

Strive for Excellence

Hong Kong Adventist College

Student Handbook

Strive for Excellence

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Message from the President

Dear Friends,

Benjamin Franklin, one of the Founding Fathers of the United States once said, "An investment in knowledge pays the best interest." At the moment, the amount of money you are investing in your education seems large, but someday you will realize an almost limitless return on this investment. The rewards of your hard work here at Hong Kong Adventist College can be way beyond your imagination; the faculty and staff of Hong Kong Adventist College are here to do our best to help you to reach your future potential.

On behalf of the faculty and staff of Hong Kong Adventist College, I take great pleasure in welcoming you to this educational community. We are very happy that you have decided to further your education here and are thrilled to help you to advance your academic knowledge, to guide your personal growth, and to strengthen your spiritual experience.

As students, you are the center of our campus because the primary objective of our college is to provide the best learning experience for you. To ensure that your collegiate life will be free of distractions, the college has developed rules and policies to ensure your time spent on campus to be fulfilling spiritually, intellectually, physically, and socially.

As our returning students already know, in addition to attending classes, the college strongly encourages you to participate in many non-academic activities such as departmental clubs, Student Life Council, mission trips, the annual college musical, and various sport clubs, just to name a few. These non-academic activities will enhance your learning and help to round out your college life.

We are proud to have you as members of Hong Kong Adventist College family, and I personally look forward to getting to know you in the near future. May God bless you as you embark on a new academic year.

Dr. Dan Cheung
President of Hong Kong Adventist College

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Message from the Dean of Students

Dear Students,

I cordially welcome you to choose to study at Hong Kong Adventist College. HKAC is a school family committed to creating opportunities for you to develop a Christlike character while pursuing educational excellence and finding the joy of service in this safe, nurturing and friendly environment.

I hope that it is your core value that you desire above everything else to develop your character. Your character is the traits people can see who and what you are. Take care to learn after the divine model of Jesus Christ who is lovely, simple but noble, humble but holy, forgiving and hopefilling.

This handbook has been designed to help you explore all the opportunities necessary for your development. Take time to acquaint yourself with the policies and regulations that characterize campus life at HKAC.

I look forward to getting to know you better as you make HKAC your place to learn and grow. We hope your time with us will be a memorable living and learning experience!

Bervinda Chan

Dean of Students

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OUR MISSION

As members of the diverse College community, we are committed to study, learning, and service. Our community is rooted in the Christian gospel and Seventh-day Adventist values and ideals.

In the spirit of Adventist education, Hong Kong Adventist College promotes life-changing experiences for its students in the greater Chinese society by supporting them in:

- Searching for truth and knowledge
- Training them to be responsible leaders and citizens
- Engaging God in relationships and in deeds
- Practicing healthy lifestyles

Together we can STEP forward to serve.

OUR VISION

Hong Kong Adventist College is an accredited, private non-profit Seventh-Day Adventist educational institution where Christian educational professionals meet to make it a learning and training center, and a place for appreciation for Chinese and English languages and cultures, health and gospel ministry.

OUR VALUES

Excellence, truth, obedience, honor, integrity, purity, and unselfish service.

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CHRISTIAN COMMITMENT

The development of the spiritual life of a student is the College's core value. As this is a Seventh-day Adventist school, students are expected to respect the Adventist way of life, which emphasizes healthful living and encourages daily devotion and rest and worship on the Sabbath.

The College actively seeks students who are interested in learning from the Bible as the Word of God, participating in worshipping the true God, and desiring to serve in Church and/or society in accordance with God's will.

CODE OF CONDUCT AND WELLNESS

Student life at Hong Kong Adventist College is designed to help each student understand and appreciate Christianity in the context of a Seventh-day Adventist philosophy of education.

The philosophy aims at facilitating personal growth and maturity. Since character development is the main objective of Christian education, we endeavor to train our students not only in how to acquire knowledge and technical expertise, but also in how to integrate learning into leading a moral life. Thus the College is committed to assisting the student in attaining high moral standards, self-discipline, healthful living, and leadership skills.

