

# Hawaiian Mission Academy

A Seventh-day Adventist Co-educational Boarding High School



## SCHOOL BULLETIN

*2011-2012*

# Hawaiian Mission Academy

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## School Bulletin

2011-2012

### Accreditations:

The Western Association of Schools and Colleges (WASC): 2006-2012  
Pacific Union Conference of the Seventh-day Adventists  
NAD Accrediting Association of Seventh-day Adventist Schools, Colleges and Universities, Inc.

### Memberships:

Council for American Private Education (CAPE)  
Hawaii Association of Independent Schools (HAIS)  
Hawaii Council of Private Schools (HCPS)

### Location:

1438 Pensacola Street  
Honolulu, HI 96822-3899

Phone: 808.536.2207

Fax: 808.524.3294

web site: <http://www.hawaiianmissionacademy.org>

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Michael Lane, Vice Chairperson  
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Principal, Business Manager  
Cynthia Nylen, M.A.  
Vice Principal  
Linda Madsen, B.S.  
International Studies Director  
Kati Wolfsen, B.B.A.  
Assistant Business Manager/Treasurer  
Roland Graham, B.A.  
Dean, Athletic Director  
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Admissions Director, Registrar, Guidance  
Melvin Villegas, M.A.  
Plant Services Director  
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Administrative Secretary

### INSTRUCTIONAL

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Nicholas Coffey, B.A.,  
Band, Math  
Jana Edge, M.A.,  
English  
Roland Graham, B.A.,  
Physical Education, Health  
Shelley Graham B.A.,  
ESL, Journalism (Ka Elele-Newspaper)

### INSTRUCTIONAL (CONTINUED)

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Religion, Chaplain  
Linda Madsen, B.S.,  
ESL, Library  
Dennis McKenzie B.A.,  
Math, Computer Technology, P.E.  
Cynthia Nylen, M.A.,  
Home Economics, Social Studies  
Kathryn Togami, M.S.,  
Science, Ka Lamaku sponsor (Yearbook)  
Hugh Winn, M.A.,  
Choir  
Kati Wolfsen, B.B.A.,  
Basic Accounting, Economics  
Raúl Zanatta, B.A., B.S.,  
Spanish, Art, History, Handbells

### TASKFORCE

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Three volunteers who serve as  
Assistant Boys' and Girls' Deans

# Hawaiian Mission Academy Educational Philosophy

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Hawaiian Mission Academy is committed to providing a quality Christ-centered education that prepares students to achieve their highest potential academically, spiritually, physically and socially. Our aim is to reflect a love, understanding and respect for God, our land and our people and to be of service to God and others.

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## Hawaiian Mission Academy Objectives

### Spiritual Objectives

Recognizing the importance of a spiritual foundation in our life activities, HMA seeks to:

1. Provide opportunities for each student to grow in God's love and accept Jesus as his/her personal Savior.
2. Reveal that the most satisfying life is a life of service that exemplifies high ethical values.
3. Give instruction in the great principles of God's Word.

### Intellectual Objectives

Believing that God is the source of all true knowledge, HMA seeks to:

1. Stimulate students to apply the spirit of inquiry to all problems.
2. Acquaint students with the basic facts and principles of the major fields of knowledge.
3. Develop Academic Excellence by:
  - a. using critical thinking skills,
  - b. appreciating the humanities,
  - c. understanding correct uses of technology,
  - d. interpreting history, and
  - e. understanding math and science processes.

### Social Objectives

Realizing the social pressures inherent in all community settings, HMA encourages students to:

1. Develop respect and appreciation for home, family, and others.
2. Develop skill in interpersonal relations respecting cultural differences.
3. Develop self-confidence to enable students to become honest citizens willing to participate in local, state, national and world affairs.

### Physical Objectives

Understanding that health is a gift to be developed and maintained, HMA helps students to:

1. Enjoy a wide variety of physical activities.
2. Adopt a healthful lifestyle.
3. Develop good work habits that exhibit a respect for the dignity of labor.



O'ahu means "the gathering place."

HMA truly is a gathering place of culture, religion, and race.

Students from around the world come to taste the spirit of aloha, the spirit of grace.

"Ua mau ke ea o ka aina I ka pono"

### **Mission Statement:**

"Hawaiian Mission Academy is committed to providing an excellent Christ-centered education that prepares students to achieve their highest potential academically, spiritually, physically, and socially in order to be of service to God and others."

## **Our History**

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The educational work of the Seventh-day Adventists in the Hawaiian Islands started in 1895 with a boarding school for boys, under the leadership of H. H. Brand. This school was named the Anglo-Chinese Academy in 1897 when Professor and Mrs. W. E. Howell came to Honolulu to head the institution.

The school grew rapidly and prominent merchants and citizens enrolled their sons. To accommodate the expanding enrollment, several changes in location were made until Bethel Grammar, as it was known then, located on Keeaumoku Street, added secondary grades. Again, increased enrollment called for more adequate quarters. In 1920 several properties on Makiki Street were secured and a combined elementary and secondary school designed to accommodate the entire constituency of the Hawaiian Missions of Seventh-day Adventists was built. Thus the name, Hawaiian Mission Academy.

Steady growth in enrollment reached a climax during World War II. In 1946, the estate of former Princess Abigail Kawananakoa Campbell property on Pensacola Street, Royal Hawaiian land, became available as a site for a new secondary school. Construction was begun in the summer of 1949, and the secondary school and its administrative offices were moved to the campus in December, 1949. At the same time, the elementary school remained at the Makiki Street campus.

Many of Hawaiian Mission Academy's alumni have been and continue to be active members of the Hawaiian community. Among them are Mary Kawena Pukui, David Pendleton, Labor Relations Board Judge in Honolulu, John Waihe'e, III, former Governor of the state of Hawaii, and the former First Lady of Hawaii, Lynne Waihe'e, who serves as Chair of the Hawaiian Mission Academy Board of Trustees.



**W. E. Howell**  
HMA'S First Principal  
1987-1901

## Principal's Message

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It is my privilege and pleasure to extend my aloha to each student that chooses to become a part of the Hawaiian Mission Academy ohana.

You have chosen to attend school where God's presence and blessing has been in evidence since the establishment of HMA in 1895. Our school is the site and former home of Hawaiian royalty and we treasure our connection to our local cultures.

In these halls and in this place our student's pursuit of traditions and educational excellence is celebrated and promoted. Our foremost efforts will be made in the perusal of mentoring and following the life of Jesus Christ as we support our students in their efforts to prepare their minds, hearts and characters for a life of service to God and their fellow humans.

Your success, fulfillment and growth are our priority as faculty and administrators as we join together in enjoying Academy life this special place.

With warmest aloha,

*Hugh Winn*  
Principal



# Hawaiian Mission Academy School Song

## THE BLUE AND WHITE

To H.M.A. our Academy, we will dedicate our all.  
As we train for service in the world, we will answer to the call;  
Loyalty and purity our pledge in our colors blue and white!  
From our shores and o'er the waves we shine our beacon light!  
H. M. A., the school that stands for right.  
We'll win the game of life by honest strife true to our blue and white!  
We strive for honor be it home or field afar,  
With our aim before us like a glorious star;  
You have taught us courage we will never mar  
Our Alma Mater — H. M. A.!

# ASBESTOS NOTIFICATION | BULLETIN Pledge

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## TO PARENTS, STUDENTS AND TEACHERS

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Hawaiian Mission Academy is in compliance with Asbestos Hazard Emergency Response (AHERA), Public Law 99-519. Also, regular inspection of Asbestos Containing Building Materials (ACBM) Management Plan is designed for the academy.

The law requires a school to inspect its buildings on a scheduled basis along with a timely implementation program. Hawaiian Mission Academy has complied with these requirements. A full campus wide inspection was conducted in April 2006.

Hawaiian Mission Academy has retained Inalab, Inc. to deal with the Asbestos Management Plan. If you would like to review the Management Plan, it is available in our office.

Hawaiian Mission Academy has buildings that contain asbestos in non-friable condition that present no hazard to anyone. There are semi-annual inspections of this asbestos in the Administration Building, Library and classrooms. If you would like further information, contact the school administration (808.536.2207).

The school's Learning Education Agent (LEA) is Teryl Loeffler, Superintendent of Schools. He may be reached at the Hawaii Conference of Seventh-day Adventists, 2728 Pali Highway, Honolulu, HI 96817, (808.595.7591).

## Bulletin Pledge Agreement

### HANDBOOK AGREEMENT

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It is the responsibility of each student and parent/guardian to have taken the time to read this School Bulletin.

Each student and their parent(s), guardian(s) or sponsor(s) must sign a written agreement that they have read this document and promise to support all of its rules and regulations at the time they register for school and/or before the first day of instruction.

### STUDENT PLEDGE

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I have read and understand this School Bulletin. I also understand and agree that HMA maintains the right to refuse admittance, deny re-acceptance, suspend, expel, exclude, or request the withdrawal of any student from any and all school-sponsored activities. I pledge to avoid any behavior that would lead to such action.

If I fail to avoid such behaviors, I will be subject to guidance and/or discipline as determined by a teacher, staff member or administrator in accordance with the guidelines published in this School Bulletin. I know that guidelines published or announced by the Administration during the school year are binding in the same manner as the ones written in this bulletin. I realize that in the interest of safety, health, and fairness, the Academy reserves the right to do random drug testing and testing for cause. I may be tested for either reason.

### PARENT/GUARDIAN/SPONSOR PLEDGE

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I, as the parent, guardian or sponsor, have read and understand this School Bulletin. I understand the obligations that I, as the parent, guardian, or sponsor am required to fulfill. At a minimum, I/we will make full payment of annual tuition, support the policies and regulations of HMA, and encourage the student to cooperate with the principles and spirit of Hawaiian Mission Academy.

The Bulletin Pledge form must be signed at the time of registration.

# Registration Information

## ADMISSIONS POLICY

Operated by the Hawaii Conference of Seventh-day Adventists (SDA), Hawaiian Mission Academy (HMA) provides a high school education for young people of the SDA churches in the state of Hawaii. HMA is also open to other youth who desire a Christian education, and who are in agreement with the standards set forth by the school. An individual of good moral character, who will consistently endeavor to live in harmony with the purposes and ideals of the school, may be admitted. Selection for admission is made on the bases of previous grades in school, recommendations of former teachers, a personal interview, and testing.

Hawaiian Mission Academy is not equipped with the resources to serve students with special learning needs, and/or students needing intensive assistance or remedial help in academics or behavior.

## NON-DISCRIMINATORY POLICY

Hawaiian Mission Academy admits students of any race, color, and national or ethnic origin to all the rights, privileges, programs and activities generally accorded to students at any Seventh-day Adventist church-operated school. No discrimination is made on the basis of race in administration of educational policies, application for admission, scholarship or loan programs, and other school-administered programs. [Pacific Union Conference EDUCATION CODE, §2003, Section §1504].

## APPLICATION PROCEDURES

Inquiries regarding admission are welcome and may be addressed to:

### Office of the Registrar

Hawaiian Mission Academy  
1438 Pensacola Street  
Honolulu, HI 96822-3899

Email: [registrar@hawaiianmissionacademy.org](mailto:registrar@hawaiianmissionacademy.org)

Phone: 808-536-2207

Fax: 808-524-3294

Most information can also be found at our website:  
<http://www.hawaiianmissionacademy.org>

Ask the Administrative Office for:

1. School BULLETIN (this book)
2. An application packet that consists of:
  - a. Application Form
  - b. Confidential Evaluation Forms (3 copies)
  - c. Consent to Release Information Form
  - d. Confidential Administrator's Report
  - e. Financial Clearance Form
3. A placement or entrance test will be administered to all incoming 9<sup>th</sup> graders and/or new students. Contact the registrar for test locations and times.

