, physical, ethical and spiritual growth. Grades are a means by which students can measure their progress and gain confidence in their abilities.

Grades also provide parents, teachers, colleges, and employers with summative evaluation data for PBA students.

Computation of the Grade Point Average (GPA)

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

Letter Grade	Percentage	Unweighted	Weighted (Honors Classes)
A+	97%-100%	4.333	5.00
A	93%-96.99%	4.00	4.667
A-	90%-92.99%	3.667	4.333
B+	87%-89.99%	3.333	4.00
B	83%-86.99%	3.0	3.667
B-	80%-82.99%	2.667	3.333
C+	77%-79.99%	2.333	3.00
C	73%-76.99%	2.0	2.667
C-	70%-72.99%	1.667	2.333
D+	67%-69.99%	1.333	2.00
D	63%-66.99%	1.0	1.667
D-	60%-62.99%	0.667	1.33
F	Below 60%	0.0	0.0

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

Credits earned for courses taken at other secondary institutions will be accepted by Pacific Buddhist Academy with administration approval. Grades for accepted courses are included in the computation of the student's cumulative grade point average (CGPA).

SECTION 3: Academic Policies and Other School Policies

CUMULATIVE GRADE POINT AVERAGE

A student's cumulative grade point average (CGPA) is computed each cycle/trimester for grades 9 through 12. Eligible High School courses completed in Summer School are also included in the CGPA. The CGPA is determined by dividing the points for grades earned in all courses by the total number of courses taken. Grades for courses successfully completed during the 7th and 8th grades accepted by the PBA Head of School that satisfy graduation credits at PBA (e.g., first or second level foreign language, Algebra I, Geometry) will be included in the student's CGPA for grades 9 through 12 and will be shown on the student's transcript.

Class Rank

Pacific Buddhist Academy does not rank students individually. Ranking within such a small class size does not give a useful picture of student achievement. The student with the highest CGPA at the conclusion of his/her/their senior year will be designated the class's valedictorian; while the student with the second highest CGPA at the conclusion of his/her/their senior year will be designated the class's salutatorian. Students must complete two full academic years (or six trimesters) to be eligible for consideration as a class's valedictorian or salutatorian. CGPA calculations are made to the thousandth place.

ACADEMIC MONITORING AND/OR DISMISSAL POLICY

A student whose grade point average (GPA) is less than 2.000 in a given trimester or who has two failing grades will be placed in Academic Monitoring status and may be dismissed from school at the end of the current trimester.

All families of students on Academic Monitoring will receive weekly reports from the Dean of Students. Students on monitoring may be required to be in Study Hall or attend after school Learning Lab. These interventions may take precedence over any co-curricular activity.

Athletes on Academic Monitoring are subject to the terms of the Athletic Eligibility Policy. Participation in co-curricular activities may also be reviewed subject to equivalent terms.

ACADEMIC SUPPORT SYSTEMS

Advisers

Each student's first line of support is his/her/their academic adviser. Advisers are tasked with learning as much as possible about each advisee's strengths, interests, and areas for growth, and to assist advisees with navigating the challenges and triumphs of learning at PBA. Advisories meet weekly; academic progress is often the subject of the advisories.

Workshops

PBA students may register for workshops designed to provide academic support each cycle. These include study halls and subject-specific "practice" workshops, such as math practice and world languages practice. These are meant to bolster student learning and give them opportunities to keep up with the academic demands of the classes. Select workshops also offer academic credit.

SECTION 3: Academic Policies and Other School Policies

After School Tutorial

Tutorial sessions are scheduled during the week after school. It will be the student's responsibility to attend these sessions. Required tutorial sessions will take precedence over all co-curricular activities. Students directed to attend the mandatory tutorial session must arrive promptly at the start of each tutorial session and remain until the end unless excused by the teacher. Failure to attend each tutorial session will be considered an unexcused absence.

Temple Service Fridays

PBA has a temple service in its Founders' Hall each Friday morning between the first and second core class. All students are expected to attend temple service, and the school requests that students dress appropriately for it - i.e., more formal attire appropriate to a religious service.

Students actively participate in temple services: advisories set up chairs and the altar space, conduct, with the PBA School Chaplain, the service, emcee the service, and offer dharma messages on occasion.

For some temple services, the school may ask all students to wear the PBA blue polo shirt.

EXPECTATIONS OF ACADEMIC HONESTY

Embedded in the life of Pacific Buddhist Academy as an academic institution is the expectation that all members of our community will maintain good citizenship and practice academic honesty, as outlined below:

Students at Pacific Buddhist Academy shall not cheat or plagiarize.

"Cheating" is defined as the dishonest production or dissemination of schoolwork. This includes copying, sharing answers during examinations, violating or compromising testing procedures, turning in work that someone else produced (including a family member), or any other fraudulent practice, whether or not the student benefits or obtains any advantage from the action in question. This also includes an instance in which a student knowingly provides work for or otherwise assists another in such action. Unauthorized use of AI to compose or complete student work shall also be considered cheating.

"Plagiarism" is defined as using others' ideas and words without clearly acknowledging the source of that information. Examples include: copying someone else's work word-for-word, paraphrasing, and borrowing ideas and putting them in different words without properly citing sources. Cutting and pasting material found on the Internet is another common example of plagiarism. To avoid plagiarism, credit must be given whenever the following are used:

- another person's idea, opinion, or theory;
- any facts, statistics, graphs, drawings - any piece of information - that are not common knowledge;
- quotations of another person's actual spoken or written words; or
- paraphrasing of another person's spoken or written words.

In cases of suspected or confirmed cheating, the teacher will consult with the student's adviser, review the evidence of an academic offense and decide on an appropriate course of action. If cheating has been determined, the teacher, in consultation with the administration, will make a determination about the impact on the student's evaluation.