MORAL OBLIGATION

As a College community, we believe all members should have the right to study in a safe, nurturing and friendly environment. This begins with the moral obligation that members of the College community deal with one another in a Christ-like manner. Therefore, students should:

- Show respect by using proper language. Refrain from cursing and other ways of humiliating people.
- Show respect by refraining from inappropriate display of affection, avoiding decorating rooms with offensive materials.
- Show respect by refraining from using mobile devices or personal computers for listening or watching offensive music or film, or sending degrading messages to other people.
- Show respect by refraining from stealing, cheating, lying, plagiarizing, committing fraud.
- Show respect by refraining from substance abuse in the form of alcohol, tobacco and illicit drugs.

HEALTH, DIET, AND WELLNESS

All students are encouraged to maintain a healthy lifestyle through proper diet, exercise, use of water, outdoor activities, the balance of work and study, and other healthful practices. Because Hong Kong Adventist College values the health traditions of the Seventh-day Adventist church, a vegetarian diet is served on campus in the cafeteria and at special events.

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SPIRITUAL DEVELOPMENT

Spiritual growth is an important objective of our College and its students. The College offers a variety of spiritual experiences designed to nurture spiritual growth, provides service opportunities for leadership, and to share personal journeys of faith. The College comes together on Wednesday for Chapel, where academic and spiritual topics will be addressed. Other programs, such as Gospel Week, and residence hall worships, all contribute to the community of faith.

SABBATH OBSERVANCE

The seventh-day Sabbath reminds us of God's creative and redeeming power. The Sabbath is celebrated from sundown Friday to sundown Saturday. During this time the College is encouraged to enter into an attitude of worship, praise and renewal. Everything about the Sabbath is special when time is given for meditation, Bible study, worship, and relationships with others.

RECREATION AND ENTERTAINMENT

"Whatever is true... noble... right... pure... lovely... admirable... excellent... and praiseworthy... think about [and] practice these things. And the God of peace will be with you" (Philippians 4:8-9, NIV). These biblical principles guide the student in selecting appropriate forms of recreation and entertainment. We recommend that students:

- Choose movies, videos, DVDs, television, Internet, computer programs, and music that do not promote violence, nudity, sexually explicit language or behavior, vulgarity, or ideas and behavior not in keeping with Christian principles and values.
- Clear all social activities, films, and activities both on and off campus through the Residential Deans.
- Are careful to respect the community by participating in activities that are not intrusive, disruptive, or offensive to others.
- Play only music that reflects the Christian values.

COMMUNITY LIVING

To maintain the academic atmosphere of the campus community, students are expected to conduct themselves in a considerate manner with regard to the rights, obligations and safety needs of others. Accordingly, students are obliged to live in a cooperative manner with other community members. Behavior that does not conform to community standards and is a disruption to the community may result in disciplinary action and/or removal from the community.

STUDENT LIFE AND SERVICES

Hong Kong Adventist College is committed to a balanced lifestyle that enables the development of students' intellectual, physical, emotional and social life. Various activities and services are provided to help our students with this.

STUDENT ACTIVITIES

Hong Kong Adventist College promotes student participation and leadership opportunities in a wide variety of campus activities focused on meeting diverse student interests. These

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activities are planned through the Student Life Council (SLC), the Dean of Student's office and cooperatively with campus clubs and departments. Activities include opportunities for physical, social, intellectual and spiritual development as well as service and civic responsibility.

Your student calendar includes a list of co-curricular activities for your reference. For more information or to share ideas on how to improve student life at HKAC, visit with one of your SLC representatives, the Student Activity Coordinator, or the Dean of Students. Please refer to the "*Regulating Principles*" section of this handbook to understand your attendance obligations and privileges concerning co-curricular activities.

STUDENT LIFE COUNCIL

Student participation in the affairs of the College is exercised through the Student Life Council (SLC). SLC is composed by the Dean of Students, faculty members, and student representatives from each department. The student representatives are selected by nomination and vote in their department. The main role of the student representatives is representing the voice of their peers to give input on this council. All students are invited to take an active role in the life of our college by offering suggestions for improvement through their representatives or expressing their grievances when necessary.

SPORTS

Physical activity is essential for keeping a healthy body and mind. It is a natural anti-depressant and a safe and natural way to regain energy. From time to time, our school schedules ball games and matches with other local schools throughout the year to promote health and fitness, and build friendship. Make sure you participate in them.