Applications should be submitted to the Office of the Registrar as soon as possible after receipt. The following items must be on file before the Admissions Committee will take action:

1. Completely filled out forms which were included in the application packet.
2. Transcript of credit/grades earned at any intermediate/high school.
3. Proof of completing the eighth grade (report card or diploma).
4. A \$25 application-processing fee (non-refundable).
5. Release or student clearance forms from the last school attended.
6. Financial clearance from the former school.
7. Student essay: "Why I Want to Attend HMA"

Additional testing may be required. The results of examinations may be used in placing the student in a study program that best suits his or her capabilities.

All students must re-apply annually.

## REGISTRATION

After the student has been accepted, the following items must be verified as part of student registration:

1. Business Office clearance.
2. A signed "Consent for Treatment" form.
3. Signed statement that both student and parent or guardian have read and understood this BULLETIN.
4. Medical Health Record (Form 14).
5. Social Security Number.
6. Placement Test Scores: Reading Assessment, Math Placement, TOEFL Test (for International Students).

## SOCIAL SECURITY NUMBER

All students are required to have a Social Security number **before** the school year begins for school record identification, employment purposes, and completion of reports and forms. No students may work on campus without a Social Security Number.



# Academic Program

## ACADEMIC PROGRESS REPORTS

Parents/Guardians are mailed these progress reports:

**Tri-TERM Progress Report.** Approximately every three (3) weeks, teachers will post student grades on the iNOW website [https://www.sti-k12.com]. The Registrar's Office gives each parent an activation code to access the Edline website. Tri-TERM progress grade reports will be issued for any student who is earning a "C-" grade or lower. If the parent requires these grades to be mailed, please contact the registrar. The Tri-TERM progress report may also be used by a teacher to report a student's positive progress in any class.

**Quarter Grade Reports.** Grades are issued shortly after the close of each quarter (9-week period). As a rule the average of the two quarters will become the semester grade. The quarter grade is considered a progress grade, since the semester grade is the final grade on the student transcript.

**Semester Grades.** The semester grades, recorded at the end of second and fourth quarters, are the student's final grades. They are recorded on the student's permanent school record (transcript).

Special grade notations:

AU	Audit with no credit
WAW	Withdraw Audit with no credit
P	Pass with credit
NC	No credit
WP	Withdraw passing - no credit
WF	Withdraw failing - no credit
I	Incomplete

## ACADEMIC RECOGNITION

In order to recognize the various academic achievements of Hawaiian Mission Academy's students, an honor roll will be printed following each nine-week grading period using the following criteria:

GPA of 3.75-4.00	Principal's List
GPA of 3.25-3.74	HMA Honor Roll

## ACCELERATION

Hawaiian Mission Academy makes provision under the guidelines of the Pacific Union Conference Education Code for gifted students to accelerate through high school and finish in three years (EDUCATION CODE, Section §2628, §2522). To be admitted into the acceleration program, the student will:

1. On a school-approved standard achievement test, earn a composite score that places her/him at the 85<sup>th</sup> percentile rank or above. This test is given in the month of September each school year.
2. Maintain a cumulative 3.5 grade point average.
3. Demonstrate initiative, maturity, responsibility, and punctuality.
4. Submit a request in writing, with the consent of parents/guardians.

5. Obtain a minimum **ACT** score of 28 or a **SAT** score of 1,100 [Pacific Union Conf. Office of Education 2006 REGISTRAR's MANUAL, Sect. §6173].

**WRITTEN REQUEST:** A student who wishes to accelerate (complete graduation requirements in fewer than four (4) years) must submit a written request to the Academic Standards Committee and must secure the written approval of the Academic Standards Committee prior to beginning the accelerated program.

**WHEN TO APPLY:** After being enrolled at Hawaiian Mission Academy for at least one semester, the student must apply no later than the fourth quarter of his/her sophomore year. If the student transfers from another school, the request for acceleration must accompany his/her HMA application so a projected curriculum may be arranged and approved by the Academic Standards Committee and/or Registrar before Registration Day.

**SUMMER SCHOOL ACCELERATION:** Attendance in summer school or carrying more than a normal load during the school year will not necessarily enable the student to graduate earlier. Such extra credits are generally regarded as student enrichment opportunities rather than an accelerated program.

**CLASS STANDING:** When a request for acceleration has been granted, the student becomes a member of the class with which he/she will be graduating. The student's academic progress will be reviewed at the end of each quarter and/or semester. Failure to maintain high academic achievement will result in denial of continued grade acceleration.

**MINIMUM RESIDENCY:** The minimum residency for any transfer student requesting academic acceleration is one full semester at Hawaiian Mission Academy before a request for acceleration will be considered.

**GRADUATION / EARLY GRADUATION:** Students who complete graduation requirements at the close of the first semester of their senior year are, for the remainder of the year, classed as non-participating members of the class and/or student body. Early graduates do not have to be in residence upon completion of all graduation requirements. They may, however, be able to participate in the class/student-body functions by submitting a written request to the administration for the particular function they wish to attend. Examples would be Christmas Banquet and Junior-Senior Banquet. Participation in graduation weekend activities is expected.

## ACCREDITATION

Hawaiian Mission Academy is accredited by the Western Association of Schools and Colleges, (WASC). It is also accredited by the North American Division Accrediting Association of Seventh-day Adventist Schools, Colleges and Universities, Inc. It is a member of the Hawaii Association of Independent Schools (HAIS) and of the Hawaii Council of Private Schools (HCPS).

## CERTIFICATE OF COMPLETION

The school will work as much as possible to help students that may have special needs to be successful in their academic program. However, neither the school nor the teachers are trained or equipped to specifically handle special education needs students. Therefore, HMA will reserve the right to review and develop a contract that will state the services that the school can offer to the student. A waiver form will be signed by the parent/guardian and the student acknowledging the desire of the student to attend HMA even though the student may not receive the special education services that may be needed.

HMA always has the right to deny admittance or continued attendance to any student.

A certificate of completion is given to a student who is in need of academic support but does not meet the rigor of all of the academic standards set forth in the requirements of graduation.

1. A certificate of completion will not be issued unless the following criteria are met:
  - a. Efforts have been made by both the student and the faculty to determine if the student can succeed academically.
  - b. The principal, registrar, teacher have had a parent/student/teacher conference to discuss the student's needs.
  - c. A School Success Team (SST) meets to review all elements of student progress [SEE below].
  - d. The SST makes a recommendation for further testing and assessment by a professional counselor/school psychologist.
  - e. The professional counselor/school psychologist determines that the student is in need of special accommodations to meet the learning needs of the student.
2. **ACCEPTANCE:** After the report from the professional counselor/school psychologist is received by HMA administration, the principal reserves the right, in consultation with the Superintendent of Schools, to deny providing special needs services to the student and family. Hawaiian Mission Academy is not equipped nor staffed to offer special education courses.
3. **TIMELINE:** The determination to be designated as a recipient of a certificate of completion will be made by the principal in consultation with the Academic Standards Committee at the conclusion of any school year and not later than the end of the first quarter of the student's senior year.
4. **WAIVER FORMS:** Following the review of the student's academic progress by the Principal and Academic Standards Committee, a parent/student/administrative conference will be held. A written waiver, acknowledging that the student will receive a certificate of completion in lieu of a general academic diploma (minimum 240 units of credit), will be signed by both the student and the parent/guardian. Copies of the waiver forms will be sent to the Superintendent of Schools of the HI Conference of SDA. Another copy will be placed in the student's CUM folder.

5. **STUDENT EXPECTATIONS:** Students are expected to abide by all policies and regulations stated in the school bulletin.
6. **GRADUATION:** The student will be given the opportunity to participate in graduation exercises.
7. **TRANSCRIPT:** The student's transcript will indicate that he/she has received a "Certificate of Completion."

## CLASS/COURSE CHANGES

Each student's schedule and any variance in academic policy must be approved by the registrar at the time of registration or when making a change.

To change his/her schedule, the student must follow the procedure outlined below. This may be done during the first two weeks of school.

1. Obtain a form at the Registrar's Office.
2. Take the form home for the signature of a parent or guardian.
3. Get the 'drop' teacher to approve the change by signing the form.
4. Get the 'add' teacher to approve the change by signing the form.
5. Return the form to the Registrar's Office for the principal's signature and final processing.

A student may not drop a class until receiving final approval from the registrar.

## AUDITING OR DROPPING A CLASS

The last day to add, drop or audit a class is two (2) weeks after the beginning of each semester. Auditing or dropping a class within the first two weeks of each semester constitutes a change in program. Students will not be allowed to add, audit, or drop a class after the two (2) week period.

Students may appeal to the Academic Standards for any changes after the two (2) week period.

## CLASS LOAD

It is suggested that a minimum of sixty-five (65) semester periods, inclusive of physical education and music, be taken each year. All students must attend at least five (5) classes a day unless the Academic Standards Committee approves a lighter class load.

## COLLEGE PREP DIPLOMA

A minimum grade point average (GPA) is required for all courses taken while pursuing college prep curriculum. All Seventh-day Adventist Universities, the University of Hawaii, all University of California and California State University (CSU) campuses require a minimum grade of "C" in any course they require for admission. A minimum of 280 credits in the specified courses (see page 15) and minimum cumulative 2.0 GPA qualifies the student to receive this diploma.

## COMMUNITY SERVICE

Twenty-five (25) clock hours are required for each year in attendance at HMA. All community service hours **must be fulfilled by the end of second semester**. A returning student may not be allowed to enroll in school for the next school year until all 25 hours of community service are completed from the previous school year. A student may begin working on his/her community services hours during the previous summer as long as proper validation of the hours is submitted to Hawaiian Mission Academy. (See community service reporting form at the end of BULLETIN for an explanation of ways to meeting requirement.)

## CORRESPONDENCE COURSEWORK DURING SENIOR YEAR

At the end of the junior year, a prospective senior who has failed a class should immediately consult the registrar's office to take correspondence work. The junior student should complete all correspondence courses prior to registering for his/her last year of high school.

A student who enters the senior year with unfinished, required coursework or courses for which he/she has received an "F," will not be considered a senior until the class has been successfully completed. He/she will forfeit all senior privileges/activities (including senior trip and graduation) until such time as the coursework has been completed.

A transcript of completed coursework must be received by the registrar's office seven (7) days prior to the annual senior trip taken to the mainland. This means that the student should have taken all tests and completed all correspondence work by Oct. 15 of the school year.

To be eligible for graduation, any senior failing a class required for graduation must complete the course with a transcript received from the correspondence or online school no later than March 1. Failing to complete the correspondence or online work will prevent a student from graduating with his/her class and taking part in graduation ceremonies.

Once the work has been successfully completed, however, he/she will be granted senior status and will be eligible for all activities including graduation.

After March 1:

1. The senior will need to appeal to the HMA Academic Standards Committee for an extension of time.
2. Senior privileges will be withheld until the transcript for the required course is received.
3. The senior will need to spend time at the academy to work on the correspondence course until the end of each school day for as long as it takes to complete the course and an official final transcript has been received by the registrar.

Official transcripts from the correspondence course, online education, or other institution of learning for said course must be sent to HMA **no later than two weeks prior to graduation** to demonstrate completion of the course.

Failure to complete all required course work within the timelines set forth by the school, may result in the senior being designated as a **Summer Graduate** [SEE page 6].

When dropping a class, a student is considered enrolled until all five steps for class change delineated above have been completed [SEE "Class / Course Changes"].

## FAILED COURSEWORK/CORRESPONDENCE COURSE/ONLINE EDUCATION

A student who fails a core subject, (one needed to fulfill a graduation requirement), should plan to retake the course either through summer school, correspondence, or an on-line education course. The correspondence work should begin immediately after notification of failed course. The student must complete the correspondence work prior to beginning the next school year. Failing to complete correspondence work will affect a student's class standing making him/her ineligible for class activities.

Prior approval of the Academic Standards Committee must be obtained in regards to the correspondence course and/or summer school course taken to ensure that he/she will receive proper credit for the course.

## GRADE PLACEMENT

Upon entering Hawaiian Mission Academy a student's grade placement will be determined by the number of units/credits earned. The student must have at least the following credits to achieve the appropriate class placement:

- |             |     |
|-------------|-----|
| • Sophomore | 60  |
| • Junior    | 120 |
| • Senior    | 180 |

A transferring student must submit his/her transcript for course work taken from the previous school as part of the application process. The Registrar and/or Academic Standards Committee will review the student's transcript prior to credits being counted towards grade placement.

