Christian Liberty Academy

Kea‘au, Hawai‘i

Parent & Student Handbook
Junior High School

We seek to train and encourage students spiritually, academically, physically, and socially according to principles from the Word of God.
-CLA Mission Statement

Updated 7/2026

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Introduction

Mission Statement

We seek to train and encourage students spiritually, academically, physically, and socially according to principles from the Word of God (Luke 2:52, Colossians 1:28-29).

Importance of the Home

We believe that God commanded that children be taught to love God and place Him first in their lives. We believe that God has mandated the authority and responsibility for the education of the children to their parents, particularly fathers. Upon the request of the parents, Christian Liberty Academy becomes a partner in training their children (Galatians 4:2, Deuteronomy 6, Ephesians 6:4).

History

Christian Liberty Academy was established in the fall of 1985 by Mrs. Melinda Whitfield Haʻo. While awaiting the birth of her daughter she felt led by the Lord to homeschool her son. A few other parents approached her and asked her to consider tutoring their children. Mrs. Haʻo had an immense love for teaching and agreed to work with the other children. In a short amount of time she had grown to have 11 elementary students attending her "classroom" in her home's garage. A short time later she began tutoring several teenage boys in the afternoons. The students were all enrolled under Christian Liberty, a satellite school. CLA grew quickly and moved over to Grace Baptist Church in Hilo to accommodate the increase in enrollment. Since that time, CLA has grown into an extensive preschool – 12th grade program. In 1995 property was purchased in Keaʻau, Hawaiʻi. The school moved into their new facility during the summer of 1999. CLA opened its preschool division in March of 2001 to meet the needs of children ages 3-4.

CLA celebrated 40 years of being a school during our 2025/2026 school year. We thank God for all He has done the past 40 years and what He will do in the future.

Corporate Structure

Christian Liberty Academy is a privately run non-denominational academy owned and operated by the Board of Directors of Christian Liberty Ministries of Hawaiʻi. The board comprises five-seven members, and its purpose is to guide in the future direction of the ministry and to direct in the development of policy. The board also determines if the actions and decisions of the administrator and director are in line with the spirit of policies. Christian Liberty Academy is recognized by the Federal and state governments as a 501(c) 3 non-profit corporation

Affiliation

Christian Liberty Academy is licensed by the Hawaiʻi Council of Private Schools and is accredited by the Western Association of Schools and Colleges and the Hawaiʻi Association of Independent Schools.

Philosophy

Purpose

The purpose of Christian Liberty Academy is to provide an atmosphere wherein young people are exposed to the absolute truth of God's Word. Jesus instructed His disciples in John 8:32, "And ye shall know the truth and the truth shall make you free". Not only is it our objective to teach the truth, but also to teach our students how to apply the truth wisely to their own lives. In John 16:13, we are promised that "when He, the spirit of truth, comes, He will guide you into all truth."

As Christian educators, we desire to train each student to accept individual responsibility to God for his/her own actions and to challenge the students to glorify God in every facet of his/her life.

Christian Liberty Academy has the responsibility to provide the best possible education. A biblical viewpoint in the vital areas of life— spiritual growth, education, personal self-discipline, and patriotism— must be strongly stressed during a child's formative years. We strive to minister to the needs of the whole child and to promote his/her spiritual and moral growth, academic and intellectual progress, and physical and social development.

Christian Liberty Academy is an extension of the Christian home and church, and thus must provide a continuity of training for Christian young people.

Commitment

Christian Liberty Academy is dedicated to providing quality Bible-based instruction, encouraging personal development, promoting Godly living, and preparing students for future endeavors. We strive to provide precise, prompt, and courteous services to students, to parents, to one another, and to the community.

Doctrinal Statement

All staff and board members must uphold these beliefs and testify to them both in conduct and conversation:

1. We believe that the Old and New Testament Scriptures are verbally inspired of God and inerrant in the original writings, and they are the supreme and final authority in faith and life.

2. We believe in one God—eternal, omnipotent, omnipresent— eternally subsisting in Three Persons—Father, Son, and Holy Spirit, one in nature, and equal in attributes, power and glory.

3. We believe that the Lord Jesus Christ was begotten by the Holy Spirit, born of the Virgin Mary, and that He is all God and all man.

4. We believe that man was created in the perfect image of God and in a state of innocence; but man willfully transgressed God's law and lost communion with God, becoming dead in sin, corrupt in nature, and incapable of pleasing God.

5. We believe that Jesus Christ died for our sins, according to the scripture, as a representative and substitution sacrifice and rose again, and that all who believe in Him are justified on the basis of His shed blood and are saved by grace through faith wholly apart from human merit and works.

6. We believe that all who are born again by the Holy Spirit and received the Lord Jesus by faith through the Word of God have thereby become the children of God, possessing eternal life.

7. We believe in the resurrection of the crucified body of our Lord, in His ascension into heaven, and His present life there for us as a High Priest or Advocate.

8. We believe in the personal, visible premillennial return of Jesus Christ to reign upon the earth.

9. We believe in the bodily resurrection of all the dead: the saved to a life of eternal glory and bliss in heaven with God; the unsaved to eternal judgment of conscious suffering and woe in the lake of fire.

10. We believe in separation from all practices that would hinder a believer's testimony and walk with the Lord, since his walk with the Lord and God's everlasting grace is the only Scriptural basis for a useful Christian life.