SECTION 3: Academic Policies and Other School Policies

Standardized Testing Program

Pacific Buddhist Academy uses various standardized testing programs at appropriate grade levels in order to evaluate the progress of our students, as well as to give students practice towards the college admissions tests. Other than the PSAT, students must register and pay for the costs of the exams, which include the SAT, ACT, and TOEFL for non-native English speakers.

All freshmen, sophomores and juniors will be expected to take the PSAT at PBA in mid-October. This test helps students prepare for the SAT. Since PBA encourages all students to take both the SAT and ACT during 11th and 12th grades, we want our students to become familiar and comfortable with the college admission exams. PBA registers students and pays for the PSAT exams. These results do not appear on students' high school transcripts. Additional information is available at www.collegeboard.com/student/testing/psat/about.html.

College Admissions Testing

It is the responsibility of the student to register and pay for college admissions tests. Test preparation booklets for all college admissions tests are available in the College and Career Counseling Office. Test preparation courses (for a fee) will be offered through Pacific Buddhist Academy. Free, individualized online test preparation is available through Khan Academy. Pacific Buddhist Academy's school code is 120009. Test fee waivers (two for the SAT and two for the ACT) are available for students who receive more than 65% in need based on financial aid from PBA. Students should contact the College and Career Counseling Office for more information.

Colleges will accept either the SAT or ACT and will use the best exam in the admission process. School will either accept the student's best score or will "Super-score" taking the best section from multiple sittings. Therefore, we encourage all students to take both tests at least once in the second semester of the 11th grade and again during the first semester of the 12th grade.

The SAT Reasoning Tests is a measure of the critical thinking skills a student will need for success in college. This test measures critical reading, math, and writing skills, and may include a written essay.

SAT Subject Tests - Some colleges, usually the most selective, require or recommend that students also take the SAT Subject Tests. Subject Tests are one-hour, primarily multiple-choice tests that measure a student's knowledge of particular subjects.

These tests are given at the same time as the SAT I tests, so students must plan their testing schedules carefully. The language test with listening is only given in November.

ACT - The ACT Assessment measures skills in English, mathematics, writing, reading, and science reasoning. These areas are tested because they include the major areas of instruction in most high school and college programs (from ACT registration booklet). Students should register for the optional Writing Test.

TOEFL is an additional college admissions tests for students whose native language is not English.

Further information on these tests may be obtained from the college counselors, or online as follows:

- o ACT - www.act.org
- o Khan Academy - www.khanacademy.org
- o SAT - www.collegeboard.com
- o TOEFL - www.toefl.com

SECTION 4: Code of Conduct

Focus on the Sangha

It is the goal of the Pacific Buddhist Academy to foster a school culture that is safe, peaceful, and conducive to learning. Students are expected to function in the role of ambassadors of the school and its mission and abide by the conduct policies outlined in the student code of conduct both on and off campus, and at all times. These policies are subject to change under the advisement of the Board of Trustees; the Head of School; the Faculty; and/or the Dragon Parents 'Ohana when deemed necessary by the administration.

Pacific Buddhist Academy reserves the right to determine the appropriate means of working with students to achieve their best possible conduct. Pacific Buddhist Academy is solely responsible for determining what prohibited behavior is and the disciplinary response best suited to safeguard the school community and correct the prohibited behavior. PBA asserts the principle of upaya, or skillful means, as the tenet guiding its decision-making to redirect student behaviors.

Additionally, PBA embeds Restorative Practices for purposes of community building, to understand how individuals/the sangha has been affected by negative behaviors, and to repair the harm caused by negative behaviors in order to restore the harmony of the sangha. PBA may seek to utilize Restorative Practices for disciplinary purposes. Violations of the Student Code of Conduct will elicit a disciplinary response that is intended to:

- Help the student develop awareness regarding the success of his/her/their decision-making and subsequent behavior.
- Help the student expand his or her ability to adopt new behaviors when necessary.
- Foster in the student a greater awareness of the interdependent nature of his/her/their behavior, and the consequential relationship between his or her behavior/attitude/decision making/etc., and the feelings and reactions of others.
- Generate greater awareness in the student community of the interconnected effects of inappropriate behavior, to serve as a deterrent to students with potential inclinations to repeat the same or similar behavior.
- Assist the student in his or her endeavor to resume his or her social, emotional, academic "place" within the school community.
- Promote and maintain peace in the school and community as defined by the Pacific Buddhist Academy's Philosophy of Peace.
- Instill in the students an understanding of effective and appropriate behavior that will allow him or her to discover success during and beyond participation in the Pacific Buddhist Academy.

PBA's Disciplinary Philosophy

Pacific Buddhist Academy endeavors to awaken students to the causes and conditions that lead them to make the choices they make, and to analyze the results of their actions, intended and unintended. The school's disciplinary philosophy is one of awakening. Primarily through effective, skillful communication with students, partnership with families, and, when deemed necessary, professional support systems, we provide moments for reflection so that students better understand their individual effect on their surroundings, and thus better appreciate their respective place in the sangha, or school community.

SECTION 4: Code of Conduct

Our disciplinary approach seeks to promote an environment free from fear, anxiety and insecurity. It is supportive and responsive. Students are expected to behave in accordance with the Student Code of Conduct not for fear of reprisal, but because they accept and model the spirit of integrity and healthy decision-making. The approach embeds Restorative Practices and upaya as foundational ideas guiding the school's approach. The school will seek to educate families on the precepts and practice of these approaches.