There is a gymnasium with a multi-purpose indoors court that can serve as a basketball or badminton court. If you are interested in fitness training you may book a workout schedule in the fitness centre where there is a weight training room and exercise machines. To use these facilities, make sure you check the operating hours posted at the door of the venue.

There are opportunities for exercising outdoors. We have open areas designed specifically for playing soccer, basketball, and volleyball/tennis. For joggers and people who enjoy brisk walking, a common practice is to do laps around the campus on paved road.

There are also opportunities to join sports clubs such as badminton, soccer, fitness and basketball, provided they are operating during your stay with us. You can always start your own sports club! More details can be found in the "Professional/Interest Clubs" section of this manual.

PROFESSIONAL /INTEREST CLUBS

Professional and interest clubs are a big part of college life. Students have the opportunity to pursue individual interest, develop career networking, and acquire leadership skills through working with fellow students and faculty who share common interest to carry out activities for educational or for recreational purposes.

Procedures for Interest Clubs and Department Activities:

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- All clubs must be registered with the Dean of Students office and should be approved by the Dean of Students' Council in order to operate. (See Appendix A for the application form)
- Club activities and purpose must be in harmony with the philosophy of the College.
- For liability and programmatic purposes, all activities and schedules must be approved by the Dean of Students' Council at the beginning of each semester.
- Changes on scheduled activities should be approved by the Dean of Students office. Submit requests for changes at least two weeks in advance.

CHAPLAINCY AND SPIRITUAL ACTIVITIES

As a Seventh Day Adventist Christian institution, we believe that all true education has a spiritual component. The College conducts weekly Chapel or Assembly, and a week of spiritual emphasis once per term involving a special speaker, prayer bands, and other related activities. These programs are regarded as a vital part of the total educational process. They address the spiritual and educational needs of the students, promote unity in College life, and provide venues for announcement of events and dealing with general issues of College life. Attendance at these activities is required.

While some students may not share the Christian faith or practice Seventh Day Adventist lifestyle, as a student at Hong Kong Adventist College, you are entitled to a wholesome education that includes opportunities for spiritual growth. There are four primary sources offering spiritual growth opportunities: the Chaplaincy Department, Bay View Church, Staff and Faculty, and Dormitory.

Chaplaincy

Our school Chaplain is available to assist you when you have questions about the direction of your life or finding your place in the world, and/or there is a need to explore different answers to issues of growing up. The chaplain is also available to give and/or coordinate Bible studies, prayer groups, and vespers. In addition, he prepares programs throughout the school year such as "gospel camps", "gospel weeks" and other activities to foster fellowship and spiritual experience. The Chaplaincy Department is located at the Administrative Building. Just knock and walk in; no referral is needed.

Bayview Church

Bayview Church is our College Church. They offer several programs to address the spiritual needs of our youth such as Friday night vesper, Sabbath School, Adventist Youth Society (AY) and opportunities for service. The Divine Service is conducted each Sabbath with translation either in English or Cantonese to serve both audiences.

Staff and Faculty

From time to time, staff and faculty living on campus may lead small study groups or vespers in their homes. This is another opportunity for some students who prefer a more informal and familiar setting to worship and study of the Word of God. When you need spiritual mentorship, you can contact the Chaplain or the residential deans.

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Dormitory Devotionals

Hong Kong Adventist College considers spiritual services as part of educational training for character development and spiritual growth. Thus, worships are part of dormitory living. Residents of the dormitories have evening devotionals. These are interactive sessions where students play an active role. Guest speakers may come from time to time to share their testimony or words of wisdom. In addition, the Residential Deans offer opportunities for Bible study, prayer and meditation.

FOOD SERVICES

The cafeteria serves healthy and balanced vegetarian meals. Opening hours and holiday schedules are posted at the main door for your convenience. Menus are available at the desk also for your personal meal planning. The dormitory package includes cafeteria meals. For day students, staff and guest, meal tickets can be purchased at the Business Office or at the register in the cafeteria. When you decide to stay over for the weekend, arrange your meals with the Cafeteria Manager ahead of time since there are no ticket sales on weekends.

For safety and hygiene reasons, meals are to be consumed inside the cafeteria unless previous arrangements have been made with the Cafeteria Manager. Kitchen utensils should not be removed from the cafeteria. Additionally, no meat, chicken or fish is permitted to be prepared or eaten in the residence halls and the student lounge.