Philosophy of Education

1. God is the author of all truth and wisdom (Colossians 2:3; Proverbs 1:7).

2. God is sovereign in the affairs of the men and nations (Daniel 2:20, 23: Acts 17:22-29).

3. God has revealed Himself in a general way in His creation, in a special way in His written Word, and in a personal way through His Son, Jesus Christ (Psalms 8:3-9; 19:1-6; John 1:14).

4. The Bible is the complete and final authority for all matters of faith and practice; therefore, every subject is to be studied from the perspective of the Word of God (2 Timothy 3:16,17; John 10:35; 2 Corinthians 10:5).

5. The Bible sets absolute moral standards to which we are to conform (Mark 7:14-23; Romans 14; 1 Corinthians 8-10; 1 John 3:4).

6. Man was created in the image of God but received a sinful nature because of the fall of Adam. For this reason, a man is born depraved and with darkened understanding (Genesis 1:26-27; Romans 3:22-23; Ephesians 2:1-3, 12; 4:12-27).

7. This darkness is removed by salvation, which is the gift of God and act of grace, received by faith in Christ Jesus (Act 16: 3, Ephesians 2:8-9; 4:17-21).

8. The believer is given the Holy Spirit, who leads and guides into all truth and will comfort in time of need (John 16:13).

9. The ultimate goal of Christian education is the development of Christ-likeness in the student (Romans 8:29) This goal is to be accomplished in an educational setting by teaching the student who God is and what He has done (Deuteronomy 6:4-7). Through conveying the knowledge of who God is and what He has done, we seek to lead our students into the saving grace of our Lord Jesus and/or into a deeper knowledge of Him (Romans 12:2; Colossians 1:28-29; 2 Timothy 3:14-17).

10. God has mandated the authority and responsibility for the education of the kids to the parents.

a. We believe the most directly biblical form of schooling is home schooling (Deuteronomy 6:6-7).
b. We believe the father must have an active part in the education of his children (Ephesians 6:4).
c. Thus we believe the Christian school receives its authority for educating the children from the parents; therefore, the school is an extension of the home.

11. Effective Christian teachers are those who understand and are committed to these principles of Christian Education. They must be committed to Jesus Christ and yielded to the Holy Spirit (John 14:26; 16:13).

Student Learning Objectives

We seek to train and encourage students…

Spiritually:

- To trust Jesus Christ as their Personal Lord and Savior (2 Corinthians 5:18-20)
- To continually grow in Christ-likeness through the power of the Holy Spirit (2 Peter 3:18)
- To view all of life through the lens of a distinctively Christian worldview (2 Corinthians 10:5)

Academically:

- To value academic challenges (Proverbs 1:7b; 2:3-4)
- To become competent in extracting information for a variety of purposes (Proverbs 24:3-6)
- To use information and critical thinking to solve problems (Ecclesiastes 9:13-16)
- To communicate information, the results of critical analysis, and the solutions to problems using a variety of media (1 Corinthians 14:7-12)
- To acquire a deeper understanding of the works of God (Psalm 111:2)

Physically:

- To respect their bodies as temples of God and use their talents as gifts of God (1 Corinthians 6:19-20)
  To model and promote basic physical fitness and a healthy lifestyle (Proverbs 20:29)

Socially:

- To develop a biblical attitude toward and an appreciation of culture and heritage (Acts 17:22-34)
- To demonstrate biblical love for others through attitudes of respect and actions of services (Romans 13:10; Galatians 5:13-14)
- To accept responsibility for their actions, works, and continued learning (Matthew 12:36-37, Romans 14:12)
- To learn to be team players and good sports, gracious in both victory and defeat (Philippians 2:3-5; Colossians 3:23-24)
- To participate in the divine mandate to exercise stewardship over creation (Genesis 1:28)

Policies

Class Size

For Christian Liberty Academy, the goal of the administration is to maintain all core academic class sizes for 6th through 8th grade at or below 20 students. Our desired student to teacher ratio is 18 to 1.

Curriculum

The junior high curriculum shall consist of:

6th Grade:	**7th grade**	**8th grade**
- Bible - English - Math - History - Physical Science - Study Skills - Physical Education	- Bible - English - Math - Life Science - Ancient World History / American History - Ancient Hawaiian History / Geography - Physical Education	- Bible - English - Pre-Algebra - Earth Science - Ancient World History / American History - Health - Physical Education

For Elective, Junior High Offers:

- Journalism -Team Sports - Academic Support - Art

Sign up for the Elective classes will occur during the first day of school. *Note: electives subject to change depending on staffing.*

Important Note:

If a student receives any of the following:

a. An “F” in any two academic subjects for a semester average,
b. One “F” and two “D’s” for a semester average in academic subjects
c. Four or more “D’s” for a semester average in academic subjects.

The parents and student will be required to meet with the administrator to discuss the student's academic progress, needed adjustments, and conditions/expectations for the student to continue in our program.

Grading Scale

Grades will be recorded as percentages. This will aid in the accuracy of class standing and GPA Grades 6-8:

100-90 = A **89-80 = B** **79-70 = C** **69-60 = D** **59 and below = F**

Percentages that end in 7, 8, or 9 = “+” Percentages that end in 0, 1, or 2 = “-“

Reporting Grades

(Report Cards, Mid-Quarter Progress Reports, Low-Achievement Reports)

Report cards are sent out to the parents every nine weeks via email. Hard copies are available in the office by request. Mid-Quarter Progress reports are sent out at the middle of each quarter via email. Low-achievement reports are used to notify parents that their child is below a 70 (C-). Low-achievement reports are sent out after grade checks every two and half weeks. A low-achievement report will inform the parents of the grade, why the grade is low, and what the student can do to pull the grade up. Teachers are required to communicate the grade to the parent in writing. All classes utilize the online gradebook, ALMA. Parents and students should access ALMA often.