Once the student enters the fourth year and is registered for the necessary courses to graduate, he/she will be classified as a senior. If the student is approved for early graduation under the acceleration program, the student will be classified as a freshman and sophomore during the first and second years; and/or, as a senior during the third year of residence at Hawaiian Mission Academy.

## HONORS COURSES

Students enrolled in an honor course will be expected to maintain a minimum of a C grade. If a student receives a grade lower than a C in an honors course his/her grade will be recorded for the regular course not the honors course.

## GRADUATION HONOR CORDS

Student with exceptionally high grades will be recognized during the graduation exercises with honor cords at the following GPA levels:

- |                    |                 |
|--------------------|-----------------|
| • GPA of 3.75-4.00 | Gold Sash/Stoll |
| • GPA of 3.50-3.74 | Gold Cords      |
| • GPA of 3.00-3.49 | Silver Cords    |

## GRADUATION EXERCISES

Participation in graduation exercises is an honor reserved for those students who have completed the course of study prescribed by Hawaiian Mission Academy and have met all minimum graduation requirements. The privilege to participate in graduation exercises may be denied the student for any disciplinary reasons and/or failure to comply with school policies and standards throughout the commencement exercises.

Graduates will wear caps and gowns for the commencement services. Uniform aloha attire may be worn by juniors and seniors for the consecration and baccalaureate services.

All juniors and seniors eligible to participate in graduation exercises will be required to be present for all practices and services. A graduation-in-absentia fee of \$150 (or \$50 per service) will be assessed to either the junior or senior who fails to participate during graduation weekend exercises.

## GRADUATION REQUIREMENTS

To participate in graduation exercises and to receive a diploma the following criteria must be fulfilled:

1. Be in attendance for the final semester of the senior year (with the exception of an early graduate who has been approved for graduation).
2. Have a satisfactory conduct/citizenship and attendance record.
3. Score at or above the 9<sup>th</sup> grade proficiency requirements in math, reading, and written expression on the HMA/HI Conference Office of Education adopted standardized tests. This 9<sup>th</sup> grade proficiency requirement must be completed no later than March 15 or two weeks prior to the spring meeting of the HI Conference Board of Education. The reason is that any waivers to this requirement must be approved by the HI Conference Board of Education [EDUCATION CODE, Sect. §2530, §2534, §2536]. For students pursuing the College PREP Diploma a tenth grade level proficiency must be achieved.
4. Complete the requirements for one of the two academic diplomas offered; and/or have a signed written waiver to forgo an academic diploma in favor of a certificate of completion.
5. Complete 25 hours of non-paid community service for each year of attendance at HMA.
6. Complete 100 clock hours of Work Experience.
7. Be paid in full on all student financial accounts.

## HOME SCHOOLING

Students and parents of students transferring into Hawaiian Mission Academy from a home school situation shall request an interview with the HMA principal and registrar and be placed in the appropriate grade level in order to allow adequate adjustment and for what is in the best interests academically, emotionally, and socially for the student. All entrance requirements will be discussed and reviewed together with the parent at this interview.

## Parental responsibilities:

Parents are responsible to provide the school with accurate records of the following documents:

1. Completion of a Course Verification/Student Audit Sheet (available from the registrar's office).
2. A course description or school catalog of the courses taught the child.
3. Any official transcript, report card, or grade from any correspondence courses or computer online course completed by the student.
4. Submission of Standardized test scores.

Upon receipt of these documents and administrative interview, the HMA Admissions Committee will review the information and make a determination as to the credits allowed and best grade placement for the student.

Grades from home schooling coursework will be accepted on a pass/fail basis and will not be computed in the HMA grade point average (G.P.A.) calculations. A notation will be placed on the student's transcript indicating that the home-schooled courses are accepted on a pass/fail basis. [Pacific Union Conference EDUCATION CODE, §2520, C-3; and, §2614].

## INCOMPLETE WORK

A student may receive an "Incomplete" in a course if he/she has had a long-term illness, death in the family, or other emergency and has not been able to complete the required work. The student must make arrangements for completion with the teacher.

**TEACHER CONTRACT:** At the close of the semester, the teacher will prepare and have the student sign a contract listing all incomplete work and the date it is due. It will also be signed by a parent or guardian and filed with the registrar. When the deadline arrives, the teacher will issue a grade whether or not the student's class work has been finished.

**DEADLINE:** The deadline for making up incomplete work is four (4) weeks after the close of the quarter in which the student was enrolled for the class.

**FAILED COURSE REPEATED:** Required courses for which a student fails to earn a passing grade must be repeated during either the summer or the first semester, if possible, of the next school year. If repeated during the summer at another school, prior approval must be obtained from the Academic Standards Committee.

## NON-RESIDENT COURSES

Non-resident courses are courses completed by a student during the summer or during the school year in a program elsewhere than at Hawaiian Mission Academy while a student of the academy.

Before a student may take a non-resident course that will be applied toward graduation, he or she must submit a request to the registrar for approval by the Academic Standards Committee. Work taken **without prior approval** may be recorded for college entrance purposes, but it may not be counted toward graduation.

## SEMESTER PERIODS & CARNEGIE UNITS

Five semester periods (s.p.) of credit are earned by completing the requirements for a class that meets an average of 200 minutes per week for one semester of 18 weeks. Ten (10) semester periods are equivalent to one Carnegie unit.

## SCHOLARSHIPS

High school GPA and financial need are the bases for determining eligibility for most college scholarships. To become eligible for scholarship programs, seniors must submit application forms, parents must submit a financial statement and/or income tax reports and all information must be submitted by the deadlines. Failure to meet the deadline will result in elimination from the scholarship opportunity.

**State of Hawaii deadline is March 1 each year.**

Anyone interested in obtaining more information may contact either the guidance counselor or the registrar.

## STUDENT SUCCESS TEAM (SST)

During the school year students may encounter an occasion when they confront problems or are in need of assessment and encouragement. At such times there may be a need for offering the student support. A Student Success Team (SST) will meet to discuss the student's concerns.

Students scoring at or below the 25<sup>th</sup> percentile rank on their composite score on achievement testing (ITED or its equivalent), those receiving D's and F's on their Tri-term Progress Reports, and/or demonstrating unruly behavior and poor attendance to classes will be considered candidates for further study by HMA's Student Success Team.

**THE SST MEETING:** The makeup of the SST will be composed of the student, the parent/guardian, the principal and/or designee, the registrar, and all the student's teachers.

**WHO CAN REQUEST AN SST?:** Any one of the following three entities can request that an SST session be held:

1. The HMA administration,
2. A teacher, or
3. A parent/guardian.

Direct requests to the registrar or principal.

**SST ACTION PLAN:** An SST Action Plan will be written up at the conclusion of a student support session summarizing the outcomes expected from the meeting by all participants.

**TESTING EXPENSES:** If testing is necessary by a professional counselor/school psychologist the financial responsibility for all professional testing will be that of the parent/guardian. HMA bears no financial responsibility.

**OUTCOME OF TESTING:** If testing determines that a student has special learning needs, the following may result:

1. Parents will be informed if the school is able to meet the needs of the student or his/her special accommodations suggested by the professional counselor/school psychologist. A personal student curriculum plan may be initiated on behalf of the student.

2. If the school cannot meet the special education needs of the student and the parent still wishes for their child to be enrolled at HMA, the parents will be required to sign a written waiver releasing the HMA from responsibility for the completion of the general academic diploma. Instead, a certificate of completion [See above] will be given at graduation.

## SUMMER GRADUATE

If graduation requirements are not completed in time for graduation, a senior may be designated as a "summer graduate" by the Academic Standards Committee. The "summer graduate" may receive his/her diploma if all graduation requirements are completed on or before August 30 immediately following the senior year.

**Summer graduates will not be able to participate in the regular June graduation exercises for his/her class.**

## TESTS

### ENTRANCE, PLACEMENT, PROFICIENCY, COLLEGE PREP

**PURPOSE:** Hawaiian Mission Academy administers various types of tests. Tests are given to help students, teachers, and parents understand and evaluate students' abilities and progress. They also give the faculty and administration certain information in order to determine how to improve the school's curriculum. An entrance and/or placement test, the Secondary Scholastic Achievement Test (**SSAT**), will be required of all eighth grade students and may be requested of any transfer students in order to determine how to best place new students in Math and other courses. Be sure to check with the HMA Registrar as to official test dates and times.

The Iowa Test of Educational Development (**ITED**) is administered to all students in September each year. The **ITED** test is used as a minimum proficiency standard and is one of HMA's graduation requirements. All students must pass an achievement test at the ninth grade level in reading, writing, and math to receive a high school diploma per Pacific Union Conference Education Code, §2522. For students pursuing the College PREP Diploma a tenth grade level proficiency must be achieved.

**POTENTIAL COLLEGE SCHOLARSHIPS:** In the fall of each year the Preliminary Scholastic Aptitude Test / National Merit Scholarship Qualification Test (**PSAT/NMSQT**) is administered to juniors. The PSAT is a pre-cursor to the Scholastic Aptitude Test (**SAT**) required by most colleges and universities as an admissions requirement. It is highly recommended that all college bound juniors take this test. High scores (above the 95<sup>th</sup> percentile rank) may result in being selected as a National Merit Scholar and may make the student eligible to receive a scholarship to the college or university of their choice. The test will be administered to freshmen and sophomores as well so that they can measure progress and growth prior to the junior year when the test is required. Any questions may be referred to the guidance counselor/registrar regarding test date and details.

**COLLEGE & UNIVERSITY ADMISSIONS:** The American College Test (**ACT**) and/or the Scholastic Aptitude Test (**SAT**) are required for admission to most colleges. It is recommended that one (or both) of these tests be taken in the fall of the senior year and no later than the first of March. Colleges using these tests for recommendation for scholarships usually require the scores as early as the first of December. All seniors should register early. This is the student's responsibility.

## TEST WEEK

### SEMESTER and SPECIAL EXAM TIME

A **Test Permit** must be secured from the Business Office before the student may take any semester exam. Permits will be issued when accounts have been settled, library fines paid, and other obligations such as class dues or events the student failed to attend, ASHMA or class fundraising obligations, class or music department outfits, or private music lesson fees have been properly fulfilled.

### SEMESTER EXAMS/ALTERNATE TEST TIME

1. All students are to take their Final Exams at the time scheduled. Failure to take the final exam at the scheduled time will result in an "F" grade in the final exam grade of the particular class.
2. All requests for an alternative test time must have prior approval of the faculty member and HMA Principal at least three (3) school days prior to the test date.
3. If a student has three (3) or more tests in core subjects or college prep electives in a single day, he/she may qualify for an alternative test time.
4. A \$10.00 fee per test will be assessed to each student requesting an alternative exam time who does not meet the qualifications for a waiver. Exceptions to alternative test fees will be a discretionary matter approved by the HMA Principal [SEE Finance Section, "Early Exam Charges"].

## TRANSCRIPTS

Transcript requests should be submitted in writing to the registrar. A parent or guardian must sign requests for transcripts if the student is under 18 years of age. After a student terminates attendance at Hawaiian Mission Academy, two (2) transcripts will be issued without charge up to one year after attendance; thereafter, there is a fee of ten dollars (\$10) for each transcript issued. This transcript fee must be paid prior to the issuance of the transcript.

## WORK EXPERIENCE/CAREER EDUCATION

The Pacific Union Conference EDUCATION CODE, Section §2522 states: "The career education requirement is to be met by completion of the following: a minimum of 5 sp (100 clock hours) of paid or unpaid-on-the-job experience. Twenty clock hours of on-the-job work experience are required for each 1 sp of credit." This is a "lab" experience which is part of the classroom instruction of career education that is part of the senior religion course. The 100 clock hours must be completed by the senior year but may be fulfilled at anytime during the 4 years of high school. Confirmation of the completed work is filed on the "Work Experience" form that is available from the registrar.