However, when a student's behavior violates established policies, rules, or regulations of the school, or state or local laws, the school will take appropriate disciplinary action. The purpose of school-administered discipline is to:

- Promote and maintain a safe and secure educational environment;
- Teach and acknowledge proper behavior which is beneficial to the educational process and self-development;
- Deter students from acts which interfere with the purpose of education or which are self-destructive, self-defeating or anti-social; and
- Maintain proper student conduct to ensure that educational activities and responsibilities remain uninterrupted.

An important point of reference in PBA's focus on student behaviors can be taken from the Golden Chain of Love, a pledge repeated by all members of the sangha at each Friday's temple service:

I am a link in Amida Buddha's Golden Chain of love that stretches around the world. I must keep my link bright and strong. I will try to be kind and gentle to every living thing and protect all who are weaker than myself. I will try to think pure and beautiful thoughts, to say pure and beautiful words, and do pure and beautiful deeds, knowing that, on what I do now depends not only on my happiness or unhappiness, but also those of others. May every link in Amida Buddha's golden chain of love become bright and strong, and may we all attain perfect peace. Namu Amida Butsu.

The Eight-Fold Path

In addition to the list of prohibited behaviors below, and in support of the statement affirming the Golden Chain of Love, PBA seeks to promote a Buddhist path of awakening referred to as the Eight-Fold Path. Positive affirmations of those behaviors follow; they are followed by an enumerated list of definitions describing prohibited behaviors.

The eight elements of the path to awakening should not be thought of sequentially; rather, they are meant to be practiced simultaneously. They aim to perfect three essentials of Buddhist training and discipline that well-suited for the high school environment: ethical conduct, mental discipline, and wisdom. Like Buddhist everywhere, PBA endeavors to focus students on the importance of compassion for all beings and the wisdom to understand how that compassion is ideally applied.

SECTION 4: Code of Conduct

Ethical Conduct

Right Speech

Students speak the truth. They engage in safe, gracious, and appropriate discourse, and are aware of the impact of their words on others.

Right Action

Students act with compassion and kindness. They are respectful of others and their belongings. Students are respectful of our environment.

Right Livelihood

Students should conduct their academic efforts honorably, blamelessly, and innocent of harm to others. Students should conduct their academic and extra-curricular efforts in ways that promote peace.

Mental Discipline

Right Effort

Students direct their energy and thoughts to cultivating good conduct. They think first about the consequences of their actions.

Right Mindfulness

Students are alive to the present moment. They try to see life unfolding without selfish attachments. They are mindful of their body, their feelings, their thoughts, and their ideas.

Right Concentration

Students focus their efforts on learning and on the attainment of knowledge, skills and aspirations that benefit them and their community in the present and future. Students aspire to develop pure equanimity and awareness.

Wisdom

Right Thinking

Students embrace the intention of good will. They embrace the intention to develop and facilitate the development of others. Students are committed to succeed in their courses. They work to extend thoughts of love and non-violence to all beings.

Right Understanding

Students seek to apprehend things as they are, an apprehension that comes about through a deep understanding of the four noble truths.

Violation of Local, State or Federal Law

Any student who violates a local, State or Federal law may be subject to dismissal. The school may also bring the matter to the attention of appropriate law enforcement authorities.

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Statement of Jurisdiction

The jurisdiction of observing/enforcing the rules in the Parent & Student Handbook applies to the student while on campus, at school functions on or off campus (e.g., school camp, banquets, athletic games), in the vicinity of school functions (e.g., the parking lot of the school event), on the temple campus of the Honpa Hongwanji Hawaii Betsuin, and the campus of PBA's partner in education Hongwanji Mission School, and on a school-sponsored trip (e.g., sports, hula, band, off-island trips). This jurisdiction will be extended beyond the boundaries of the school, including neighborhood street parking (e.g, Lusitana Street and adjoining streets near the school), and areas which are in close proximity to the school. The school's disciplinary rules apply to any conduct off school grounds when the conduct may reasonably be expected to undermine the proper disciplinary authority of the school, the safety of students or staff, disruption within the school or the reputation of Pacific Buddhist Academy. This includes all forms of communication (internet, phone, text messages, etc.), which may bring harm or dishonor to the Pacific Buddhist Academy community.

State of Hawaii Compulsory Attendance Law

"Unless excluded from school or exempted from attendance, all children who will have arrived at the age of at least six years, and who will not have arrived at the age of eighteen years on or before December 31 of any school year, shall attend either a public or private school for and during such school year, and any parent, guardian, and other person having the responsibility for or care of a child whose attendance at school is obligatory, shall send the child to some such school."

Attendance Policy

Consistent punctual attendance is essential to student learning progress. Absences and tardiness hamper both individual and class performance, and as such they should be minimized. This is particularly true at Pacific Buddhist Academy because of the cycle system of classes, where each learning session comprises a good deal of content and skills practice. PBA assumes that students will be absent no more than a few days in the normal academic calendar. In instances where students miss a significant amount of instructional time, the Head of School will determine whether the student will need to repeat a course, repeat some percentage of their total coursework or repeat the year.

Arriving Late to School

If a student will be absent or late to school, parents or guardians must call the Main Office before the school day begins at 808-532-2649. Identify yourself as the parent or guardian and indicate the reason for and probable duration of your child's absence.

Excused / Unexcused Absences

Regular attendance is expected. Unless a student is ill or there is a family emergency, parents will ensure that students are in attendance daily. Extended absences during the normal school calendar places a tremendous strain on students and their academic progress. Students should not go on extended trips, vacations or leaves of absence during the normal school calendar unless there is a specific educational purpose attributed to the leave. The Head of School may grant an excused planned absence so long as the family requests planned leave two weeks or more in advance of the family trip. The school reserves the right to withhold approval of requested planned leave. If the Head of School is not notified of an absence in advance in order to evaluate educational purpose, the absences will be considered unexcused.