Honor Roll and Principal's List

Honor Roll is based upon the student’s average grade percentage. Those receiving all As (90% and above) are named to the Principal’s List. Those who have all As and Bs with a grade average of 90% or better are named to the Honor Roll. The Honor Roll and Principal’s list will be published in the Friday Letter at the end of each quarter.

Admissions Requirements

Admissions Policy

We admit students of any race, color, nationality, and ethnic origin to all rights, privileges, programs, and activities generally accorded or made available to students at Christian Liberty Academy.

Application Procedure

1. An application must be filled out on our website www.clahawaii.org.

2. The completed application, a copy of the student's academic records (including current SAT and transcripts), a copy of the student's health records (including immunization records, TB clearance, and current physical examination), and a copy of their birth certificate should be submitted online.

3. Students entering 6th-8th grade are also required to submit two letters of reference from a coach, pastor, teacher, or administrator.

4. An interview will be scheduled with parents and the administrator after the application has been submitted. Students entering 6th-8th grade must also attend this interview.

5. All students entering Christian Liberty Academy will be required to take the placement test. This test includes sections on math, grammar, reading comprehension, and an essay.

6. The application process may take up to 2 weeks to complete. Parents will be notified upon acceptance.

7. Spaces are filled with students who meet the requirements in the order in which the applications are received. Any student who does not cooperate or agree with the purpose and program of the Academy will not be admitted or allowed to remain. Students will only be accepted at the beginning of each semester.

Probation

Academic Probation:

- A student may be placed on Academic Probation if the student scores below average on the Admissions Placement Test. A student may also be placed on Academic Probation if he/she receives 2 F's or 1 F and 2 D's on any subject in the semester average.
- Academic Probation means that the administration reserves the right to deny re-enrollment if the student receives 2 F's or 1 F and 2 D's on any subject in the semester average after being placed on Academic Probation. Administration also holds the right to apply any other alternative requirements to help the student based on the individual situation.

Disciplinary Probation:

- After the 4th “B” Offense or the 1st “C” Offense by a student, the administration reserves the right to place a student in Disciplinary Probation. A student may also be placed on Disciplinary Probation if the student has exhibited disciplinary issues in his/her previous school history.
- Disciplinary Probation means that the administration reserves the right to deny re-enrollment or begin the expulsion process if the student receives any additional “B” Offenses after being placed on probation. The Administration also holds the right to apply any other alternative requirements to help the student based on the individual situation.

Re-enrollment Policy

In *March* of each year, a non-refundable $100.00 “Registration Fee” will be added to all currently enrolled students’ tuition bill. Payment of this fee will be considered notice that the student intends to re-enroll for the upcoming school year. The student’s enrollment will be secured when the Comprehensive Fee is paid in May.

Financial Policies

1. A non-refundable Registration Fee will be billed to all newly enrolled students. Currently enrolled students will have their Registration Fee included with their March tuition bill. Payment of this Registration Fee will be considered notice that the student intends to enroll for the upcoming school year.

2. A non-refundable Comprehensive Fee and Technology Fee are due each year in order to secure your child’s spot in their grade level. For currently enrolled students the due date is May 1st. For new students these non-refundable fees are due upon receipt of your acceptance letter. A student is not considered enrolled until the Comprehensive Fee and Technology Fee have been paid.

3. All students are required to pay a one month’s tuition deposit in July of each year. This deposit is held on their account and will be applied to their May tuition, or the student’s last month of school tuition. Monthly tuition payments are made in ten equal payments, July through April.

4. Tuition payments must be received by the 5th working day of each month. A $15.00 late fee will be charged for payments received after the 5th working day of each month. Failure to make payment by the 15th day of the month will put your account in a “Delinquent” status. Failure to make payment by the 20th day of the month will put your account in an “Attendance Hold” status, which means your child will not be allowed to attend any classes, receive any academic instruction or attend any extra-curricular activities until your account is brought current. Failure to make payment by the 30th day of the month constitutes withdrawal of student from school. Payments returned from the bank as “insufficient funds” will incur an NSF check charge of $15.00.

5. A written one month advance notice is required for withdrawal from school for any reason. Failure to give such notice will result in forfeiture of any prepaid tuition. Notice of early withdrawal from school must be given in writing by March 1st. Families failing to give notice prior to March 1st will be held responsible for tuition through the remainder of the term.

6. Refund policy:
    a. The Registration Fee, Technology Fee, and Comprehensive Fees are non-refundable.
    b. Any unused tuition fees are refundable up to March 1st of term contingent upon a 30-day
       written notice. No tuition fees will be refunded after March 1st.
    c. No tuition will be refunded for days or weeks missed due to illness or vacation.

General Regulations

Leaving Campus

Students in grades 6-8th are not allowed to leave the school premises during the school day without parental and administrative permission.

Academy Functions

Students must adhere to CLA regulations for all CLA-sponsored functions. This includes complying with the dress code (see “Special Free Dress/Field Trip Dress Code” on page 24). Students must remain at the function until it is finished. Students are expected to attend all special activities planned during the school day.