## WORK EXPERIENCE OR COMMUNITY SERVICE

So as not to confuse Work Experience Credit with the Community Service requirement, the Pacific Union Education Code states, "Students shall participate in a minimum of 25 clock hours of community service/service learning for each year of attendance in an Adventist school. The clock hours may not be applied to the Work Experience Education requirement as outlined in Section 2522, Note 12." [EDUCATION CODE, Sect. §2522, Sect. IV, and Note #12].

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## Suggested Courses of Study by Grade

### COLLEGE PREP DIPLOMA [280 SEM. PERIODS]

Department	Grade 9	Grade 10	Grade 11	Grade 12
Religion	Religion I	Religion II	Religion III	Religion IV
English	English I	English II	English III	English IV
Mathematics	Alg. I or Geometry	Alg. II or Geometry	Alg. II, Pre-Calculus, or Calculus	Pre-Calculus or Calculus
Science	Physical Science	Biology	Chemistry	Physics
P. E. / Health	Physical Education I/Health	Physical Education II	Physical Education III	
Business / Computer Education	Computer Keyboarding & Applications	Digital Arts/Computer Tech Education	Digital Arts/Computer Tech Education	Digital Arts/Computer Tech Education
Social Studies	Geography	World History	U. S. History	U. S. Gov't., HI History, and Economics
Fine Arts	Art, Band, Choir, Handbells	Art, Band, Choir, Handbells	Art, Band, Choir, Handbellst	Art, Band, Choir, Handbells
Foreign Language		Spanish I	Spanish II	Spanish III
Practical Arts	Creative Living	Creative Living	Creative Living	Creative Living, Accounting
Other Electives		Journalism, Yearbook	Journalism, Yearbook	Journalism, Yearbook Accounting
<b>TOTAL</b>	<b>80</b>	<b>70</b>	<b>70</b>	<b>60.5</b>

### GENERAL ACADEMIC DIPLOMA [240 SEM. PERIODS]

Department	Grade 9	Grade 10	Grade 11	Grade 12
Religion	Religion I	Religion II	Religion III	Religion IV
English	English I	English II	English III	English IV
Mathematics	Algebra I	Geometry	Algebra II	Survey of Math
Science	Physical Science	Biology	Chemistry	Physics
P.E. / Health	Physical Education I	Physical Education II/Health	Physical Education III	
Business / Computer Education	Computer Keyboarding & Applications	Digital Arts/Computer Tech Education	Digital Arts/Computer Tech Education	Digital Arts/Computer Tech Education
Social Studies	Geography	World History	U. S. History	U. S. Gov't., HI History, and Economics
Fine Arts	Art, Band, Choir, Handbells	Art, Band, Choir, Handbells	Art, Band, Choir, Handbells	Art, Band, Choir, Handbells
Foreign Language		Spanish I	Spanish II	Spanish III
Practical Arts	Creative Living	Creative Living	Creative Living	Creative Living, Accounting
Other Electives		Journalism, Yearbook	Journalism, Yearbook	Journalism, Yearbook, Accounting
<b>TOTAL</b>	<b>70</b>	<b>70</b>	<b>60</b>	<b>60</b>

### INTERNATIONAL STUDENTS CURRICULUM: COURSES OF STUDY

Grade 9	Grade 10	Grade 11	Grade 12
ESL Religion I	ESL Religion II	Religion 11	Religion 12
ESL I Writing & Grammar	ESLII Writing & Grammar	ESL III Reading & Vocabulary	English 12
ESL I Reading	ESL II Reading & Vocabulary	ESL III Writing & Grammar	U.S. Gov't, HI History, Economics
ESL I Pronunciation	ESL II Pronunciation	U.S. History	Pre-calculus or Calculus
ESL I Vocabulary	Keyboarding & Computer Literacy	Algebra II, Pre-Calculus	A & P, or Physics
Physical Education I & Health	World History	Integrated Science, Biology or Chem.	Digital Arts/Computer Tech Education
Algebra I or Geometry	Physical Education II	Health, P.E. III	Art, Band, Choir, Handbells
	Geometry or Algebra II	Art, Band, Choir, Handbells	Accounting

NOTE: Other elective courses may be offered. All students pursuing a College PREP diploma must maintain a minimum "C" grade in each course.

# Graduation Requirements

A Diploma will be granted to each student who has:

1. Presented evidence of having completed the eighth grade.
2. Demonstrated at least a ninth-grade (9th) proficiency on tests of reading, written expression, and mathematics by March 15 of senior year.
3. Attended Hawaiian Mission Academy for at least the entire final semester of his/her senior year.
4. Demonstrated satisfactory citizenship and punctual attendance.
5. Paid in full any account owed to the academy.
6. Earned the required credits in each subject area [see below].
7. Has earned 25 clock hours of Community Service for each year at HMA.
8. Has completed 100 hours of Work Experience before May 1 of senior year.

College PREP Designation:

Students will receive a College PREP designation if the following additional requirements are met beyond the General Academic requirements:

- 30 units of Science which must include Biology, Chemistry, and Physics.
- 20 units of the same Foreign Language.
- 30 units of Math which must include Algebra I, Geometry, and Algebra II.
- Maintain a minimum "C" grade in each course
- 10th grade proficiency in Math & English skills.

Subject area and semester periods (s.p.) requirements are described as follows:

SUBJECT AREA	NOTES	Semester General Academic	Periods (s.p.) College Prep
<b>Applied / Practical Arts</b>	Creative Living, Computer Application, Accounting, Journalism, Year-book	10	10
<b>Business Education</b>	Keyboarding and Computer Literacy	10	10
<b>Community Service</b>	Twenty-five (25) clock hours are required for <u>each</u> year in attendance in attendance at Hawaiian Mission Academy. No semester periods are earned.		
<b>English •</b>	Earn five semester periods for each semester of attendance. All students must pass the ITED 9th grade level in Reading and Written Expression competency. International students must have passed the minimum TOEFL test score. [10th grade level for College PREP]	40	40
<b>Fine Arts</b>	Art, Band, Choir, Chorale, or Handbells, Journalism, Yearbook. (Private music lessons—See Registrar)	10	<b>20</b>
<b>Foreign Language</b>	Spanish I, II and III [20 units in the SAME foreign language] (Spanish III will be available beginning with the Class of 2013)	None Required	<b>30</b>
<b>Health Educ.</b>	Health	5	5
<b>Mathematics •</b>	Algebra I, Algebra II, Geometry, Pre-Calculus, Calculus - All students must have Algebra I minimum competency, and pass the ITED 9th grade level math competency. [10th grade level for College PREP]	20	<b>30</b>
<b>Physical Education</b>	Thirty semester periods of physical education courses. P.E. & Weight Training.	30	30
<b>Religion</b>	Earn five semester periods for each semester of attendance at a church-related secondary school. [Minimum of 5 s.p. or as many as 40 s.p.]	40	40
<b>Science</b>	Earn at least 10 s.p. in a "laboratory required" class. College PREP students must take Biology, Chemistry, Physics and/or A & P, Marine Biology.	20	30
<b>Social Studies</b>	Earn at least 35 s.p. to include: World History, U.S. History, Economics, U.S. Gov't., and HI History.	35	35
<b>Work Experience</b>	A total of 100 clock hours of Work Experience must be verified by the end of the senior year. Community Service hours may not count towards this requirement. Career Educ. included in Religion 12	5	5
<b>ELECTIVES</b>	Courses taken beyond the required credits = Electives.	5+	15+
<b>TOTAL Semester Periods</b>		<b>240</b>	<b>280</b>

- = All students must achieve a minimum 9th grade equivalent (G.E.) in Math, Reading, and Written Expression on a standardized achievement test to be eligible for graduation [Pacific Union EDUCATION CODE, Sections §2522, and §2534].

# General Student Information

## ADMINISTRATIVE ANNOUNCEMENTS AND REGULATIONS

The faculty and administration reserve the right to make changes at any time to this bulletin with School Board approval. These changes will apply immediately.

## ACADEMIC DISHONESTY; CHEATING; PLAGIARISM

Academic dishonesty is:

1. Copying the work of others.
2. Sneaking pre-written answers into a test area.
3. Illegally obtaining exams prior to the test.
4. Plagiarizing.

Cheating is harmful to a student's progress, so the Academy deals with it seriously. Each teacher in consultation with the principal will determine the consequences. It is a suspendable offense. Parents will be notified. The student may be dropped from class and earn no credit. He/she may be removed from ASHMA or class office if applicable.

## ATHLETIC ELIGIBILITY (TEAM SPORTS)

The school administration shall determine eligibility of all athletes. Coaches are responsible to the administration for monitoring the eligibility of all student athletes. The grade point average (G.P.A.) will be based on both the cumulative and current grades. Minimum eligibility criteria:

1. Have a 2.0 grade point average (G.P.A.) from the previous quarter.
2. Receive no "F's" or incomplete grades during the previous grading quarter, when trying out for a team sport.
3. NO D's or F's during the season. Progress Report will be done every quarter or at the mid-term if it is a low grade. If a student has a D or an F, they will not be allowed to play until the next progress report. Turning in late work to change a grade is NOT an option. However, each situation or grade concern will be addressed on a case by case basis.
4. Maintain a minimum citizenship grade of C during the previous and current quarter of participation.
6. Have at least a "C" grade in attendance.

## ATTENDANCE POLICY

Hawaiian Mission Academy students are expected to be prompt and regular in attendance at all classes, study halls, chapels, and work appointments.

The general attendance policy follows below. However, individual teachers may have additional attendance policies that may affect the student's grade. **It is the student's responsibility to make up work that was missed.**

The attendance policy at Hawaiian Mission Academy is designed to fill two needs. First, a grade will be given each quarter as part of the student's report card to indicate how consistently a student meets his/her class appointments.

This grade is based only on the student's unexcused absences and tardies. An unexcused absence is worth 3% and an unexcused tardy is worth 1%. Grades are determined according to the scale in table 1.

A letter will be sent as shown when a student's grade reaches the indicated grades. Second, a student will receive a grade of "F" if he/she misses more than 15% of the scheduled class periods for a semester. This includes both excused and unexcused absences, but not tardies. Letters will be sent as shown below to keep you informed in an attempt to avoid serious problems. At Hawaiian Mission Academy we believe that it is important for a student to learn the responsibility associated with meeting their appointments in a timely manner.

Table 1 - HMA Schoolwide Attendance

Percent Grade	Percent Grade
97-100 A+	76 - 73 C
93-96 A	70 - 72 C-
90-92 A-	67 - 69 D+
87-89 B+	63 - 66 D
83-86 B	60 - 62 D-
80-82 B-	0 - 59 F
77-79 C+	

Table 2 - Individual Class Absences

	40 minute	50 minute	Block
Letter 1 -7 classes		6 classes	3 classes
Letter 2 -11 classes		9 classes	5 classes
Letter 3 -14 classes		11 classes	6 classes

## Definition of a Tardy | Absence

**A tardy** is defined as entering the room after the bell to begin class has sounded.

**An absence** is defined as missing the entire class period.

**Three (3) tardies = One (1) absence**

## Excused Absences | Tardies

1. Injury or illness
2. Death in the immediate family
3. Mandatory court appearance
4. Unavoidable medical or dental appointments
5. Parental pre-arranged absences at the discretion of the administration
6. School sponsored activities

## Parental Responsibility

The first five items listed will be considered excused provided that a parent/guardian has notified the school office. Parents/Guardians/Sponsors are expected to phone the office the day of the absence as well as sending a written signed excuse note with the student upon his/her return to school.

## How Parents Can Help with Attendance

1. Give clear expectations to your student that you expect good attendance.
2. Help your student be on time to school.
3. Be supportive of the school's consequences for poor attendance.

- Schedule student appointments outside of regular school hours (including lab times) when possible.
- Call the office when the student is absent.

### **Traffic | Transportation**

Traffic conditions may be severe, and many students depend on buses or carpools to get to school, a student may have up to three tardies excused per quarter due to traffic or transportation issues.