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Additionally, final exams and projects are typically given in last week of each cycle. Typically, planned absences will not be granted during these weeks. Extended absences during these weeks not caused by illness or family emergencies will be defined as unexcused. Reasons for absences other than illness or family emergencies will be evaluated on an individual basis, but will generally be considered unexcused unless an exception is made by the Head of School. Students who miss exams or other in-class work because of an unexcused absence may not be allowed to make up work. Teachers are not expected to provide tutoring or any special out-of-class time to present material missed by the student during unexcused absences.

Students with three (3) unexcused absences in a given cycle may have their letter grade reduced by a half step for each unexcused absence in excess of three.

Unexcused absences during the school day (skipping a class) will result in disciplinary action by the Head of School and student adviser. If a student does not attend school on the day of an extracurricular activity that student will not be permitted to participate in the Pacific Buddhist Academy sponsored activity on that day.

Tardiness

It is very disruptive when students come in late to school or class. Not only does it affect the student who is entering the classroom behind schedule, it disrupts the rest of the community. The school depends on parents planning commute time so as to have students arrive at least a few minutes before the start of the school day. If, for some reason your child will be tardy, please provide a note when the student checks in late to school. Students who arrive without a note will be marked unexcused.

Excessive tardiness (excused and unexcused, 5 or more tardies in a semester is considered excessive) is indicative of an attitude about the importance of education to a family and is cause for discussion with the school about whether or not Pacific Buddhist Academy is the best fit for a student.

Excessive tardiness, excused and unexcused, will result in further disciplinary consequences and may require a parent conference. If tardiness continues after these interventions, consequences may result in separation from school.

PBA Student Pick-up Policy

PBA students enjoy staying after school to participate in athletics, club opportunities, collaborate on schoolwork, and to socialize, and the school welcomes those student activities. In fact, we hope to expand after school opportunities to provide even more learning and life enrichment experiences for students.

However, there are occasions when families retrieve their PBA student later in the afternoon, and it is important to clarify school policies, practices and limitations.

The first item to note is that the Pacific Buddhist Academy campus is located on the temple campus of the Honpa Hongwanji Hawaii Betsuin, and while the school takes every reasonable precaution to ensure the safety and welfare of all students, the temple campus is open to the public, and is visited by many people.

PBA expects that students be picked up or leave from the school campus by 5 p.m. A teacher or administrator will remain on campus until 5 p.m. each school day, and will take every reasonable precaution necessary to ensure the safety and welfare of all students from 7:30 a.m. - 5 p.m. Please note that students remaining on campus after 3:45 p.m. on Mondays, Tuesdays, Thursdays and Fridays, and after 2:30 p.m. on Wednesdays, are expected to participate in athletics or after school programs.

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The designated PBA employee will lock down the facility and leave at 5 p.m. After 5 p.m., neither Pacific Buddhist Academy nor the Honpa Hongwanji Hawaii Betsuin will be responsible for the safety and supervision of the students, unless those students are involved in a school sponsored activity with PBA personnel supervision.

Indemnification of PBA and Honpa Hongwanji Hawaii Betsuin for child's presence during non-school hours

PBA families agree to release, indemnify and hold harmless Pacific Buddhist Academy and the Honpa Hongwanji Hawaii Betsuin/Honpa Hongwanji Mission of Hawaii, its employees, agents, representatives and chaperones from all liabilities and claims for any injuries, death, damages or cost (including reasonable attorney's fees) which arise out of or incident to your child's presence on the temple campus before or after these times.

Awareness of Shared Facilities

PBA shares its facilities with the Honpa Hongwanji Mission of Hawaii and Honpa Hongwanji Hawaii Betsuin Temple, and therefore is subject to regular and unpredictable/uncontrollable foot traffic of the general public. In addition, we occupy an open urban campus that is easily accessible by members and visitors of the Punchbowl community. Students are provided with lockers for storage and security of their personal belongings. When not in use, valuables should be stored in lockers or in secured classrooms. Students should not bring large sums of cash or valuable jewelry to school. PBA does not assume any responsibility for restitution, reimbursement or replacement of stolen items.

Respect and Responsibility for Possessions

Students are expected to be responsible for their own possessions and to be respectful of the possessions of others. Pacific Buddhist Academy discourages bringing valuables or large amounts of money to campus. Students sometimes assume that things are stolen when they are in fact lost and should check with the Main Office. Reported thefts will be investigated by the school.

Pacific Buddhist Academy is not responsible for lost or stolen items on campus.

Travel Rules

On all Pacific Buddhist Academy sponsored trips, school rules apply from the time the student is in the custody of the chaperones at the commencement of the trip until the student is released to the custody of the parents at the end of the trip. Any student who violates any of the rules of conduct at any time will be subject to school consequences, up to and including, dismissal.

- **Behavioral Expectations and Consequences**

Student travel is a privilege. Traveling students are considered to be representatives of Pacific Buddhist Academy. Behavioral expectations for all off-campus excursions are the same as the on-campus expectations outlined in the Pacific Buddhist Academy Code of Conduct. Additional consequences may result from violations. The following expectations are also in effect for off-campus travel:

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o **Accommodations**

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

o **Accompaniment**

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

o **Behavior**

In addition to the Pacific Buddhist Academy Code of Conduct, the following specific regulations are in effect:

- Alcohol, cigarette smoking, and other controlled substance use, regardless of local ordinances regarding age or use, are not allowed. A violation will result in (1) the immediate notification of parents and the school and 2) the immediate return home of the student (if feasible) or the student's restriction to a supervised room.
- Cross-gender visitation to residence areas is not allowed. Cross-gender visitation in common areas, at specified times, is allowed.
- A violation will result in (1) the immediate notification of parents and the school and (2) the immediate return home of the student (if feasible) or the student's restriction to a supervised room.
- Leaving the residence or venue without a chaperone is not allowed.
- A violation will result in (1) the immediate notification of parents and the school (2) the immediate return home of the student (if feasible) or the student will be restricted to supervised activity until returning to Honolulu. This type of infraction may result in immediate suspension or dismissal from PBA.
- Breaking curfew is not allowed. The lead chaperone or designee has the authority to assign consequences up to and including sending the student home at the family's expense.
- Hazing is not allowed.
 - A violation will result in 1) the immediate notification of parents and the school and 2) the immediate return home of the student (if feasible) or the student's restriction to a supervised room. If the excursion is a club or team event, the student may be removed from the club or team.

o **Chaperone's Responsibilities**

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

Prohibited Behaviors and Possessions

Students and parents should review the following carefully. The student's enrollment in Pacific Buddhist Academy implies that the student and parent agree to accept and support the behavioral standards of the school. Behavior that disrupts the learning process or the safety, welfare or property rights of others is

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unacceptable. Violations of these standards will be reported to the adviser and/or Head of School for corrective action (see General Consequences).

Consistent with Pacific Buddhist Academy's goal of providing a safe and orderly environment for the education and development of the whole person, certain behaviors and the possession of certain items are prohibited. These regulations that are applicable to all students under the jurisdiction of Pacific Buddhist Academy are defined as, but are not limited to, the following (in alphabetical order, not in order of importance):

ASSAULT

Intentionally, knowingly, recklessly, or negligently causing serious bodily injury or bodily injury to another person with or without a dangerous instrument. This action is prohibited and will result in immediate suspension pending review for dismissal.

CHEATING/PLAGIARISM

The dishonest production or dissemination of schoolwork. This includes copying, sharing answers during examinations, violating or compromising testing procedures, turning in work that someone else produced (including a family member), or any other fraudulent practice, whether or not the student benefited or obtained any advantage from the action in question. This also includes an another in such action. Plagiarism is using others' ideas and words without clearly acknowledging the source of that information (see Academic Honesty Policy). The use of artificial intelligence (AI) without the express direction/permission of the teacher will be considered cheating.

COMPUTER VANDALISM

The misuse of school computers, software or network hardware, including improper programming.

CONDUCT UNBECOMING OF A PACIFIC BUDDHIST ACADEMY STUDENT

Students are expected to behave in a way that will bring honor to the school. Students are prohibited from behaving in ways that are contrary to good common sense or good taste or in ways that may jeopardize the reputation of the school, or the welfare or well-being of themselves or others in the learning environment, on- and off-campus.

DECEPTION

The willful production, verbal or written communication, or passing of information to school authorities for the purpose of misleading/deceiving school personnel or to minimize/cover up other improper/unacceptable behavior.

DISRESPECT OR INSUBORDINATION TO STAFF

The verbal and/or nonverbal behavior or gestures toward staff that communicates, exhibits or implies defiance, disobedience, impertinence, rudeness, or impoliteness. This includes failure to comply with reasonable directives or requests.

DISRUPTION

Any behavior that interrupts instruction and/or is disruptive to the classroom setting.

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DRUGS AND ALCOHOL

The possession of or being under the influence of any form of narcotics, alcoholic beverages, drugs or related substances are prohibited and will result in immediate suspension pending review for dismissal.

DRUG PARAPHERNALIA

Any item that facilitates the use of drugs, including but not limited to pipes, bongs, or rolling papers is prohibited and will result in immediate suspension pending dismissal.

FIGHTING

The act of quarreling involving bodily contact in or on school property or going to or from school including any activity under school sponsorship. Please remember words, as well as acts, can cause fights. Instigating an altercation because of what is said may result in disciplinary action.

FOOD/BEVERAGES

Eating and drinking in class are allowed only with permission of the teacher and on special occasions.

HARASSMENT

Words, gestures, or other actions that constitute unwanted or uninvited behavior regarding gender, race, religion, lifestyle or background, which limits, denies or interferes with the rights of others to study, work and play in a school environment that is free of discrimination. This includes behavior directed at another individual as well as behavior that indirectly causes another to be offended or feel ill at ease (see also Bullying Policy).

ILLEGAL ACTIVITIES

Any activity that breaks city and county, state or federal laws.

LEAVING CAMPUS WITHOUT AUTHORIZATION

Students may not leave the campus or school-related activities (on or off campus) without permission of the Head of School or other designated person in charge of the activity (see also "Arriving and Leaving").

LITTERING

Discarding trash in areas or places other than proper receptacles.

MISCELLANEOUS ITEMS WHICH MIGHT JEOPARDIZE HEALTH/SAFETY

The possession or control of items that jeopardize the order of the school and/or the safety/well-being of people and/or property. Items include, but are not limited to laser pointers, drug and/or gambling paraphernalia, alcohol/tobacco or tobacco-related containers, spray paint or other graffiti-related supplies.

PROHIBITED AREA

Being present in an area that is designated by school authorities as being off-limit whether at all times or for stated periods of time.

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PROPERTY DAMAGE/MISUSE/ABUSE

The damage/misuse/abuse of property by action other than that for which it was intended.

PUBLIC DISPLAYS OF AFFECTION

Excessive physical contact.

SEXUAL HARASSMENT

Sexual harassment is any type of sexual advance, request for sexual favors and other unwelcome verbal, visual or physical conduct of a sexual nature toward another student or staff member creating an intimidating, hostile, humiliating or sexually offensive environment (see Sexual Harassment Policy).

STEALING

The unauthorized taking and/or possession/use of another's property, whether by theft, deception, or threat. Also includes the possession/use of property that one knows or reasonably should have known to have been stolen.