Field Trips

Field trips will be taken to various local places of interest. Students are expected to attend all class field trips. Permission slips will be sent home to parents at least one week prior to the trip and must be returned by the day of the trip. The students will not be allowed to go without a completed permission slip. Verbal permission will not be accepted. Transportation cost, as well as admittance fees, will often be the responsibility of the parents. Students are expected to maintain the same level of discipline away from the school as is maintained at the school. Dress code will remain in effect during field trips unless otherwise stated.

Telephones / Cell Phones / Electronic Devices

Cell Phones are not allowed to be used from 7:45 a.m. to 2:35 p.m. unless directed by a teacher. If a student’s phone is **out** during those hours, they will be instructed to submit it to the office for the rest of the day. They may pick it up at the end of the day. On the second offense, the student will receive detention along with turning their phone into the office for the rest of the day. On the third offense, the student will receive a “B” offense. At that point the student will be required to turn their phone into the office at the start of each school day for the rest of the quarter.

Students may use the office telephone if they receive permission from office personnel. Students may also use their personal cell phone when directed by a CLA Teacher for school purposes, or when a teacher designates an area a “Tech Zone”.

Other electronic devices including tablets, laptops, gaming devices, smart glasses, etc. should not be brought to school without permission. Any electronic devices should be turned off and kept inside the student’s backpack.

Tech Fridays

On Fridays at lunch, junior high students will be allowed on phones and devices. This privilege is taken away for the entire junior high if there are any incidents throughout the week where students are on their phones when they shouldn’t be.

Visitors

Parents and students must receive permission from the school office in advance before bringing any visitors to the Academy. We prefer that students don’t bring any visitors to school unless they are former or prospective students. Visitors must abide by the same standards of dress and conduct as CLA students.

During school hours, parents are asked to check in with the office before going to the student’s classroom. Personal items that must be delivered to the student should be dropped off in the office and will be taken to the student between classes.

Generally, friends, former CLA students, or graduates are permitted to visit the school, as long as they are in good standing. Visits should be limited to lunchtime or after school, and may be restricted during certain peak times (end of semester, vacation days, etc.). Graduates of CLA may apply in the school office to volunteer their services to help with a project or with a particular teacher.

Lost and Found

All articles left in the classroom or hallway at the end of the day will be sent directly to the Lost and Found. Students who wish to retrieve their articles must pay $0.25 per item. Textbooks will be sent back to the teachers. Items may be retrieved from lost and found before school, after school, and during lunch. CLA reserves the right to dispose of any articles left over one month.

Class Syllabi

A school supply list is posted to the school website. At the beginning of the year, the student will receive a syllabus outlining the details, format, and expectations of the class. Please take note of this paperwork as it comes home. There may be a few items requested by individual teachers that were not listed on the school supply list.

Testing

SAT10 testing is required for grades 1st-9th Grade. The test will be given in the spring of each year. The cost of the test is included in the comprehensive fee.

Health Services

The school is not permitted to dispense medication. Should a child need required medications for allergies (e.g. epi pen, asthma inhaler, etc.) parents need to contact the office to set up a plan should an emergency arise with their child.

Students who are unable to participate in physical activities must have a doctor's excuse or a note from home.

If a student becomes ill at school, the parent will be notified first. Any student who is at school and is running a temperature or has vomited will be sent home. Students are not to return to school until they have been fever and vomit free for 24 hours. If parents cannot be contacted, names listed on the child's emergency information card will be contacted. Parents are encouraged to keep the school informed of all changes in telephone numbers.

Communicable Diseases

It is the desire of CLA to provide a safe haven for those students entrusted to our care by their parents. Our purpose is to protect our students from exposure to communicable diseases. CLA is not equipped to care for the needs of other seriously ill students with chronic, communicable disease. The concern is twofold: (1) To protect students from developing a life-threatening illness, and (2) To protect the ill student from acquiring a disease from his/her fellow students or from a staff member that would endanger his/her life.

Should a student be diagnosed with any childhood communicable disease, such as, but not limited to, chicken pox, tuberculosis, measles, mumps, etc., he or she must present a statement of health from an attending physician prior to being admitted back to class. If there is an outbreak of any childhood communicable disease, the students who have not been immunized due to medical or religious exemptions will not be allowed to attend until the school has been deemed safe by administration.

Emergency Procedures

In the event of heavy rain, tropical storms, or a tsunami warning, please do not call the school. **The information regarding emergency closing of Christian Liberty Academy will be sent via email and text through our emergency communication system. Be sure to keep your contact information up to date in ALMA as that is how the school will reach you in case of an emergency.** We follow the Department of Education regarding school closure.

Fire Drills: Fire drills are conducted periodically throughout the school year in order to teach our students what to do in case of a true emergency. Staff and faculty are trained and instructed on how to conduct fire drills and emergency procedures.

Code Red Policy

General Information: Our Code Red Policy contains preventive measures to keep students and staff out of harm's way in the event of a school crisis. This policy pertains to any tragic, dangerous (uncontrollable strangers on campus, etc.), or criminal situation that is occurring or has occurred on campus or in close proximity to the campus. A Code Red Drill is conducted as a practice measure each semester, and discussed with students in order to keep them informed and aware in the event of a school crisis. Due to the nature of an emergency situation, it is our intent to notify parents by email as soon as safety permits.

Parents and students should always notify a staff member of any unidentified or suspicious visitor on campus or of any potentially dangerous activity.

In the event of a school crisis, every effort should be made to notify the school Administration – Upper Campus: (808) 966-8445 / Lower Campus: (808) 966- 8866.