### **Pre-Arranged Absence by Parents**

A **Pre-arranged Absence Form** must be filled out and approved by the Principal at least 5 school days before the absence(s). Students are responsible to make arrangements with teachers for missed assignments, quizzes, tests, etc.

### **Perfect Attendance**

A \$50 Perfect Attendance Award will be given at the end of each semester to any student who has had no absences (except for school-sponsored activities) and no tardies for that semester.

### **Unexcused Absences | Tardies**

Students with unexcused tardies or absences in a class may or may not be allowed to make up missed homework, quizzes, or tests. This will be solely the teacher's discretion.

### **Illness During School Hours**

Students who become ill while at school must go to the office and wait while the parents are immediately notified. The parents will need to pick up their child as soon as possible unless the student has a vehicle at school and is capable of driving himself or herself home. Students may, with permission, wait in the library until parents arrive. Students are not allowed to be "sick" for one class and then attend the following class unless the administration is aware of a medical condition that warrants such action (e.g. a student has a history of migraines). Students becoming ill during school hours must follow the prescribed procedure to avoid receiving an unexcused absence for missing class.

### **Loss of Credit**

A student who misses 15% or more of any one class (for example, 6 absences in one semester for a 100-minute class period) may not receive credit for the course for that semester. This applies to all absences, excused or unexcused. The Academic Standards Committee has the right to review and make exceptions to this rule.

### **Attendance Grade**

While the attendance grade does not affect a student's grade point average (GPA), it does contribute to the student's ability to participate in extra-curricular activities. Students must maintain an attendance grade of at least a C or better; otherwise, they will not be allowed to participate in varsity sports and will lose their class or ASHMA office.

### **Attendance Records**

The attendance for each week will be posted in a designated location. All students are expected to check the list to ensure that they are aware of any tardies or absences that they are accumulating, as well as to check for any errors that may have been made. The student must initiate any changes that need to be made within three school days; otherwise, it will stand as the official record and will not be changed.

### **CAMP ERDMAN**

Camp Erdman is an outdoor experience which is a regular part of our curriculum. Camp Erdman is a three day camping event in which the entire school family takes part during the second week of February. It is an important part of HMA's affective outdoor educational program held at the YMCA Camp on the north shore of Oahu. It provides educational, recreational, social, and spiritual opportunities. HMA has been going to Camp Erdman since 1951.

### **CARE OF PROPERTY**

Each student is expected to respect the property of the school and of each of its members. The parents, guardian, or sponsor will be responsible to repair or replace any damaged property making full restitution to the school or its members. In the event of major vandalism, the student will be asked to withdraw from school.

### **CHILD ABUSE REPORTING**

Staff members of Hawaiian Mission Academy are required by law to report any suspected child abuse to Child Protective Services (CPS). This includes staff-observed physical evidence and child-reported incidents. Teachers are to inform the Principal of any reports they have made or intend to make to CPS.

A suspected victim will not be questioned beyond what is needed to determine whether a report should be made. Detailed questioning will be left to an agent of CPS.

When a third party adult reports suspected child abuse, an academy staff member will encourage the third party to make a primary report to CPS. The staff member will not investigate the report in any way but may relate the report to the Principal and from there, perhaps, to the rest of the staff so that others may remain alert for possible symptoms.

### **CITIZENSHIP PROGRAM**

Experience has shown that a student's citizenship is an important part of his/her overall school success. A citizenship program ensures that each student will get timely feedback on his/her performance. It also helps alert parents and teachers when a student is heading into trouble so that corrective measures can be taken. School resources, such as counseling, parent-teacher conferences, and behavioral contracts, or community resources, such as, specialized or long-term counseling can be initiated.

HMA has implemented a progressive discipline process whereby the student is made aware of areas of disciplinary concern. A disciplinary action report will be written whenever the student is in violation of school standards. The cumulative points of disciplinary referrals will be the basis for the citizenship grade. In our citizenship grading system each student starts each academic quarter with 100 points from which deductions are made when the student is involved in the activities listed below:

<b>Major Offenses</b>	<b>Points</b>
1. Drugs, alcohol	20+Susp
2. Weapons or incendiary devices	20+Susp
3. Fighting/Threats	20+Susp
4. Theft/Unlawful use of keys	20+Susp
5. Offensive language or graphics	20+Susp
6. Tobacco	10-15
7. Hazing/Harassment of any kind	10-15
8. Vandalism; False Fire Alarm	10-15
9. Insubordination/Defiance	10-15
10. Cheating/Dishonesty/Plagiarism	10-15
11. Undermining Christian Values	10-15
12. Leaving campus without a pass	10-15
13. Improper Use of Internet Access	10-15
14. Gambling	10-15

<b>Poor Choices</b>	<b>Points</b>
15. Ignoring staff requests	5-10
16. Disrupting class or chapel	5-10
17. Poor sportsmanship/attitude	5-10
18. Misuse of car	5-10
19. Public display of affection	5
20. Littering	5
21. Dress code violation	5
22. Food, or beverage violation	5
23. Misuse of electronic devices	5

**Points are interpreted as follows:**

97 - 100 Superior	A+
90 - 96 Excellent	A
80 - 89 Good	B
70 - 79 Fair	C Notice to family
60 - 69 Warning	D Meeting with family
50 - 59 Unacceptable	F Review student status

Parents will be notified of significant misbehaviors. If a student's citizenship score falls below 60 points he/she may be subject to dismissal. If a student's grade falls below 70 points for two or more consecutive quarters during the school year, his/her re-admittance will be seriously evaluated.

Class or ASHMA officers must maintain a citizenship grade of 80 or above and must not be involved in any major offense or school suspension.

**DISCIPLINE, DISMISSAL, & SUSPENSION**

Hawaiian Mission Academy is committed to providing a safe environment for learning and developing healthy relationships. To accomplish this we emphasize God's transforming grace and love, which leads to a change of attitude and behavior (2 Cor. 3:15).

Student and Parents should understand that we do not tolerate physical aggression, which includes, but is not limited to such things as hitting, kicking, punching, or choking.

When restorative discipline is utilized a process is adopted to help a student address these issues and may include, but are not limited to the "Citizenship Program".

HMA believes the main goal of discipline is not to punish but to restore the student to a right relationship with God, self, the school and others. It is our aim for our students to experience God's healing grace in an environment that provides safe and secure boundaries as they learn to grow like Jesus.

Students are expected to follow all school standards of ethical conduct while traveling to or from school, at school-sponsored events, and while off campus whenever such conduct has a direct effect on the discipline or general welfare of the school.

Therefore, most discipline is handled by the teacher/staff member. Serious offenses may be referred to the Principal or designee and/or the Administrative Committee.

The Board of Trustees of Hawaiian Mission Academy is the ultimate authority in the dismissal or expulsion of a student.

**School Suspension / Access to Campus**

Upon suspension from school, the student may **not** be on or near the HMA campus at any time **unless** accompanied by their parent, guardian, or sponsor. A parent and administrative conference will be required before the student is readmitted to class following the school suspension.

**Suspension by Teacher from Class**

A teacher may suspend any student from the teacher's class.

The teacher shall immediately report the suspension to the principal of the school and send the student to the principal or the principal's designee for appropriate action. If that action requires the continued presence of the student at the school site, the student shall be under appropriate supervision as defined in policies and related regulations adopted by the governing board of the school.

The teacher will notify the parents, guardian, or sponsor if the suspension will be longer than one class period.

The student shall not be returned to the class from which he or she was suspended, during the period of the suspension, without the concurrence of the teacher of the class and the principal.

**CLASS/ASHMA OFFICE STANDARDS & ELIGIBILITY**

The Associated Student body of Hawaiian Mission Academy, ASHMA provides many opportunities for student leadership. The various offices and student leadership positions are outlined in the ASHMA **Constitution and Bylaws**.

### **The requirements for holding an office are:**

1. Grade Point Average, G.P.A. (based on the cumulative grades): All students must have and maintain a G.P.A. of:
  - 2.8 President/Vice President
  - 2.5 All other elected officers
  - 2.0 Chairpersons
2. Citizenship grade of 80 points or higher
3. Attendance: no grade lower than a "C-".
4. May not be involved in any school suspension or major citizenship offenses.

### **DISMISSAL: NO TUITION REFUND**

If the student is dismissed or asked to withdraw from school, there will be no refund of tuition.

### **DISCLOSURE OF STUDENT INFORMATION**

Hawaiian Mission Academy will not disclose information about any student to any person or business without the written permission of that student's parents. The academy will release student information to its employees and volunteers (such as the Parent Teacher Organization) when it is deemed necessary for the administration of the academy's regular programs, activities, and procedures. Scholarship and admissions information may be forwarded to colleges and universities.

### **DRESS CODE**

Hawaiian Mission Academy is committed to partnering with parents to teach students how to honor Christ at all times. Students' appearance is no exception.

The HMA staff and administration will determine if a student is in compliance with the dress code. More importantly, it is the parents' responsibility to make sure that their student is dressed appropriately for school.

Proper classroom attire will include the following:

1. Monday through Thursday all students must wear a collared shirt or blouse. Shirts/blouses must be buttoned up. Jackets and sweatshirts are not a substitute for a collared shirt.
2. On Friday's students will be allowed to wear any HMA T-shirts, such as athletic shirts and Camp Erdman class shirts. P.E. shirts are not allowed.
3. Please see the general dress guidelines on requirement for shorts/pants or skirts for the girls.

### **GENERAL DRESS CODE GUIDELINES**

The HMA dress code guidelines will apply anytime during school hours, and for any and all activities sponsored by the school outside of school hours, such as:

- school field trips, picnics, community service, vespers and banquets
- student association or class-sponsored events,
- religious weekend events, and
- athletic department games

1. All clothing should be neat, clean, modest, in good repair, and of appropriate size and fit. Frayed cuffs violate the principle of neatness and are a sign that the pants are too long or too baggy.
2. All shorts and pants must fit and ride at the natural waist, either with or without the support of a belt. There should be no exposed underwear. Sweat type pants, sport shorts, and surf shorts are not allowed. Denim jeans are allowed, but must be neat, clean and in good repair. Dyed, baggy or frayed cuff denims will not be allowed.
3. Writing on shirts that does not dishonor God is allowed (Phil. 4:8-11). Clothing with slogans or designs suggesting ideas or behaviors out of harmony with Adventist beliefs are not acceptable. This includes, but is not limited to, any promotion of alcohol, tobacco, drugs, profanity, the occult, sex, violence, skulls, and rock groups.
4. Hair should be neat, clean, and well groomed. Extreme and unusual hairstyles or unnatural hair color, such as blue, pink, or green, is not permitted.
5. Jewelry such as earrings (and transparent studs often left in earlobes), studs, necklaces, chains, rings, bracelets and anklets are not permitted.
6. Body piercing or tattoos should not be visible.
7. Underwear, including bra straps and boxers, may not show at any time, even when bending or stretching.
8. Hats and caps should be removed during prayer.

#### **Girls' Dress Code**

1. Shorts, dresses and skirts (as well as slits) should be no shorter than six inches from the floor when measured at the side from a kneeling position. (For an accurate measurement, please have another person measure your skirt for you.) Shorts and pants overall fit cannot be skin tight to include leggings and/or jeggings.
2. Blouses/Shirts/Tops:
  - a. All blouses/shirts/tops may NOT be strapless. No exposed bra straps.
  - b. All blouses/shirts/tops should be appropriate, modest, and of sufficient size for proper coverage.
  - c. Must cover the midriff at all times, even when a student stretches or bends.
3. No black lipstick, black nail polish, heavy or excessive makeup may be worn.
4. For swimming or beach activities, bathing suits shall be modest.

#### **Boys' Dress Code**

1. Any shirt worn must have sleeves, be neat and of an appropriate size and length.
2. For swimming activities, boys' swimwear shall be the boxer type.

### **BANQUET DRESS POLICY**

**ATTIRE:** Clothes for all students and non-HMA guests should be neat, modest, and appropriate. Jewelry, such as bracelets, rings, earrings, necklaces, chokers, studs, and other conspicuous ornaments may not be worn and are subject to confiscation with no guarantee of return.