THREATS

Verbal, physical, or written actions with the intent to inflict fear, injury or damage.

TOBACCO / ELECTRONIC NICOTINE DEVICES

The possession of or use of tobacco of any kind (including but not limited to smoked, chewed, or electronically delivered) will result in suspension and/or dismissal.

VULGARITY/PROFANITY/SWEARING

Poor choice of words will be corrected.

VANDALISM

The willful and/or malicious damaging, destruction, or defacing of school property, regardless of its scope or size.

WEAPONS

Students shall not possess, handle, transmit, or conceal, on school grounds or at any school-related activity, any object that can be dangerous to one self or others. These objects include, but are not limited to, guns, knives, explosive devices, propelled objects, sharp objects, thrown objects, gasses, acids, or any other objects which are designed to cause injury or death. Toy guns, knives or any other toy that may be construed as weapons are not allowed. Students may not threaten to use a weapon of any sort against any person or against the school. Such actions will result in immediate suspension pending review for dismissal

Pacific Buddhist Academy is solely responsible for determining what prohibited behavior is; it reserves the right to determine the appropriate disciplinary consequence on a case-by-case basis given its analysis of the student's behavior(s), previous behaviors, and the actions most skillful to the purpose of achieving awakening as described in the school's Disciplinary Philosophy.

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PBA Anti-Bullying Policy

All forms of bullying are inconsistent with the values of the school and, to the extent that such actions are disruptive of the educational process of Pacific Buddhist Academy, offenders shall be subject to appropriate staff intervention, which may result in administrative discipline.

Definitions:

- "Bullying" means any written, verbal, graphic, or physical act that a student or group of students exhibits toward other particular student(s) and the behavior causes mental or physical harm to the other student(s); and is sufficiently severe, persistent, or pervasive that it creates an intimidating, threatening, or abusive educational environment for the other student(s).
- Cyber bullying includes, but is not limited to, the following misuses of technology: harassing, teasing, intimidating, threatening, or terrorizing another student or staff member by way of any technological tool, such as sending or posting inappropriate or derogatory email messages, instant messages, text messages, digital pictures or images, or website postings (including blogs) which has the effect of:
 - Physically, emotionally or mentally harming a student;
 - Placing a student in reasonable fear of physical, emotional or mental harm;
 - Placing a student in reasonable fear of damage to or loss of personal property; or
 - Creating an intimidating or hostile environment that substantially interferes with a student's educational opportunities.
- "Harassment" means words, gestures, or other actions that constitute unwanted or uninvited behavior regarding gender, race, religion, lifestyle or background, which limits, denies or interferes with the rights of others to study, work and play in a school environment that is free of discrimination. This includes behavior directed at another individual as well as behavior that indirectly causes another to be offended or feel ill at ease (see also Bullying Policy).
- "Threats" means verbal, physical, or written actions with the intent to inflict fear, injury or damage.

Pacific Buddhist Academy is solely responsible for determining what prohibited behavior is.

Sexual Harassment Policy

Pacific Buddhist Academy is committed to providing an environment conducive to learning and fostering mutual respect and sensitivity among all members of our school community. Sexual harassment and any activity that interferes with this environment and/or undermines personal rights will not be tolerated.

Sexual harassment is illegal and includes unwelcome sexual contact, advances, pressure for sexual activity, obscene or suggestive remarks or jokes, verbal or written insults or abuse, display of explicit materials, and/or conduct which causes the recipient to feel discomfort or humiliation or that interferes with the recipient's performance, or creates an intimidating, offensive or hostile environment for the recipient. The unwelcome harassment includes contact by way of any technological tool, including but not limited to, email, instant messages, text, digital pictures or images or website postings (including blogs).

Violators of Pacific Buddhist Academy's sexual harassment policy shall be subject to disciplinary action, which may include dismissal.

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All members of the Pacific Buddhist Academy community are expected to respect the rights and sensitivities of others and exercise sound judgment in doing so. Pacific Buddhist Academy endorses and will enforce the right of everyone to participate fully in the life of the school without harassment.

General Consequences and Process for Behavioral Offenses

A student will be held accountable for his/her misbehavior. Misbehavior in the classroom will be addressed first by the teacher. More chronic misbehavior will be referred to a student's adviser. In cases of severe misbehavior, a staff member will escort students to the Main Office for a meeting with the Head of School immediately, particularly in matters that are serious or potentially volatile in nature.

Multiple / Repeated Non-Compliance

Repeated behavioral misconduct, including flagrant or consistent defiance and repeated antagonistic, uncooperative or disrespectful behavior toward any faculty/staff member will be grounds for any level of sanction, up to and including suspension and/or dismissal.

In all situations the Head of School, in consultation with faculty, staff and/or administration, will determine consequences for inappropriate behavior. Each student and incident will likewise be examined on an individual basis, taking into account the seriousness of the behavior/incident, the precipitating factors, the student's prior conduct, the student's personal characteristics and circumstances, and the most skillful means of correcting behaviors.

Consequences and Process for Behavioral Offenses

Consequences may include:

- Counseling and guidance aimed at changing negative behavior/attitudes and developing an appreciation for one's positive attributes and abilities, including approaches and strategies generally recognized as counseling activities.
- Conferencing with parents/guardians and other persons of significance to the incident and the student. These sessions may also include the student as an active participant in the meeting.
- A process of "restorative justice," designed to bring offenders and students / families negatively affected by behaviors together with the goal of repairing the harm caused by the offending student(s).
- Confiscation of contraband or items related to the conflict/disturbance.
- Restitution (financial and/or in kind, as determined by Pacific Buddhist Academy).
- Behavioral probation, with stipulated conditions, such as external counseling/therapy or substance abuse services.
- Behavioral or Academic Contract.
- Suspension.
- Dismissal from school.
- Other consequences will be determined at the discretion of the Head of School.