School Property

The appearance and care of our school campus is a part of our testimony and the testimony of our students. Students are required to help take good care of the facilities and property. Willful damage or destruction of school property will not be tolerated. Students will be expected to pay for and, if possible, repair any damage for which they are responsible. Any student caught writing on the school furniture or equipment will be charged a $7.00 maintenance fee.

Students should keep the inside and outside of the building and surrounding areas neat and clean. The tidiness and appearance of the school building during the day depends on each student's cooperation in keeping locker areas and classrooms in order. Teachers should assist with keeping classrooms tidy. All school-owned textbooks are to be covered within one week of being issued. Damages to school-owned textbooks will be the responsibility of the students to whom they are assigned.

School Hours

The regular school day runs from 7:55 a.m. – 2:35 p.m. The office hours are from 7:30 a.m. – 3:00 p.m. During the summer, the office will be open from 8:00 a.m. until 12:00 p.m. daily - except for holidays and weekends.

The Canefire Kitchen

The Canefire Kitchen will be open daily to purchase snacks, lunch items, and drinks. The Canefire Kitchen will also be serving lunch daily that must be pre-ordered on a monthly form.

Arrival and Departures

Before School care begins at 7:20 a.m. All 6th – 8th grade students arriving before 7:45 a.m. should report to the Back Yard Patio. Students should remain in this area until the 7:45 a.m. bell under the care of the staff member who is on morning duty.

If a student arrives between 6:45 a.m. -7:20 a.m., they must go to early morning care in the Rosie "O" Pavilion. **Early Morning Care is $1 a day and should be paid in cash daily or weekly to the morning care staff member.**

School is dismissed at 2:35 p.m. Junior high students will gather near the picnic table at the back staircase to be picked up. Parents can pick them up near the upper gate (along the side of the main building). At 2:45 p.m., any students not already picked-up will walk down to the Rosie "O".

Extended Day Program

Junior high students who are still on campus at 3:00 p.m. must report to CLA's Extended Day Program in the Rosie "O" Pavilion. When parents come to pick up their child after 3:00 p.m., they are required to sign them out of the program.

The cost of the Extended Day program is $10.00 per day or a monthly fee, and will be applied to the student's school bill.

Class Preparation

A student should come to each class period with all the necessary items that may be needed during that class period. If the student forgets a book they may rent a textbook from the teacher for $0.25 for that class period. A student who consistently comes to class unprepared can be written up for "lax attitude" towards academics (this is a "B" Offense).

Homework

The purpose of homework is to strengthen classroom taught subjects by practice and drill. Parents are asked to insure that students do homework assignments. These assignments are expected to be turned in promptly, and parents will be notified if a student is delinquent in this matter. Failure to do homework will affect the grade of the student.

Make-up work

When a student is absent from class, he/she will be allowed equal time to the number of days absent to make up work. The student should check with each of his teachers to determine when the work will be due.

Make-up work during times of cuts should be turned in the day a student returns to school from a cuts break.

Attendance and Tardies

We feel that regular attendance and promptness is very important in education. If a student misses more than 20 days in a year, the school has the right to not promote the student to the next grade. Absences will be excused for personal illness, death in a family, and other emergencies. If the student is to be absent for any other reason, the student must fill out and

turn in a Cuts Slip that has been signed by a parent at least two days before the student is to miss school. If the student does not fulfill these responsibilities, the absence is not excused. A student may miss no more than 5 days a semester for cuts or sickness; however, the student will be responsible to complete all missed assignments.

School begins promptly at 7:55 a.m. Any student arriving after 7:55 a.m. will be marked tardy and should report to the office to verify his/her attendance.

If a student arrives after 10:30 a.m., it is counted as an absence. Every five tardies will result in a lunch detention. The administrator reserves the right not to re-enroll a student who is consistently late or absent. Parents, please note that your child's absences and tardies will be recorded on the quarterly report cards.

It is strongly encouraged that parents ensure that their children attend school on time and as often as possible so that the process of education can have its greatest possible effect.

Early Dismissal

Parents who wish to pick their children up before regular dismissal time should notify the office personnel the morning of the early dismissal. A note is needed stating the time and reason for the early dismissal. Whenever possible, please make a doctor or dental appointment after school hours. Parents need to sign their child out before the student leaves.

What Not to Bring to School

Anything that has worldly connotations or promotes a negative influence on our students should not be brought to school. These items will not be allowed on campus or any school function (including Extended Day Program or athletic practice). Personal entertainment devices should not be used during school hours, and also, students run the risk of these costly items being lost or stolen.

Boy-Girl Relationships

Boys and girls are expected to maintain Biblical standards of moral conduct. Immoral or indecent behavior in private or in public will subject the students to disciplinary action. Handholding, embracing, kissing hello/goodbye, or other such physical contact between dating couples is not permitted at school or any school-related functions. Couples are not to go off alone at any time while under the school's supervision.

Off-Limit Areas

Students are not allowed to go down the stairs that lead to the office area and preschool hallway. Students should not be in any classroom or storage area without a teacher's permission. Students are not allowed in the administrative office area without permission.

Students who must go between the Lower Campus and the Upper Campus must use the designated walk-ways. Students must use the crosswalk by the Lower Campus's lower gate. No student is to cross the road unless using the crosswalk.

Lockers

All academy students will receive a locker assignment. Students are not allowed to decorate their lockers with anything that is permanent or that leaves a mark (such as stickers). Students are not allowed to have any objectionable material in their lockers. Anything left on top of the lockers will be taken to lost and found. If the students choose to lock their lockers with either a key lock or a combination lock, combinations and extra keys must be turned into the office.