There are vending machines outside the cafeteria that provide drinks.

LIBRARY

Our campus library is located in the basement of the Academy building. You can find current information in magazines, journals and newspapers. Research and study material is also available in books and encyclopedias.

At par with modern academic institutions, we offer our students access to electronic databases for the most current and up to date findings in a variety of disciplines. At HKAC we subscribe to "EBSCOhost". This database gives you access to thousands of academic and professional journals and articles with the most recent findings in academia to enhance your learning experience and facilitate research. You can access EBSCOhost from any location where internet is available.

On orientation day, you will be instructed on how to log in and how to use this service. Our librarians can also assist you in the process. Computers and photocopiers are also available in the library to facilitate your study. You must always bring your student ID in order to check out books. Operating hours are posted at the entrance for your convenience.

MUSIC AND ARTS

HKAC offers different outlets for artistic expression. Students can enroll in different music classes for academic credit if they wish. In addition, they can join the school or church choir, or they can participate in different opportunities for artistic expression such as concerts and the annual musical program which has become a tradition at HKAC. Chapels, dormitory

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devotionals and church services offer a space for students to use their musical and artistic talents and are regularly invited to lead song service and give special music. Functions such as fairs and social activities also provide students a venue to free their creative expression.

To encourage our students to cultivate their talents, HKAC holds annual events where students showcase their artistic talents in front of a panel of expert judges, who would give participants feedback for improvement and special recognition to outstanding performances.

MISSION TRIPS AND SERVICE OPPORTUNITIES

Becoming a responsible citizen and giving back to the community are two important aspects of personal growth. Regardless of your religious affiliation, HKAC provides opportunities for service to the local community and mission trips abroad to assist disadvantaged populations by meeting some of their basic needs and presenting the gospel message.

In addition to the spiritual activities listed above, students may also join the Adventist Youth organization, evangelistic efforts, and other witnessing activities. Special training seminars are also held occasionally.

We encourage our students to join community service projects, around campus or off-campus. In some cases you may be able to get academic credit for participating. Check with your advisor.

HEALTH

Our student's well being is an integral part of our program and a high priority; therefore, we have ensured first aid kits and nursing services to be available for our students throughout the campus. The location of these first aid kits is listed below for your easy access. You can also identify these locations by the Red Cross sign at the door.

1. Room 109 (Health Dept. Office)
2. Dean of Student's office
3. Dormitory Dean's office
4. Registrar's Office
5. Treatment Room (next to the cafeteria)

The school nurse can provide immediate care for minor conditions or accidents. If the case calls for further medical care, the school nurse can make a professional assessment of the situation and, if necessary, refer you to a nearby hospital. The nearest hospital is the Tseung Kwan O Hospital, easily accessible by public transportation. In case of a serious injury, the school nurse will call for TKO emergency ambulance service. All transportation costs are the responsibility of the student.

DORMITORY

Hong Kong Adventist College offers boarding facilities for those students who wish to stay on campus and enjoy the benefits of dormitory life. Dormitory deans are committed to making students' living environment safe, friendly, warm and caring. Dormitory life promotes fellowship, teamwork, spiritual growth, and independence. Enriched with experience of

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people from different backgrounds and cultures, students learn to respect and care for each other, a fundamental social skill permeating all nationalities. Application forms are available on the school website and the Dean of Students Office.

COUNSELING SERVICE

The College employs trained staff to provide assistance to students experiencing temporary emotional crisis or psychological needs. Our counselor can assist students with personal problems that interfere with their progress in school. The counseling sessions can be conducted in individual form or in groups. Long-term assistance cannot be expected and must be obtained through local, private resources or community agencies. Students requiring long-term assistance are welcome in the campus community as long as appropriate behavioral expectations are met.

COMPUTERS/PRINTING

Students can access to computers to complete assignments, to communicate with faculty and other students, and to research subject matter using online databases and Web resources. These computers are available during school hours in the college Library or in the computer room at the Administrative Building. Each new student is given a log in ID and password at orientation. Printing machines are also available in both places. The school fee covers a sufficient amount of printing cost per school year for each student. If the printing fund is running out, students can either top it up at the Accounting Office, or print their assignments in the Library via the octopus card-operated photocopier/printer.