#### **Girls shall avoid**

1. clothing that is too tight or too short (Dresses should be no shorter than mid thigh.)
2. clothing that reveals cleavage and/or midriff

3. clothing with front or back lines lower than the normal bra line.
4. strapless outfits
5. sheer or see-through clothing
6. sports shoes or jeans.

#### **Boys shall wear**

Properly fitted dress slacks, fitting at the waist. Belts should be worn with slacks that have belt loops.

A nice sweater or dress shirt is required. Shirts with tails should be tucked in. Sports shoes or jeans are not allowed.

**Note:** Caps or hats, other than formal or dress hats, are not allowed. Suits and tuxedos are optional.

### **ELECTRONIC DEVICES**

Teachers may confiscate any electronic devices making noise or ringing during class. The student may receive a disciplinary referral. If items are confiscated, the school cannot be held responsible for subsequent loss.

### **VALUABLES**

Valuables should not be brought to school. The school will not replace items stolen, broken, or lost. Valuables may be turned in at the office for safekeeping through the day.

### **FIRE ALARMS AND EQUIPMENT**

Any student initiating a false fire alarm or tampering with any fire Alarm equipment will be responsible for any fines or fees required by the Honolulu Fire Department or the Honolulu Police Department.

### **FOOD, DRINK**

**Eating or drinking in the computer lab is not allowed.**

Eating or drinking in classrooms or library is not allowed except as directed by the teacher. Eating or drinking in the chapel is not allowed.

### **HARASSMENT POLICY**

Federal and State law prohibit sexual harassment. Harassment of any form goes against our Christian beliefs and against basic human dignity. This policy governs behavior of individuals toward members of the opposite sex as well as members of the same sex [Pacific Union EDUCATION CODE, Section #2074-2078].

#### **HARASSMENT**

Any individual (staff or student) who willfully causes discomfort to another person through use of intimidation or force will be dealt with in a manner appropriate to the age or development of the offender. All charges of harassment will be investigated. Harassment, whether spoken, pictorial, or gestured, involving either students or staff, will be handled by the appropriate authorities. Consequences will range from verbal warning to immediate dismissal. The effect on the victim is the main gauge of whether or not harassment is occurring.

#### **HAZING**

Hawaiian Mission Academy will not tolerate any hazing of students at any time.

**Definition of Hazing:** Hazing is defined as an abusive, often humiliating form of initiation into or affiliation with a group, including:

1. Any willful action taken or situation created which recklessly or intentionally endangers the mental or physical health of another.
2. Any willful act by any person alone or acting with others in striking, beating, bruising, or maiming; or seriously offering, threatening, or attempting to strike, beat, bruise, or maim, or to do or seriously offer, threaten, or attempt to do physical violence to another made for the purpose of committing any of the acts.

**Where and when policy applies.** This policy applies to behavior that occurs on or off school property, during and after school hours.

**Formal reporting procedure.** Any person who believes he or she has been the victim of hazing or harassment, or any person with knowledge or belief of conduct that may constitute hazing or harassment, shall report the alleged acts immediately to the school principal or vice-principal.

**Informal reporting.** Students and staff may seek advice on matters related to the hazing and harassment policies without having to file a formal complaint. Students who feel they have been subjected to hazing or harassment should talk with a principal, teacher, coach, or advisor. Staff members approached by students shall counsel them on options available to them under this policy. The school intends to use this informal reporting procedure to try to stop hazing or harassment, not to determine intent or blame.

**Investigation.** Upon receipt of a formal complaint or report of hazing or harassment, the school shall undertake or authorize an investigation by school officials or a third party designated by either the principal or the Superintendent of Schools. The investigation will be completed as soon as practicable and a report will be filed with the school head or principal within fifteen (15) days of completion of the investigation.

**Discipline.** The school will discipline or take appropriate action against any student, teacher, administrator, volunteer, or contractor who is found to have violated this policy. Such actions may include, but is not limited to, warning, suspension, exclusion, expulsion, withdrawal, termination, or discharge.

### **HOMEROOMS**

The academy seeks to provide positive and consistent spiritual experience and healthy human relationships for each student. Each homeroom will consist of 14-16 students and a faculty advisor. During this time, the following will be accomplished:

1. Materials and memos may be distributed.
2. Announcements important for the day may be given.
3. Students may interact with their friends and advisor.
4. Opportunity will be made for the homeroom teacher to counsel with individuals needing guidance in academic, attendance, behavior, and career planning.

## INTERNET ACCESS USE POLICY (IAUP)

The schools of the Seventh-day Adventist education system are pleased to offer their students access to a computer network for electronic mail and the Internet. The Internet is a powerful resource for expanding the educational experience of each student. Access to e-mail and the Internet will enable students to explore thousands of libraries, databases, and bulletin boards while exchanging messages with Internet users throughout the world. Unfortunately it is true that some material accessible via the Internet may contain items that are illegal, defamatory, inaccurate, or offensive. We believe, however, that the benefits to students in the form of information resources and opportunities for collaboration exceed any disadvantages and therefore we choose to make the Internet available to our students. Since, parents and guardians are ultimately responsible for setting and conveying the standards that their children should follow when using media and information sources, we respect each family's right to decide whether or not to apply for access.

Since the network is provided for students to conduct research and communicate with others, access is given to students who agree to act in a considerate and responsible manner. Parental permission is required. Access is a privilege - not a right. Access entails responsibility.

Students are responsible for Christian behavior and communication on the HMA K-12 computer network, just as they are anywhere on the school campus. It is presumed that users will comply with school standards and will honor the agreements they have signed. HMA K-12 takes very seriously the responsibility for appropriate use of the Internet. School staff will guide students toward resources acceptable within the framework of the general school standards. If a student should access inappropriate material, HMA K-12 will not be liable and the student will forfeit computer privileges at this institution.

Before a student can take advantage of this technology, parents or guardians, as well as the student must sign the provided form indicating their agreement to the following guidelines below:

1. **Netiquette:** Commonly accepted rules of Internet etiquette should be followed at all times. This netiquette applies to personal website created, e-mail, chatting, and any other use of the Internet. This includes, but is not limited to the following:
  - a. Being polite in messages to others,
  - b. Not sending or displaying offensive language, messages or pictures,
  - c. Not harassing, insulting or attacking others via the Internet.
2. **Privacy:** While privacy of others must be respected, note that when you access the Internet at Hawaiian Mission Academy any data sent or received is considered school property:
  - a. No one shall access, modify, or copy passwords or data belonging to other users.
  - b. All users who access the Internet via HMA's internet service provider, should be aware that any information sent or received, including e-mail and chat messaging, is school property and should not be considered confidential and may be accessed by authorized school personnel at any time.
  - c. Any software, digital media, or computer program produced on the school's computers is considered school property.
  - d. School staff may review computer storage files and communications to maintain system integrity and ensure that users are using the system responsibly.
3. **Safety:** With the power of the Internet, it is important to realize that there are those out there who will not hesitate to take advantage of unsuspecting individuals; therefore:
  - a. Students should not post any personal information about themselves or their colleagues on the Internet.
  - b. Students should **never** agree to meet anyone they met online without parental approval.
  - c. K-8 students are not allowed to access the Internet without permission.
4. **Plagiarism/Copyright Laws:** All students must respect and obey copyright laws and licensing agreements pertaining to material entered into and obtained via the Internet as noted below:
  - a. Plagiarism, taking ideas or writings of others and presenting as one's own is against school policy. [See Academic Dishonesty|Cheating|Plagiarism]
  - b. Copyright infringement occurs when you inappropriately reproduce a work that is protected by a copyright (music, text, term papers, articles, news stories, etc.). All web pages unless specifically mentioned to be public domain should be considered copyrighted material.
5. **Vandalism:** Any type of vandalism is strictly prohibited, and includes, but is not limited to:
  - a. An attempt to modify or destroy the data of another user,
  - c. Tampering with computer hardware, network settings, or operating system files.
6. **Other Prohibited Uses:** In addition to what has been listed above, the following are also prohibited:
  - a. Using the school's internet access for profit or for commercial benefit.
  - b. File sharing (e.g. Kazaa, Morpheus, WinMX, Limewire, etc.), any downloading of files or software onto school or personal computers without the express permission of the sponsoring teacher for each occurrence.
  - c. Using the Internet to view, purchase or obtain any illegal items.
  - d. Viewing websites which promote hate crimes, violence, pornography, or any other material which does not conform to Christian principles or standards, regardless of whether content filtering software is able to block it or not.

7. Consequences: Internet usage and access is a privilege, not a right:
  - a. Any violations of the rules above will likely result in a loss of access and use of computers connected to the Internet.
  - b. Disciplinary action or school suspension may be taken by the Principal, his designee, and/or Administrative Council with any breach of school rules of conduct and behavior.
  - c. Law enforcement agencies may become involved if appropriate (e.g. Hacking, illegal obtaining of software, etc.), based on the nature of the offense or infraction.

## LOCKERS AND SECURITY

Combination lockers are available on the ground floor.

Students who leave personal items on the ground must assume all responsibility for those exposed materials. Combinations are to be guarded and should not be shared with anyone.

The school is not responsible for loss of personal effects. It is up to the student to help maintain security. Book locker space is provided for student use under the following conditions:

1. There is to be no damage, writing, or decals on the locker. The shelf is considered part of the locker.
2. Items left in the locker after Friday during Test Week become the property of HMA. Do not leave books, lunches, personal items, etc., in the locker. Locker combinations will be changed when the locker is inspected at the close of school.
3. Locker combinations should be memorized.
4. You should not give your locker combination to another person to maintain security of your personal property.
5. A minimum charge of fifty dollars (\$50) will be made to students who tamper with or damage a locker. This applies to unauthorized entry into another student's locked locker.

## LOITERING

There is to be no loitering about the campus or school buildings during class, work hours, or during any program and religious service. Students staying on campus for after-school appointments are expected to stay in the area of activity and to leave the campus when the activity is completed. Generally, the campus is closed by 4:30 p.m. Monday through Thursday, and by 2:00 p.m. on Friday, and throughout the weekend. Day students are to be off campus at those times.

Non-students are not to be on campus at any time unless arrangements have been made with the Administrative office [SEE **Visitors** section].

## LUNCH, CAFETERIA

Following Adventist guidelines, no meat or caffeine is served in the cafeteria. Students may use the cafeteria seating to eat food brought from home.

Only one (1) serving per person is allowed for each purchase. However, students may purchase a second meal if there is extra food available. Sharing of cafeteria food is not permitted.

Students may buy a meal card that can be purchased at the Business Office.

## MARRIAGE

Students who marry during the school year will be asked to withdraw from school. [See **Pregnancy**.]

## MEDICATIONS

(See **STUDENT HEALTH Prescribed Medications** section.)

## MOTOR VEHICLES

The following regulations apply to all motorized vehicles, including mopeds and motorcycles, used by students and parked in parking stalls on school-owned property.

1. Students driving motor vehicles to school and expecting to park on school property are required to register and obtain a parking sticker to affix on the vehicle as directed by the Assistant Business Manager or Director of Campus Security. At the time of vehicle registration, the following must be presented:
  - a. Vehicle Registration
  - b. Valid Driver's License
  - c. "No-Fault" Insurance Card
2. All students who seek authorization to park motor vehicles on school property must be sure their motor vehicles meet the Hawaii state insurance and vehicle safety requirements. The school does not assume responsibility for damage or loss of vehicles or personal property parked on its premises.
3. Vehicles are not to be used during school hours except by permission from the principal's office.
4. School permission will not be granted to a student to leave campus in a borrowed vehicle or to ride with anyone other than his or her parents or immediate family member except when arrangements have been made with the principal's office.
5. Parking limitations:
  - a. Vehicles may be parked only in marked spaces.
  - b. Parking spaces are for the registered driver only during regular school hours. Do not park in a space assigned to others.
  - c. Spaces are limited. When student spaces are filled, student vehicles cannot be parked on the academy grounds.
6. The following discipline may result from violation of motor vehicle rules:
  - a. The student may be asked to submit the vehicle keys to the office upon arrival at school.
  - b. He or she may be asked to discontinue bringing the vehicle to school.