Extracurricular Activities

Athletics

Students may participate in some county and city recreation leagues for intermediate students. The purpose of the athletic program at CLA is to provide the means by which a student may participate in sports under the tutelage of a Christian coach. Through athletics we seek to familiarize our students with the principles of setting goals both for the team and the individual. We seek to teach the athlete the importance of teamwork as well as obeying authority. We desire that the athlete learns the fundamental skills associated with the sport that he/she is involved in, and this increases the enjoyment of the game through active participation. Most importantly, we seek that a participant realizes that the talents and strength that he/she possesses are gifts from God. It is important that each participant uses his/her talents for the glory of God during practice and competition.

Participation Requirements

1. Proof of Insurance – As a requirement for participation in all sports, student athletes should provide proof of health insurance.
2. Physicals – All athletes must have a yearly physical examination by a licensed medical practitioner. Physical Verification forms are provided through the athletic department.
3. Athletic Fees – Athletes will be charged a fee to participate. Fee amounts may vary depending on the sport.

Practice Policy

In order to be eligible to participate in any academy-sponsored athletic activity (including intramurals), the student must maintain an overall 2.0 average with no Fs in any subject. Grades will be checked regularly throughout the period of participation. Any F or GPA lower than a 2.0 at mid-quarter or the 2nd low achievement time period makes an athlete ineligible. Also participation will be based on the quarter before, as well as the quarter of participation. An athlete who is ineligible due to academics may not attend practice or participate in any games until such eligibility is restored.

Students Genuinely Seeking God (SG2)

Students Genuinely Seeking God (SG2) is a spiritual accountability group. This group meets weekly as the schedule allows to encourage one another in their faith. In addition to meeting, their duties include hosting chapel once a semester and participating in the production of the Spiritual Retreats for the student body. They are encouraged to set the spiritual tone for the rest of the student body. In order to serve on (SG2) a student must attend church on a regular basis, have a positive Christian testimony among the faculty and students, and be known as a good citizen.

Student Activity Council

The student activity council is made up of class representatives. Members of the council are nominated by the student body, approved by the administration and faculty, and elected by the specific classes. This group plans events throughout the year.

Discipline System

In order for our educational program to be successful, we expect certain standards, attitudes and cooperation among our student body. The parent's support and cooperation is also needed. It is impossible to make rules to cover every type of infraction. Good behavior comes from the heart and must not be mere conformity to man-made regulations. We base our discipline standards on Romans 13 and I Peter 2:13-25.

Disciplinary offenses are divided into three categories: Class "A", Class "B" and Class "C".

Class "A" Offenses

1. Talking, disrupting, or making a disturbance in class that results in the student being sent out
2. Running in the building or on the sidewalks
3. Loud and obnoxious noise making
4. Horseplay / unnecessary rough housing
5. Unacceptable manners

When a student is caught committing a Class "A" offense he/she will be given a referral. The teacher who writes up the referral will notify the parents within 24 hours (if possible). The incident will be noted in ALMA. Teachers can also have the student call the parent in the presence of the teacher. The referral will then be turned into the office.

Outside of the classroom, students may receive a Class "A" offense without a warning. **The rules listed in the handbook stand as a warning.**

Consequences for "A" offenses
When a student receives a first or second offense in a quarter, there is a verbal warning from an administrator. Three Class "A" offenses in one quarter become a Class "B" offense. At the end of the quarter all Class "A" offenses will be erased from the student's record. Class "B" offenses remain on file throughout the remainder of the school year.

Class "B" Offenses

1. Using profanity, improper, and vulgar language
2. Direct disobedience and blatant disrespect
3. Lying, cheating, stealing. Any unauthorized use of AI in the research or creation of any assignment is considered cheating unless specified by the assigning teacher.
4. Using school computers for non-school use
5. Destruction of property
6. Leaving school or class without permission
7. Participating in any other serious offenses that jeopardize the safety and welfare of other students. This includes verbal harassment, bullying, and cyberbullying. These items could cause immediate dismissal.
8. Performing below achievement level and having a lax attitude about academics.

When a student commits a Class "B" offense he/she will receive a discipline referral and report to the office for a meeting with an administrator. The teacher or staff member will notify the parents personally or by telephone as soon as possible. Once again the teacher can have the student call the parent in the presence of the teacher.

Consequences for "B" offenses
First offense – Discipline meeting with an administrator. Verbal warning and letter to parents.
Second offense – Discipline meeting with an administrator. Written warning in letter to parents.
Third offense – Discipline meeting with an administrator. One-day suspension and letter to parents. Evaluation of the student by faculty and staff.
Fourth offense – Discipline meeting with an administrator. Three-day suspension and letter to parents. After a student has received the 4th "B" offense he/she may face the following consequences: limited participation in extracurricular activities, and/or school or class field trips.
Fifth offense – Discipline meeting with an administrator. Possible expulsion.

Class "C" Offenses

1. Smoking, consuming or having in possession illegal drugs or alcohol.
2. Carrying knives, guns or any kind of explosives.
3. Terroristic threatening of (or causing deliberate injury to) teachers or other students
4. Possession or distribution of pornographic material
5. Sexual immorality

Any student committing a Class “C” offense will be required to meet with the administration and his/her parents. Immediate expulsion may occur after one Class “C” offense.