SAFETY AND SECURITY

PERSONAL SAFETY

You have a right to study in an environment free of fears and threats, your wellbeing and personal safety is our concern. We have zero tolerance towards bullying, verbal or physical assaults, harassment or any other type of aggression that makes you feel unsafe. If you are the target of any act of violence, whether physical or emotional, report it to the Dean of Students immediately. Appropriate measures will be taken.

Here is a list of safety recommendations for all students:

- Keep your valuables secured. The school is not responsible for possible losses.
- Stay away from secluded or off-limits areas.
- Avoid walking in areas with tall vegetation as poisonous snakes or other animals can be hiding there.
- Have your cell phone charged at all times and memorize important numbers.
- Respect our no-smoking policy. In addition to damaging your health, cigarettes present a fire hazard.
- Carry your Student ID card at all time when on campus.

In addition to the recommendations above, for dormitory residents we recommend the following:

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- While away from campus, take proper measures to ensure a safe return to campus. If possible, return before sundown.
- Always get permission from the Residential Deans and indicate your destination, purpose of the trip and expected time back.

CAMPUS SECURITY AND SAFETY

We have also adopted campus wide security measures for everyone's wellbeing.

Fire Drills

Fire drills are conducted regularly to ensure that students, faculty and staff members can move to places of safety in case of an actual fire. Make sure you pay attention to the instructions of those leading this exercise and make a mental note of the process for future reference.

Use of Vehicles

Driving on campus privileges are exclusive of college level students of HKAC. If you choose to drive your vehicle to campus, make sure you obtain the proper permit from the Business office. Minimum requirements to drive on campus include showing proof of a valid driver's license and proof of car insurance under the student's name. Insurance must cover damage to third parties. A permit to drive on campus can be denied if the student fails to meet these minimum requirements.

Drivers must respect the **speed limit (10 km per hour)** and watch out for children or elderly crossing the streets. A car permit can be revoked if we notice reckless driving or unsafe or illegal activity.

Visitors

Visitors entering the campus for an appointment with school personnel must obtain a temporary visitor pass at the gatekeeper's post and it must be returned upon exiting the campus. Any person without a visitor pass entering and loitering in school facility is considered as trespass.

REGULATING PRINCIPLES

To ensure a positive experience on campus for all and to create the proper conditions for learning, the following are the minimum behavioral expectations for everyone at the HKAC campus. Faculty and Administration of HKAC reserve the right of interpretation of these regulations and the implementation of the same. We are here to assist students in understanding the principles behind these regulations and provide support and the necessary tools for success. In cases where students fail to follow these regulations, there will be consequences. For detailed information please refer to the "Disciplinary Measures" section.

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HONESTY

Students of HKAC are expected to uphold high standards of honesty. Opportunities to develop an honest character can be found everyday throughout campus life. Academic honesty is expected of all students. Plagiarism and copying from other students or from any source during a test are strictly prohibited. Student must refrain from both practices.

Students should not take anything that doesn't belong to them without proper authorization. This applies to other people's belongings or school property as a whole. It is a civic duty that students are accountable to one another; therefore, students are expected to report any known or suspected inappropriate conduct to the proper staff or faculty. We appreciate students being proactive in making this a better campus. We will treat reports with confidentiality, protecting the identity of the person who is informing.

MODESTY

Students are encouraged to practice good judgment in the choice of their daily attire. While we respect individuality, it's important to remember that you are also a part of a community, the larger community of HKAC. Staff and faculty have the right of interpretation on what is appropriate or not as it relates to attire, and they can ask a student to change if they consider the student's choice of clothing to be poor.

Learning how to make good choices when it comes to your personal attire, will be an asset you will find very helpful in your future professional endeavors. As a community we uphold Christian values and principles in grooming; we expect that your attire be modest, tidy and clean, and appropriate for the occasions (classroom lectures, lab work, sports, worship services, or other school activities).