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Behavioral Probation

Behavioral probation is a period of time in which a student must demonstrate through a positive attitude and actions that he or she is committed to remain enrolled at Pacific Buddhist Academy. Students may be placed on behavioral probation for repeated noncompliance with the school rules. The length of the period of probation may vary depending upon the history of infractions and seriousness of the situation.

Suspension

A student may be suspended in-school if deemed appropriate. A student who is suspended away from school may not be on campus (unless he/she has an in-school suspension) nor participate in any school-related activity for the duration of the suspension. This prohibition includes rehearsals, practices, performances, games, dances or any co-curricular activity. The student's absence from school may be considered unexcused, and policies regarding make-up work will apply. If a student has not completed the period of suspension by the end of the school year, he/she must continue the suspension at the beginning of the next school year at Pacific Buddhist Academy (until the specified time period of the suspension is completed).

Review for Dismissal

In cases where infractions are serious enough to warrant possible dismissal, the following actions generally take place:

In cases where dismissal is a possible outcome, students may be suspended for an indefinite period of time during which the school administration investigates the matter and gathers and reviews relevant information. Students are interviewed and asked to complete a statement regarding their knowledge and /or involvement in the incident(s). Parents are apprised of the severity of the concern and asked to take-on supervision of their child for the duration of the review. Corroborating information in the form of other student, adult, or recorded statements/evidence is sought. The student's adviser and Head of School review all available information regarding the incident; the Head of School makes a determination for action.

Families may request a meeting with the Head of School and appropriate school staff to present additional perspectives. The Head of School makes the final decision on the outcome and ensures that all parties are informed.

Dismissal

Students may be dismissed if determined to be using, possessing, providing or buying drugs or alcohol, in possession of a weapon or drug paraphernalia, for theft or other illegal activities on campus, in the immediate jurisdiction of campus, or at school-sponsored or campus events. Such students will be suspended immediately until an investigation is conducted. Students who have been determined to be involved in illegal activities off-campus may also be dismissed from school.

Visiting Campus If Dismissed

Students who were dismissed for academic reasons may return to the campus as a visitor (see Visitor Section). A student who has been dismissed from school because of problematic behavior may not return to campus for any reason, no matter how brief the visit is intended to be, without the authorization of administration. This includes, but is not limited to, on-campus activities such as dances and athletic events. Requests for permission to return to campus must be based on reasonably substantial grounds and will be examined and decided upon on a case-by-case basis. Being on campus without proper authorization or remaining beyond the agreed length of time may result in a trespassing charge. Students dismissed based on misconduct will not be permitted to

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attend Pacific Buddhist Academy off-campus activities, including proms, banquets, picnics, or other school-sponsored events.

In general, students who withdraw from Pacific Buddhist Academy may return to the campus at reasonable times, and unless otherwise advised, need not obtain prior approval. However, in the case of students who withdraw or are withdrawn just prior to or simultaneous to dismissal action, the conditions noted in the above paragraph of this section would apply and will be discussed by the Head of School prior to the student's leaving.

Computer, 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 acquire. The use of Pacific Buddhist Academy 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. When applicable, law enforcement agencies may be involved.

TERMS AND CONDITIONS

Acceptable Use: Pacific Buddhist Academy has a bring-your-own-device policy and provides Internet access and the wireless network to support the curricular goals of the school. Pacific Buddhist Academy 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 shall not access, create, transmit, retransmit or forward material or information:

- that is not related to Pacific Buddhist Academy's education objectives
- 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 harasses, teases, intimidates, threatens, or terrorizes another person
- 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
- that is knowingly false or could be construed as intending to purposely damage another person's reputation using another individual's Internet or electronic communications account without written permission from that individual
- 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 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
- for personal profit, financial gain, advertising, commercial transaction or political purposes

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- for sending of mass or inappropriate email, texting instant messaging and/or any other communication methodology (spamming)
- that impersonates another or transmits through an anonymous re-mailer
- that contains sensitive personal information about themselves or others, including information protected by confidentiality laws
- that accesses fee services without specific permission from the system administrator in violation of any federal or state law, including but not limited to U.S. copyrighted material and material protected by trade secret
- Students are also prohibited from storing the following on any Pacific Buddhist Academy 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)

Digital Media: The use of digital media and devices that create or store digital media on campus, whether issued by the school or the student, should be limited to academic use only.

Camera and Microphone Devices: Camera and Microphone 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, embarrass or bully another person or to invade another person's privacy
- in the classroom unless permission is granted by a teacher

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

File Sharing: The use of Web Publishing, FTP, Email Server or Peer-to-Peer networks and other file sharing services outside of approved academic sites is prohibited. Students who wish to publish their material or make files public may do so with the school's permission. This includes, but is not limited to, personal computers and other electronic devices 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 school.

Software/Systems: Students may not attempt to modify the Campus computers, telephone systems, mobile devices including network facilities or attempt to disrupt campus systems. Tampering, modifying or installing any software other than the computer applications that are pre-installed is forbidden, unless allowed by a the school. Tampering or modifying protections or restrictions placed on campus computer applications or files is prohibited.

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Privacy: Email, Internet use, files and information in student accounts or on student devices are not guaranteed to be private in our school setting. Messages relating to or in support of inappropriate or illegal activities may be reported to the authorities

Students' use of Internet applications may be subject to periodic checks by faculty or system operators. Pacific Buddhist Academy teachers and technology staff have access to student accounts. Accounts may also be checked periodically to ensure that their use adheres to the guidelines specified within this document.