- c. A minimum fine of \$50 or the full amount of damages will be charged to the student found tampering with another person's vehicle. Police intervention may take place.
  - d. Further infractions may call for the student's dismissal.
7. Any vehicle may be searched if it is deemed by the principal or a designee to be in the best interest of the school to do so.

## **MUSIC DEPARTMENT AUDITION POLICY & ENTERTAINMENT GROUPS**

Dates for auditions and dress rehearsals are to be established by the sponsors and supported by the staff. The faculty must vote any change in the dates of planned rehearsals.

### **Music Department Policy**

All performers must audition and meet the following criteria to be accepted for school functions:

#### **1. Standards**

Performances must be in accordance with Seventh-day Adventist Christian values, and with sensitivity to the culture of the community. This includes, and is not limited to, lyrical content, manner of presentation, gestures, props and dress.

#### **2. Appropriateness**

Performances must fit the occasion, audience, and time limitations. (Example: Christmas banquet vs. Camp Erdman talent show)

#### **3. Performance Quality**

- a. Lyrics must be clearly heard and understood.
- b. Performances are to be of a high quality and competency.
- c. Performers must use sound system provided or designated by the school, including master volume control.
- d. Performers must be fully prepared for performing at time of audition. They must have all necessary elements of their performance to present to the committee at time of audition. The elements include, but are not limited to, dress, props, music, instruments, and a written copy of the lyrics or script. Any deviation from auditioned performance will result in discipline by Hawaiian Mission Academy.

### **Outside Entertainers**

Groups that perform for HMA are to understand and support the standards of the academy within their performance and throughout their time at the event or occasion. When possible each group will be pre-auditioned, live or on tape.

## **NATURAL DISASTERS**

Hawaiian Mission Academy is in a low risk zone according to the Department of Civil Defense and thus:

If a tsunami or hurricane warning is issued after school starts, our school will REMAIN OPEN with all teachers, supervisors and support personnel remaining with the students to provide responsible, safe care and to ensure the welfare of all students until such time as parents can safely come and claim their children.

If a tsunami or hurricane warning is issued before school starts, the school will be closed.

School closures will be announced on KSSK FM-92, AM-590, and KGMB TV-9.

## **PARENTAL CONCERNS: GRIEVANCE POLICY**

Hawaiian Mission Academy encourages parent participation and is receptive to suggestions, opinions and constructive criticism. The proper procedure for parental/guardian concerns is:

1. The parent/guardian speaks directly to the person in question. This will solve most problems, but if it doesn't,
2. Ask the principal to go with you as you try again. If you are in conflict with the principal, ask a vice-principal to accompany you.
3. If no resolution is reached, the matter should be referred to the Superintendent of Schools.
4. If no resolution is reached, the matter should be referred to the executive committee of the school board.
5. A final presentation will be made, if needed, to the full school board. Their decision will be final.

Major problems can be avoided if each person remains:

1. Open and direct, handling questions before they become problems,
2. Careful in their choice of words and timing so that they remain calm and constructive,
3. Convinced that each person wants what is best,
4. Willing to give the other person time and space to consider and respond to the opinion or request.

Trusting in each other's honesty and good intentions is the biggest aid in solving problems so that each person wins. At no time during an appeal is there to be legal representation or lawyer present on behalf of either party.

## **PARENTAL APPEAL OF STUDENT DISMISSAL ACTION**

An appeal process to the HMA school board for dismissal of students is to be done in the following manner:

1. A request, in writing, is to be made to the principal and/or school board chairperson that allows for adequate time for processing the request before a regularly scheduled or special meeting of the school board from the parent/guardian(s) who wish to appeal a decision of the school board.
2. The board chairperson and principal will decide if the appeal should be presented to an appropriate committee for discussion and review first; or, directly to the school board. The school will notify the parties involved as to the date and time of any meetings.

3. At the meeting, only the parties involved may make the presentation as to their appeal and their request to change the decision of the board, as well as the right to present relevant evidence. They may have another person present with them, but this person must be someone other than one acting as a representing attorney and/or legal counsel. An attorney(s) cannot be present who has been retained in order to represent those who are appealing, nor as legal representation for the school board or its members
4. Confidentiality will be required from those present at the meeting and the school board members.
5. The procedures are as follows:
  - a. A brief review will be made by the school administration as to the actions taken and the facts supporting them,
  - b. Those who are directly involved and appealing the decisions of the School Board may present information to support the claim that the process was not fair, and/or there was a lack of evidence to support a reasonable basis for the decision. (Clarifying questions may be asked),
  - c. The school board reserves the right to set reasonable limits on the length of the presentation and other procedures of the meeting,
  - d. The school board will go into Executive Session to make a decision. Those appealing will absent themselves from the meeting. They will not be present for this discussion or vote. The vote will be by secret ballot,
  - e. The school board chairperson or principal will notify, in writing, the parties involved as to the action taken.

## PHOTO RELEASE/USE OF LIKENESS

### Permission for Use

The education program at Hawaiian Mission Academy is one that students, parents, and members of the community can be proud of. Often civic, educational, church, student and other groups are interested in learning about our program or about individual student achievements. For this reason the school often produces and uses photographs and videos for our school brochures, school newsletters, church publications and school websites. In addition, newspapers and television and radio stations sometimes feature our classes, school program, students or activities in news stories.

Photographs, slides, film, video, and other digital images of students, faculty, staff and administration are taken on campus and at HMA activities throughout the year.

The administration will respect the parents' wishes and not include their child in such activities at the time the students are being photographed, filmed, or recorded, or we will not publish or permit to be published any photo, video or recording featuring or identifying your child. **NOTE:** The exception may occur when your child is visible at some time as a minor and unidentified part of a photo of a large group of students.

Parents not wishing to have their child's photos published must do so in writing and notify the Principal directly.

By signing the Parent/Student Pledge at registration, the parents and students give permission for these likenesses to be used in this manner.

## PRESENTATION GUIDELINES FOR JUNIORS AND SENIORS

**Purpose:** The purpose of the Junior and Senior Class Presentation Chapels are:

- to introduce each member of the class
- to spotlight the talents of class members
- to promote the Christian values the academy is based on

### Guidelines:

1. Performances must fit within the allotted Chapel time.
2. Rehearsal and set up and break down will not interfere with course work.
3. Performances may not include:
  - cross-dressing,
  - messages spoken, sung, or acted which suggest violence, drug use, or other behaviors not condoned by the school, and
  - messages spoken, sung, or acted which imply sexual interest or involvement.
4. All performances, narrations, videos, slides, posters, etc. will be free of jewelry, immodesty, gang symbols, vulgarity, or sexual innuendos, etc.
5. All standards published in the **HMA Bulletin** will be respected [Hazing, Grounds for suspension, Not taking the name of God in vain, dress code, etc.]
6. Students who are no longer enrolled in HMA will not be featured. However, they may be included in pictures which feature some current member of the class. Participation in performances will be limited to current students and staff.
7. Music will be appropriate and in good taste.
8. The audience should be reminded in some way that "We're here to **honor** each member of our class." Booing, catcalls, jeering will be discouraged.
9. It is good to base class skits, music, etc. on the class's aim and motto.
10. This is an HMA production that can only be shown publicly at Hawaiian Mission Academy.
11. For any video productions, the officers must submit a storyboard with a detailed script to their sponsors. All voice over, music, video clips, and script must be approved by the sponsors before editing.
12. The production must be sponsored by their respective Class Sponsors.

### Clearance/Audition / THE REVIEW BOARD

#### TIMELINE:

1. Two weeks prior to the presentation the class will submit the following to the review board: the presentation script, detailed written storyboard, or program and a description of each piece. The review board will approve the program or advise the class on what changes are needed.

2. Five days before the presentation the class will hold a full dress rehearsal. The review board will again advise. The review board will have the authority to change script or program to ensure that the above criteria are met. Any changes in the program will not be allowed, and the program may be ended.

**THE REVIEW BOARD** will be composed of the principal, at least one class sponsor, and one other faculty member.

## **PUBLIC DISPLAY OF AFFECTION**

Public display of affection (PDA) towards a person of the opposite sex is not acceptable and is considered inappropriate. This is considered different than the "aloha" greeting that is customary here in Hawaii.

## **PLACE OF RESIDENCE**

Regardless of age, all students (including International Students) attending Hawaiian Mission Academy are expected to live with their families, sponsors, or in the dormitory. The school-operated dormitory is available for students from the neighbor islands, continental US, Guam, islands of the Pacific, and other countries.

Non-dormitory students are to check in with the Dean's at the dorm office before visiting or entering a student's room in the dormitory.

## **PREGNANCY**

If a female student becomes pregnant or a male student fathers a child during the school year, the student will be asked to leave school for the remaining portion of that semester and the following semester before they can reapply.

## **SCHOOL PICNICS**

Two school picnics are held on regular school days. Attendance is required.

## **SEARCH AND SEIZURE**

If the Principal, Vice Principal, Dean, or Student Affairs Committee decides that there is reasonable cause to suspect a student of using, possessing, selling, or purchasing illegal drugs, alcohol or tobacco, or possessing a weapon or dangerous object, a search may be directed by the Principal or, in his absence, by the Vice Principal, by the Principal's designee, or the Dean.

In the event a decision is reached to make a search, the student will be escorted by a faculty or staff member to an area designated by the school administration and will be required to bring his/her books, notebooks, book bag, briefcase, purse, backpack, waist pack, clothing, and other articles of personal property in his/her possession which might be used to conceal illegal drugs, alcohol or tobacco, weapons or dangerous objects.

Parents or other caregivers will be notified if a search was conducted. The search will be conducted by any two of the following: the Principal, Vice Principal, Principal's designee, Dean, Registrar, or a faculty member. The student will be asked to open and empty out the contents of all books, notebooks, book bags, briefcases, purses, backpacks, waist pack's and similar property, and open and empty all pockets, remove shoes, and lower any cuffs. The student's locker and car, if applicable, will also be searched.

Refusal to submit to the search will be considered tantamount to an admission to possession of a controlled substance, and/or dangerous object in violation of the school's policies.

**POLICE INVOLVEMENT.** In the case of weapons, controlled substances, and/or refusal to comply by the student, Honolulu police will be called to mediate or investigate the incident. The Principal will immediately suspend the student pending further disciplinary action. In the case of controlled substances, and/or weapons and dangerous objects, Honolulu Police may be called in to make a report, an investigation, or arrest.

Parents will be notified by the administration in the event it is necessary to involve police authorities.

## **SENIOR CLASS GIFT POLICY**

The administration welcomes the positive gesture of a senior class in giving the school a class gift. Often the amount of the class gift is not sufficient to fund the intended goal of the class. Therefore the senior class should adhere to the following guidelines:

1. Fully fund the cost of their class gift including installation costs.
2. The class gift should be purchased and/or completed within one year of graduation.
3. The sponsors and class president are responsible for the oversight and organizing the implementation of the class gift.
4. Have a contingency plan for an alternate class gift, if the first gift cannot be accomplished.

The HMA Board of Trustees reserves the right to assign any remaining funds from unused class trust funds to a scholarship and/or capital improvement fund ten years after graduation as recommended by the school administration.

## **STUDENT ACCIDENT INSURANCE**

Student accidental injury insurance coverage is provided for each student. Students are covered:

1. While on school premises.
2. While traveling directly and uninterruptedly between school and home within one hour before school begins and one hour after school is dismissed. (Coverage is extended for any additional time required when traveling in school-furnished transportation, field trips, or trips to the mainland.)
3. While engaged in any activity sponsored exclusively by the school, including travel to and from such activity in a vehicle authorized by the school.