Views of what is appropriate can vary greatly from one person to another, for that reason, we have published the following guidelines:

It is acceptable to wear:

- Good taste, clean and tidy clothes
- Clothes that will not be distracting to others

It is not acceptable to wear:

- Clothes with inappropriate graphics or messages
- Low necklines
- Very tight fitting
- Sheer fabrics
- Very shorts dresses, skirts, hot pants
- Excessive cosmetics
- Excessive jewelry
- Unnatural or unusual hair coloring
- Spaghetti straps or tank tops
- Extravagant haircuts/styles

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Note: *Students who are required to wear uniform to school must comply with their school's requirements; however, when classes are not in session, they need to remember the overall rules of HKAC and dress accordingly.*

PERSONAL INTERACTIONS

A sign of maturity for courtship is the ability to identify appropriate ways to express affection within the boundaries established in your living environment. Proper interactions, such as courtesy, chivalry, and mutual respect are the standards of conduct expected of all people at HKAC. Practicing these standards while also setting healthy boundaries, will prove to be a good foundation to build lasting and solid relationships.

In relating to others, students need to observe the following guidelines:

For couples: Romantic relationships are a sacred gift from God and thus should be treated with special care. Public displays of affection (PDA) such as holding hands, hugging or kissing are considered inappropriate at any time, whether alone as a couple or in groups.

For friends and peers: We appreciate diversity and expect all students to value each other's uniqueness. There is no room for discrimination in our campus. Discriminating against anyone on the basis of their physical complexion, religious beliefs and practices, race or ethnicity, gender or any other characteristics, is unacceptable behavior. We strive to make sure that everyone feels safe and welcome at HKAC. Therefore, all forms of harassment, bullying or threatening other students will not be tolerated.



TEMPERANCE

The college recognizes the need for balance and relaxation from the busy collegiate program. We need your assistance to foster a balance in the following areas: work, recreation, rest, diet, study, social and individual time, devotion.

Recreation

God's original plan for health included a balance of rest and exercise, and proper recreation with restoring purposes in mind. "Those who are engaged in study should have relaxation. The mind must not be constantly confined to close thought, for the delicate mental machinery becomes worn. The body as well as the mind must have exercise." {AH 494.5}

Proper recreation will result in a refreshed spirit and renewed energy. The school has planned activities throughout the year to meet this purpose. We need to remember that not all activities fit this category. **Students must abstain from:**

1. Rough games that jeopardize the physical integrity of an individual
2. Verbal or physical aggression

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3. Using school property and equipment for something different from what it was originally designed
4. Tampering with fire extinguishers
5. Bringing the following to school:
 - lighters or matches
 - knives, blades or any other sharp object
 - fireworks, gun powder or any other explosive
 - cold or fire weapons
 - air guns (must be checked in with the dorm dean or headmaster)

Gambling

When we acknowledge and foster a connection between our mind and body, we promote health and happiness. "The harmonious healthy action of all the powers of body and mind results in happiness; and the more elevated and refined the powers, the more pure and unalloyed the happiness." {CG 394.3}

We expect our students engage in their study diligently as well as in healthy activities for their mental and physical benefits. Any forms of gambling activity are strictly prohibited. Possession or use of any items possible for gambling purpose such as card games and other games not related to study is not allowed within the premises of the campus.

Smoking, Alcohol and Drugs

Our campus is a drug-free zone; tobacco, alcohol, harmful medicines or drugs are strictly prohibited. Smoking is not permitted on the entire HKAC campus, including the areas immediately out of the front gate.

The use, possession or storage of tobacco, alcohol and drugs on campus is a serious offense. If a student or dormitory resident found intoxicated by alcohol or under the influence of drugs of any type in the dormitory or anywhere on campus, the student or resident will be asked to leave the premises and the matter will be submitted to the Dean of Students' Council for further action.

ATTENDANCE POLICIES

All spiritual programs and designated activities are vital and regular attendance is expected. A student is allowed up to 20% absence per semester. Beyond that, a disciplinary action will be taken to require an attendance makeup. Here is the attendance point assignment:

1. One regular Chapel / Professional Club Meeting = 1 attendance point
2. School Picnic = 3 attendance points
3. Food & Fun Fair and Alumni Day = 3 attendance points
4. One Gospel Week day = 1 attendance point
5. Christmas Program = 2 attendance points
6. Recreation Day = 3 attendance points
7. Talent Show / Cultural Day / Mission Day / Singing Contest = 2 attendance points
8. Any 1 hour specially arranged seminar / lecture = 1 attendance point

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Note: 3 late attendances = 1 absent
Total attendance < 80% = U grade
Total attendance ≥ 80% = S grade

Residence hall students are required to attend four resident hall worships per week. The student may choose between residence hall worships and small group worships.