It is a privilege to attend CLA. We want our students to truly want to attend and to be educated at CLA. Christian Liberty Academy reserves the right not to enroll or re-enroll any student who willingly displays an uncooperative attitude towards the academics, policies and rules, our Christian beliefs, or shows blatant disrespect towards any member of the faculty or staff.

Bullying and Cyberbullying:
Bullying is defined as any written, verbal, graphic, or physical act that hurts, harms, humiliates or intimidates a student, that is sufficiently severe, persistent, or pervasive that it creates an intimidating, threatening, or abusive educational environment. Christian Liberty reserves the right to take disciplinary action for any prohibited student conduct.

Cyberbullying is defined as electronically transmitted acts that harm, humiliate, or intimidate a student or employee. Cyberbullying is prohibited both on and off campus, including through school networks and even through off-campus networks if it impacts the educational environment. Christian Liberty reserves the right to take disciplinary action for any prohibited student conduct.

Anyone that is a victim or observant of bullying needs to communicate the activity to a Junior High teacher and/or administrator so we can address it.

Detention
A student who receives a Class “A” referral will serve lunch detention that day or the following day. Students may also receive detention for chewing gum, eating in class, dress code violations, and tardiness. Every five tardies result in a lunch detention. After 15 tardies a student may be given a “B” offense.

Evaluations
Since our objective is to establish in our students a positive attitude towards Christian growth, we seek not to just discipline or correct but to instruct and guide. Although a student’s actions may seem acceptable, through negative comments or a lack of participation his/her attitude may display a hidden struggle. These situations cannot be handled by the discipline system; therefore the evaluation system provides another opportunity to help a student pinpoint and correct a problem area.

Process
If a teacher notices that a student is struggling with his/her attitude, the teacher may make a request that the student be evaluated. An administrator will send a memo to each of the student’s teachers for them to evaluate the student. A letter will be sent to the parents letting

them know that their child is being evaluated. The student will be evaluated in the following areas: God (Activities, Attitude, Testimony), Others (Compassion, Cooperation, Influence, Loyalty, Obedience, Respect), Self (Humility, Initiative, Integrity, Responsibility, Self-discipline, Service). Once all of the evaluations are completed the administrator will compile the scores to determine an average. Anonymous comments will be transferred onto a master sheet. The administration and faculty will meet to discuss the scores. Then an administrator will meet with the student and his/her parents with the goal of pinpointing the problem and begin steps to correct it.

Probation Candidates

1. Student will have a conference with an administrator to discuss the evaluation score.
2. Parents will be notified by letter and/or phone call.
3. The probation period will last for nine weeks.
4. Students must fulfill obligations (in and out of school) that are designed by the administration to help improve character quality.
5. At the end of the nine weeks probation period the student will be re-evaluated.
6. Unsatisfactory improvement will result in the student remaining on probation or being released.
7. A student remaining on probation after two consecutive nine-week periods may be released.
8. Students on probation who receive three "A" offenses or one "B" offense during a probation period may be released from CLA.

Dress Code

While we realize that the Bible does not specifically tell us how we should dress or how our hair should be cut, it does give us some principles to follow. In light of these principles, we must set an institutional standard for our Academy. Our intention is not to say that a Christian who fails to meet our standards is sinning, but only that our students must meet this standard in order for us to be consistent in our enforcement of a recognizable code. Some general scriptural guidelines for dress are as follows:

1. Modesty . . . . . 1 Timothy 2:9
2. Distinction . . . . . Deuteronomy 22:5, 1 Corinthians 11:14-15
3. Identification with the Lord . . . . . 1 Tim. 4:12, Romans 12:1-2, 1 John 2:15-16 21
4. Neatness . . . . . 1 Corinthians 14:40

Purpose of Dress Code

1. To maintain a recognizable standard
2. To develop a concern for personal appearance
3. To provide an environment that is conducive to learning
4. To focus attention on Christ rather than ourselves

5. To avoid offending others by what we wear or causing others to stumble in their Christian walk.

Regular Academy Uniform

6th- 8th grade girls
The school uniforms are purchased from Lands' End CLA school uniform website. Uniforms must all have the school logo embroidered, and are navy blue or gray polo shirts with khaki or navy blue long pants or shorts. All students are expected to abide by this dress code. All uniform articles must be purchased from online or uniform sales on campus.

Outerwear of navy blue jackets, navy blue sweaters, or CLA sweatshirts may also be purchased from Lands' End or a CLA promoted sale. A plain navy blue or gray jacket or sweater may be purchased from an outside source and worn to school, but it must be plain solid navy blue or gray with no images, stripes, piping, borders, etc. No other outerwear may be worn unless obtained through the school.

Girls need to wear closed toe shoes (loafers or tennis shoes). No slippers or beachwear permitted. Crocs are allowed.

1. Girls' dress should be modest at all times. Girls' outfits must not be tight fitting. Students wearing inappropriate clothing will be sent to the office where they will wait for their parents to bring them an appropriate school uniform.

2. Haircuts that are identified as extreme, faddish, and unconventional will not be permitted. The color of the hair must be that which appears natural. No extreme tinting or coloring will be allowed.

3. Earrings are permissible for girls only. All other body piercing is not permitted. No temporary or permanent tattoos are permitted.

4. T-shirts worn under the polo or Aloha shirts must be either white, navy, or gray. A non-CLA white, navy, or gray long-sleeved undershirt must be solid with no writing down the arms.