Etiquette: Pacific Buddhist Academy expects students to behave as appropriate digital citizens. Curriculum, class meetings, and advisory discussions will facilitate digital citizenship development. Students are expected to abide by the generally accepted rules of computing, network, and Internet etiquette.

Representation: Members of the Pacific Buddhist Academy 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 Pacific Buddhist Academy without specific permission from an administrator or the Head of School. Remember to make it clear that your communications represent you and not the institution.

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

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 member of the faculty/staff or Head of School 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 (hack, jailbreak, decompile, etc.) computers or server/networking systems, wireless networks, mobile devices, accounts or software
- read, alter, delete or copy, or attempt to do so, electronic communications of other system users
- access or attach to any campus data port, server or networking equipment without permission of a member of the faculty / staff or Head of School
- connect external networking devices to the campus network including but not limited to routers, servers, peer to peer servers, printers, hubs, switches and other peripherals.
- detach computers, servers, printers, networking equipment from the school network.

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, malware, adware and spyware. 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.

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Personal Technology (includes, but is not limited to, laptops, gaming devices, netbooks, smart phones, mobile devices, tablets, iPads, wearable computers, etc.):

All student-issued devices used on campus must conform to the guidelines stated in this policy. This applies to both campus Internet access as well as any the student may be able to use through their own service plan. Pacific Buddhist Academy accepts no responsibility for damage to any personal technology used on campus or while accessing its network.

Responsible Use for Digital Citizens At Pacific Buddhist Academy

Pacific Buddhist Academy 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 and exploration 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 Pacific Buddhist Academy.

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 mediums 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.

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Acceptance of Terms and Conditions

All terms and conditions, as stated in this document, are applicable to Pacific Buddhist Academy equipment, facilities and networks. These terms and conditions reflect the entire agreement of the parties and supersede all prior oral or written agreements and understandings of the parties. These terms and conditions shall be governed and interpreted in accordance with the laws of the State of Hawaii, and the United States of America. These terms will remain in effect during the school year, all vacations/breaks including winter, spring and summer, and holidays for which this document is signed.



SECTION 5: Your Child's Journey Through High School

Freshman Year

Students have been the “big dogs” in middle school, and now, all of a sudden, they’re the “new kids on the block.” This will be a transitional time for students as they adjust to a new environment and new role in the social circle at school. Family support at home is critical as students learn to find their place in unfamiliar territory.

Sophomore Year

Entering 10th grade, students are a bit more seasoned, understand high school expectations, and are eager to no longer being the “newbies.” This newfound confidence may encourage behaviors of wanting to act older and attempting to gain more independence. Although students may try to veer towards their friends, keeping connected as a family will encourage students to make good decisions.

Junior Year

Reality doesn't sink in until the end of junior year and they begin to think about the future. Some may feel anxious about not knowing what to do after high school, several may relish the idea of being a senior and graduating soon, and many may wish to go back to Freshmen year. Students may seek out parents or adult figures to talk about the future and their uncertainties.

Senior Year

New anxieties kick in as students see that the end is near. Parents may notice their child being of low energy, apathetic, and listless. In addition, they may seem stressed, anxious, and grouchier than usual because of the added work and pressure of college applications, scholarships, and seeking financial aid. Students may act out their frustrations at home and the best advice we can offer is to have “patience, patience, patience!”

SECTION 6: Nuts and Bolts

PBA Lunch Program

Pacific Buddhist Academy is proud to offer a unique lunch option for our students and staff. Bangkok Chef, Honolulu Cafe, and Mamaya provide a special PBA menu made with fresh, nutritious ingredients and a variety of options, from hot entrée bentos, to sandwiches, wraps, and salads.

Lunches are between \$5.75-\$10.00 daily. Students order on a weekly basis.

Our water fountain offers chilled, 808 water for students, but each student should provide their own reusable bottle or container. Lunch is delivered to our school daily, just before students' lunch period.

PBA Lunch Procedure / Payment

To purchase lunch, students need only take the weekly survey to decide their lunch option. (Ordering lunch is optional.) Families are sent invoices at the end of the month.

On occasion, the school hosts lunches. On the first day of school for new students, for example, students and personnel make lunch together. Students and advisers prepare all meals together during the School Camp. On other occasions, students in advisories are asked to bring food for all school potlucks, such as for the Thanksgiving holiday luncheon.

SECTION 7: AHERA NOTICE

Asbestos Hazard Emergency Response Act (AHERA)

In 1986, Congress passed the Asbestos Hazard Emergency Response Act (AHERA). Under this Act, the U.S. Environmental Protection Agency mandated the Asbestos-Containing Materials in Schools rule, 40 CFR Part 763, which requires all schools with any grade level between kindergarten and 12th grade to be inspected by AHERA accredited inspectors and to identify all asbestos-containing buildings materials. This rule further requires the development of a management plan by an AHERA accredited management planner that is based on the findings of the inspection. The management plan outlines our intent in controlling the potential for exposure to asbestos fibers in our schools.

The initial inspection of the lower campus, main temple and the annex temple, which was conducted a number of years ago, identified some asbestos-containing materials. Since that time, we continue to conduct periodic surveillance and accredited re-inspections to ensure that the asbestos-containing materials remain in good condition and do not pose a hazard to our students and staff.

Our re-inspection of the PBA classrooms in the Betsuin Annex Temple was completed on July 18, 2019. The conditions of asbestos-containing materials were all found to be in good condition and do not cause a hazard to our students or staff.

A management plan was drafted based on the inspections and submitted to the State Department of Health. It outlines in detail the methods we will use to maintain the materials in a safe manner, both upper and lower campus facilities. The management plan is updated regularly as asbestos is removed or conditions change.

A complete copy of the management plan is on file in the facility management office and is available for our review. I wish you good health and safety.