EXEMPLARY CITIZENSHIP

We expect students to take advantage of every learning opportunity at HKAC, to make the best of their time in this campus and to take with them a better and stronger person when they depart from our midst. To encourage students to achieve excellence in various aspects of life on and off campus, faculty, staff and administrators will make formal recommendations at the end of the school year to the Dean of Students to reward those students with outstanding service attitude and commendable behavior.

STUDENT ACCOUNTABILITY

EXPECTATIONS

Students of HKAC are expected to uphold the values of the school while they are enrolled in this institution. They are expected to meet all their responsibilities, including financial, academic and conduct. This handbook applies to all students of HKAC. Students are expected to abide by the contract signed upon registration regarding this handbook and behavioral expectations. We expect students to consult with their advisor, the appropriate departmental supervisors or the Dean of Students if they have questions regarding their life at HKAC.

DISCIPLINE MEASURES



The objective of discipline is the training for self-government, self-reliance and self-control. Following the prescribed regulations and expectations of HKAC will prove to be a good formula for success and a step toward that goal. Should a student choose to violate the school's rules, or deviate from the instructions given in this handbook, there will be natural and imposed consequences. In applying

consequences for undesirable behavior, it is our goal to help students understand their error and give them, whenever possible, an opportunity to make correction. As part of this effort, faculty and staff work very closely to help the student in the process of behavior modification.

Discipline Procedure

All employees of HKAC uphold our values and teach Christian principles by precept and example. Our staff (from gatekeepers, cafeteria staff, office staff, etc) is part of this family

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and they share with faculty and administrators the responsibility of training good citizens for this world and the one to come. That responsibility comes with authority. We expect that you give them the same kind of respect you would give any faculty member or administrator. You should show respect and listen to their counsel.

Teachers, staff and administrators can use any of the following measures as they see appropriate:

- **Counseling:** Counseling is given to a student when a mistake is committed or a regulation is violated for the first time.
- **Verbal warning:** It is issued at the first time a minor offense is committed to give the student the opportunity to rectify.
- **Written warning:** It is issued after verbal warnings have not worked and the student persists in breaking a particular rule. It is issued also for more serious violations.
- **Referral to the Dean of Students or Dean of Students council:** These referrals will be made when students fail to change their behavior after several verbal or written warnings have been issued, or when there is a major violation of rules.
- **Support Services:** We will give students plenty of opportunities for students to learn and change. Our campus counseling services are instrumental in making changes in emotional reaction and behavior possible. Students who are struggling with emotional and behavior issues can benefit from our counseling services. With the support of a professional counselor, they have better chances to overcome their challenges and thus control their thoughts and actions. The Chaplaincy department also provides support, encouragement and spiritual guidance to anyone interested in learning and improving their lives. All our students have free access to these support services and, when necessary, participating in these services may become compulsory in order to provide the student with the support he/she needs. HKAC's philosophy is that all human beings can be transformed given the necessary support.

However, these opportunities are not endless. Should a student insist on violating rules or openly defy the authority of the school, he/she will jeopardize his/her continued enrollment in the school. The Dean of Students Council or Residential Deans Council for dormitory issues is in charge of the following measures:

- **Suspension:** Student will not be allowed back on any area of campus for a period of time determined by the council. These actions are reported to the Academic Council due to their academic implications. The purpose of suspension is to enable the student to consider carefully whether he/she wants to be part of the community.

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- **Conditional stay contracts:** In some cases, students may be offered a contract in order to continue their regular enrollment at HKAC. The purpose of this contract is to help the student develop character traits that will be instrumental in helping him/her on this campus and beyond their HKAC experience.
- **Expulsion:** In cases where everything else has failed or in cases where the nature of the violation is extremely serious, a student may be asked to leave campus for the remainder of the semester, school year or permanently. When the Dean of Students Council reaches a decision, a recommendation is made to the Administrative Committee for immediate dismissal.