5. The length of the school uniform shorts or skirts may **not** be altered or rolled.

6. Undergarments may not be showing at any time.

6th-8th Grade Boys
The school uniforms are purchased from Lands' End CLA school uniform website. Uniforms must all have the school logo embroidered, and are navy blue or gray polo shirts with khaki or navy blue long pants or shorts. All students are expected to abide by this dress code. All uniform articles must be purchased online or at a CLA sponsored uniform sale. No exceptions.

Outerwear of navy blue jackets, navy blue sweaters, or CLA sweatshirts may also be purchased from Lands' End or a CLA promoted sale. A plain navy blue or gray jacket or sweater may be purchased from an outside source and worn to school, but it must be plain solid navy blue or gray with no images, stripes, piping, borders, etc. No other outerwear may be worn unless obtained through the school.

Boys must wear shoes with socks or Crocs daily. Shoes with laces must be tied. No sandals, slippers, or beachwear is permitted.

1. Boys are not permitted to wear earrings to school or any school-sponsored activity. No temporary or permanent tattoos are permitted. Excessive jewelry is not allowed.

2. Boys' hair should be to the top of the ears, above the eyebrows, and not touching the collar. Haircuts that are extreme, faddish, and unconventional will not be permitted. The color of the hair must be that which appears natural. No extreme tinting or coloring will be allowed.

3. Hair check will be conducted every chapel. If the student receives a hair warning, the student will have one week (until the following chapel) to get his hair cut. It must meet the standards before the next chapel. If the student still does not meet the standards, he will be given lunch detention for every day that it is not cut and the parents will be notified.

4. T-shirts worn under the polo or Aloha shirts must be either white or gray. A non-CLA white or gray long sleeved undershirt must be solid with no writing down the arms.

5. The length of the school uniform shorts may **not** be rolled.

6. Undergarments may not be showing at any time.

Friday Dress days

A student may wear any CLA shirt or "Aloha Wear" and loose fitting, full-length jeans or CLA uniform bottoms every Friday. Jeans are defined as denim fabric, with no holes and in any color. Special dress on Friday must be modest and fit the modesty guidelines outlined in "Special Free Dress Days" below. Girls may wear dressy sandals with aloha wear on Fridays. Anyone not following the dress code can lose the "Friday Dress Day" privilege.

P.E. Uniforms

Every student participating in physical education must attend class in his/her P.E. uniform. If students do not wear the uniform, they will not be able to participate in the class, and the grade will be affected due to lack of participation. It is recommended that each student buy more than one P.E. uniform. Closed toe shoes are required to participate in P.E.

Special Free Dress/Field Trip Dress Code

Non-active field trips – Regular school uniform

Active Field Trips/Special Free Dress Days– Shorts must be modest in length by interpretation of administration (Mid-thigh length). Closed toe shoes and socks must be worn, with laces tied. In keeping with our policy of modest dress, girls may not wear spaghetti straps, halter tops, or tank tops with straps less than two inches wide. Clothing should be loose fitting. If a girl chooses to wear a dress or skirt, the hemline should reach the knee. All emblems or advertisements on shirts or hats must be appropriate. No alcohol or cigarette advertisements.

Active Field Trip Beach Wear— All swimsuits must be modest. Girls are required to wear a one-piece swimsuit or may wear surf shorts and a tank top with straps that are two inches wide. If two piece bathing suits are worn, a shirt must be worn over the bathing suit. Swimsuits may not be low cut. Slippers may be worn at the beach or the pool. In route to the beach or the pool regular Active Field Trip attire must be worn.

Changing Clothes After School

If students change out of their school uniforms after school for scheduled practices or physical activity, they must wear a practice uniform or a P.E. uniform. Students staying after school to socialize or heading out to a social event may not change unless they change into a practice or P.E. uniform. If practice uniforms are tight fitting, student should remain in CLA uniform until they are picked up.

Uniform Discipline

If a student is not in correct uniform at the beginning of the day, any of the listed actions may be attempted:

a. Student will rent/borrow any available extra uniform the school has.
b. Student will have detention for coming to school out of uniform.
c. Parents will be called to bring the correct uniform in.

Dress code policies are set and upheld by CLA administration. See divisional administrators for dress code questions or clarifications.

Academy Details

Academy Colors & Nickname

Christian Liberty Academy's school colors are blue & orange. Canefire was chosen as our nickname in the summer of 2004. Canefire was chosen because at one time our town of Kea'au was sugar cane country. The cane farmers used to set fire to the fields in order to burn off the impurities so that only the cane stalks remained. In the same way the Holy Spirit burns in us to remove all the impurities, preparing us for a life of service. Cane fire is two words; however for our purpose we have combined it into one word, *Canefire*, to emphasize our unity as one in the Body of Christ. In addition, we leave it in the singular form to further emphasize unity. We burn together as one flame, known as the *Christian Liberty Academy Canefire*.

Academy Verse

"Therefore, whether you eat or drink, or whatever you do, do all to the glory of God" - 1 Corinthians 10:31

Academy Pep Song

Our alma mater is as follows, and it is sung to the tune of "Beulah Land".

Hail to Christian Liberty, the blue and orange are fighting On the courts and on the fields, the Canefire make their stand. Fears and doubts and things of earth in vain to them are calling. Win the deeper vic'try – Oh C L A !

We're fighting in a battle that the world will never win. We're Monarchs in the Kingdom; We're joint heirs to the throne. Oh yes we're looking to the future when we'll wear a golden crown. For now we're fighting for C L A!