APPEALS AND GRIEVANCE POLICY

When there are differences between a student and a member of our staff, faculty or administration, **the first step** will be for the student and the other person to try to work things out through respectful and rational dialogue. We know, however, that even when the best intentions are there from both sides, sometimes you may not be able to reach an agreement that pleases both parties. In this case, **and only after you tried step one**, you may file a grievance or appeal for the Dean of Students Council to arbitrate. This process applies to all aspects of campus life with exception of academic issues.

For Academic issues, the student must follow the Academic Council process found in the Academic Bulletin, for all other matters, these are the steps you should follow:

1. Grievances and appeals must be filed within 10 calendar days from the date the action affecting the student occurred. (i.e.- date a disciplinary action took place)
2. The letter should explain in detail the action disputed and the reasons for appealing or the nature of the grievance.
3. Include the names of all involved and pertinent dates.
4. Clearly state your request or an alternate solution
5. Include copies of substantiating documents such as disciplinary forms or any other applicable document.
6. Signed letter should go to the Dean of Students Council

The Dean of Students Council will study your request and respond within 10 calendar days of receipt unless it is a time sensitive request. If you do not find the outcome satisfactory, you may take your appeal to the next administrative level which is the Administrative Committee. When doing so, make it known that you have followed chain of command by 1) talking to the person you had the difference with 2) Filing your grievance/appeal with the Dean of Students Council and 3) Addressing lastly, Administrative Committee. This will guarantee that your appeal/grievance is not rejected.

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FINAL WORD

We pray that you will heed the call of God in your life; that you may ever follow in the footsteps of Jesus: “If anyone would come after me, let him deny himself and take up his cross and follow me.” (Luke 9:23) ; that you will prepare diligently for entry into a university, graduate school, or the world of work; that you will deport yourself with dignity and grace; that you will develop spiritually as well as intellectually for lifetime of service to others in the building of God’s Kingdom.

CONTACT INFORMATION

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ADMINISTRATION

President 3727 – 0160
Academic Dean 3727 – 0114
Business Manager 3727 – 0118
Dean of Students 3727 – 0119
Registrar 3727 – 0111

DEPARTMENT CHAIR

Business 3727 – 0111
Diploma in Pre-University Studies 3727 – 0120
General Education 3727 – 0120
Health 3727 – 0134
Nursing 3727 – 0140
Psychology 3727 – 0135
Religion 3727 – 0189

SERVICES

Accounting Office 3727 – 0116 (Student Finance) 3727 – 0117 (Accounting)
Alumni Affairs 3727 – 0280
Bayview Church 2719 – 6177 ; 3727 – 0181
Cafeteria 3727 – 0282
Chaplaincy 3727 – 0266
Health Education Centre 2623 – 0216 ; 3727 – 0280
IT / Computer Lab 3727 – 0144 ; 3727 – 0286
Library 3727 – 0272
Maintenance 3727 – 0289
Men’s Dormitory 3727 – 0192
Recruitment 3727 – 0161
School Nurse 3727 – 0119
Women’s Dormitory 3727 – 0191

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Appendix A *Establishment of Interest Club Form*

Responsibilities of Student Leaders

The responsibilities of student officers are as follows:

- Provide the Dean of Students with the name of the officers after the election, and information regarding the organization (see above)
- Inform the Sponsor or faculty advisor of major items of business before opening a session.
- See that minutes are kept.
- See that finances are balanced and well kept.
- Club or class activities (other than business meetings) should be approved in the college Executive council through the office of the Dean of Students.
- Inform the Dean of Students of any changes in organization as well as the schedule of activities.

1. Name of Interest Club/Department/Class

2. Definition

a. Motto

b. Objectives

i. Spiritual

ii. Intellectual

iii. Social

c. Composition

i. Club Officers

(1) Sponsor

(2) President

(3) Chaplain

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(4) Secretary/Treasure

(5) Others (Social Leader/Public Relations, etc.)

(6) Photographer

ii. Members

3. Functions

a. Rules (Include Fee: HK\$??/Semester)

b. Job descriptions of club officers

c. Meeting time and place

4. Activities

On separate sheet if needed, list all the activities planned for the current quarter or even school year. A copy should be sent to the Dean of Students and the Sponsor or faculty advisor. All off-campus activities have to be approved by the College Administrative Committee through the Dean of Students.

Signatures

Sponsor: _____

President: _____

Date: _____

Dean of Students Office: Approved Approved with condition Not approved

Date:

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