The cost of the accident insurance is included in the comprehensive fee paid at registration. A signed application is required of each student before registration is complete. The accident insurance policy is a supplementary policy. That is, it covers up to \$500 of the medical expenses. The remaining cost if above \$500 should be referred to the family's insurance plan. In the event that the student does not have any insurance coverage, then the student accident policy covers for the primary care.

Dormitory students are automatically covered for accidents under a 24-hour basis by paying an additional premium at the time of registration.

This insurance does not cover health and sickness. It is strictly accident coverage. Illness treatment costs are borne by the student's parent/guardian, or financial sponsor. Christian Education Insurance Trust is the carrier for HMA. For questions call: 1-800-886-2896.

## STUDENT HEALTH / IMMUNIZATIONS

As specified in the state of Hawaii Administrative Rules, 11-157-3.1 (b), each school Principal or administrator shall ensure that his or her school only admits who comply with the health regulations of the state of Hawaii. All schools are obligated to report to the state of Hawaii Department of Health by October 10th and January 10th of each year the names of the students who have been provisionally admitted, have been excluded for failure to comply fully with the immunization or examination requirements or have medical or religious exemptions.

### The Student Health Record (State of HI, Form 14)

is kept in a special file in the administrative office to safeguard the confidentiality of student medical records according to HIPPA regulations.

**Sickness/Illness:** Because there is no school nurse on campus, students should not attend school when they are ill. Parents or designated persons will be called if a student becomes ill at school and arrangements will be made for them to leave campus.

**A Physical Examination** is required of all new students to Hawaii in grades 9 through 12 and those in the International Studies Program.

It is to be reported on Form 14 that is available at most doctor's office or at the Registrar's Office. The physical exam must have been administered within the 12 months prior to the first day of attendance, and must be submitted to the school before the student's first day of school. This is required by the Hawaii State Department of Health.

**A Tuberculin Clearance** is required of all new students to Hawaii in grades 9 through 12 and those in the International Studies Program. The TB test (Mantoux) must have been administered within the 12 months prior to the first day of attendance. Proof of clearance must be submitted to the school before the student's first day of school.

Any student who has not completed the physical examination and/or all the required immunizations **by the first day of school** may be allowed a "provisional attendance" **only if** they submit a medical appointment card showing that the student is in the process of completing the missing requirements. This is required by the Hawaii State Department of Health.

## TB Test and Immunization Centers

The certificate of TB (Tuberculosis) examination is required before school attendance. Students without the certificate of TB examination must not be admitted to school until a certificate of TB examination is obtained. **There are no provisional attendance exceptions for students lacking the TB certificate.**

Tuberculin skin testing and immunizations are obtained from a private physician, Public Health Clinics, or non-profit clinics.

Call **ASK-2000** or the Hawaii Immunization Program (808.586.8300) for the location nearest you.

## Immunization Reports

The Hawaii School Attendance Law requires all students entering any school in the state for the first time to submit a report that the following immunizations have been received:

1. DTP (diphtheria|tetanus|pertussis) = 5 doses with at least one dose after age 4. For students immunized after age 7, 3 doses of Td (tetanus-diphtheria).
2. POLIO = 4 doses with at least one dose after age 4. Three (3) doses if only one type of vaccine has been given (IPV or OPV).
3. MMR (measles|mumps|rubella) = 2 doses. MMR #1 must be given on or after 12 months of age. The second dose must be given at least 4 weeks after the first dose.
4. HEPATITIS B = 3 doses, recommended but not required for students born before 1993.
5. VARICELLA (Chicken Pox) = 1 or 2 are recommended. 1<sup>st</sup> dose before age 12 months. 2<sup>nd</sup> dose 4 weeks after the first dose.

A parent/guardian/sponsor may file with the school a statement that such immunization is contrary to his /her religious beliefs or against medical advice. A properly signed documentation from a medical physician will be required.

Presenting the student's records in advance for review is highly recommended to allow sufficient time to remedy any issues prior to the student's first day of school.

## Medication

Faculty and staff (including Taskforce personnel) are forbidden by law to administer any medications. This ban includes aspirin and even cough drops.

## Prescribed Medications

All prescription medications must be cleared by the administration if needed during school day. Such medication must be delivered to the school in the original container as delivered by the pharmacy to the parent or student.

The school must receive a **written** statement from the physician detailing the method, amount and time schedule by which such medication is to be taken. During regular school hours, any student who is required to take medicine prescribed for him/herself by a physician, must be instructed by the physician on how to "self-dose." The parent/guardian must provide the administration with a physician's **written** authorization prior to the school allowing a student "self-dose" situation.

## SUBSTANCE ABUSE POLICY

Any student bringing or possessing any form of illegal drug, alcohol on campus for any purpose is subject to immediate suspension and recommendation for dismissal with **no refund of tuition**. The parents will be notified, and the police may also be notified.

Any student who sells or in some other way distributes illegal drugs, alcohol or tobacco will be subject to suspension, and the police may be notified.

If the school administration has reason to suspect and the Principal or designee concludes that a student is using, possessing, selling, or purchasing illegal drugs, alcohol or tobacco, (whether that activity is off campus or on campus), the student will be suspended pending further determination and disciplinary action which may include dismissal.

The Student Affairs Committee will meet as necessary to review referrals from the faculty, administration, and students. If a student self identifies, or if a student informs the Student Affairs Committee of possible substance abuse, the school together with the student's parents, will seek intervention. The parent/sponsor will sign an **"Authorization for Release of Information"** allowing the off-site counselor to inform the Principal and School Counselor of the student's progress. If the student does not comply with the requirements for intervention and/or complete the required rehabilitation, the student will be dismissed. Tuition will not be refunded. If the student is involved in a second offense he/she will be dismissed with no refund of tuition.

### A Further Clarification

The Academy reserves the right to do what it feels is in the best interest of the individual and the student body. The Student Affairs Committee will examine each appeal for continuation on a case-by-case basis. The following will be considered:

1. Does the student desire to continue in school?
2. Has the student brought drugs, alcohol, or tobacco on campus?
3. Is there a high probability of the student's success if he or she were to remain?
4. What would the general impact on the rest of the students be if he or she were to remain?

If continuation at HMA is granted, the following will be expected:

1. The student will complete successful professional counseling intervention.
2. Parents will authorize the release of information from the counselor to the school.
3. The student will enter a behavioral contract with the Academy.
4. The student may be asked to cooperate with in-school counseling.
5. The student and parent will consent to drug testing per guidelines set forth below.
6. The Academy will make reasonable efforts to support and verify the student's success.

## Drug Testing

**Reasonable Suspicion** – testing of students is based on a belief that the student used or uses drugs illegally.

A test may be required when school officials have a reasonable suspicion that a student is using drugs illegally. This belief must be based on specific objective facts and reasonable inferences drawn from these facts.

Reasonable suspicion testing may be based upon, among other things:

1. Observable phenomena, such as direct observation of drug use or possession and/or the physical symptoms of being under the influence of a drug.
2. A pattern of abnormal conduct or erratic behavior.

Although reasonable suspicion testing does not require certainty, mere 'hunches' or 'rumors' are not sufficient to meet this standard.

If a student is suspected of illegal drug use, the appropriate teacher or faculty member will gather all information, facts, and circumstances leading to and supporting this suspicion.

All referrals for reasonable suspicion drug testing will be in writing and submitted for the Principal's concurrence. The Principal and/or his designee will inform the parents or guardian that testing is required and will be conducted within the same day in order to ensure reliable results. The Principal and/or his designee will escort the student to the test site where the parents or guardian will authorize the drug test. The parent/guardian is responsible for the expenses of the drug test.

**Follow Up Testing** – testing of students as part of or follow-up to a rehabilitation or counseling program.

All students referred through administrative action (suspension for verified positive drug use) to counseling or rehabilitation through their own family medical/mental health provider for illegal drug use will be subject to unannounced drug testing as a follow-up to his or her program. This testing is separate from any other drug testing conducted by the school. The student will be tested for a period of one year or for such time as specified in the rehabilitation plan or other form of written agreement. In addition, the school may elect to impose testing as part of the rehabilitation or treatment program.

The rehabilitation plan, or other form of written agreement, will be retained by the Principal and/or his designee and serve as evidence that the student and parents were aware of the requirement for follow-up.

The parents will notify the Principal and/or his designee upon the student's return to school so that follow-up testing can begin, if the student was out of school. The parents will authorize the release of rehabilitation treatment, counseling plan to the Principal and/or his designee upon student's completion of any initial or in-patient counseling or rehabilitation for illegal drug use or as part of the rehabilitation process in order for follow up testing to be initiated.

The Principal and/or his designee will ensure that the parents or guardian has rescheduled the student for unannounced testing within the next 60 days and continue for the next twelve months. The parents will sign a release of drug test results to the Principal and/or his designee.

All of these measures are necessary to aid the student in the recovery of drug use and maintain continued enrollment in this school.

### **Tobacco**

Smoking, dipping snuff, and chewing tobacco are not allowed at any time on campus. Students are expected to be free of any tobacco habit. Using tobacco off-campus will result in suspension for the first offense followed by expulsion for the second.

On the first offense, any student wishing to remain at HMA will use his or her suspension time to find and enroll in a smoking cessation program. He/she will resume daily attendance once proof of enrollment is shown. He or she will be required to provide proof of completing the cessation program. Any student in the presence of students smoking, dipping, or chewing will be treated as if he or she is smoking, dipping, or chewing.

### **TELEPHONES IN THE OFFICE**

The telephones of the school offices are for school business only. In an emergency there is a phone available for the students in the Administrative Office for local calls with a 3-minute maximum time limit. The Administrative Office telephone is to be used before school, during lunchtime, and after school hours not between classes.

### **UNSUPERVISED TIMES**

The academy administration discourages students from arriving on campus prior to 7:15 a.m., however, public transportation dictates the arrival of many students. Due to a limited staff, HMA is unable to provide supervision before or after school hours for students anywhere on campus. Students will be encouraged to vacate the premises as soon as reasonable after school.

### **VANDALISM**

[Vandalism — SEE above under **Care of School Property**]

### **VISITORS**

All visitors must sign in at the administrative office and receive administrative approval (from either the Principal, Vice Principal or Registrar), to visit any class.

Former students who visit with small children are asked not to visit classrooms or the library.

Visitors, as a general rule, are NOT permitted. This is due to the fact that HMA has a "Closed Campus" policy [SEE **Loitering** section].

Visitors, when given permission to attend classes, must follow all classroom guidelines and HMA dress code.

Permission to visit must be made twenty-four (24) hours in advance by the parent/guardian.



# FINANCIAL INFORMATION

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## TUITION RATES

Hawaiian Mission Academy receives a financial subsidy from the Seventh-day Adventist Church of Hawaii. Therefore, its members receive a **Seventh-day Adventist Tuition Rate** for their students. All other students will be billed at the **Regular Rate**. Any student may apply for scholarship based on financial need. To be eligible for the Seventh-day Adventist Rate, the student, parent, or legal guardian must be an active, baptized member of the church. The status of the membership must be validated by the respective church clerk. Exceptions may be made for a Seventh-day Adventist church member sponsoring a relative, who may, under certain circumstances, receive the Seventh-day Adventist Rate subject to the approval of the Finance Committee.

## HMA TUITION and FEES for School Year 2011-2012

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TUITION	YEARLY	MONTHLY
The tuition & fees may be changed without notice, subject to HMA School Board approval. Incidental expenses, such as: college testing, club dues, and field trips, are not included.		
International Rate (CASH IN ADVANCE)	\$14,780.00	
Regular Rate	\$10,510.00	\$1,051.00
Seventh-day Adventist (SDA) Rate	\$8,280.00	\$,828.00
<b>ROOM AND BOARD (DORMITORY &amp; CAFETERIA)</b>		
Dorm Room - SDA/Regular/International Rate	\$9,500.00	\$950.00
<b>TUITION REFUND PLAN (TRP) Optional for annual payment plan, required for all other plans.</b>		
SDA TRP (3% of Tuition)	\$248.40	
SDA Dorm TRP (3% of Room & Board)	\$285.00	
Regular TRP (3% of Tuition)	\$315.30	
International TRP (3% of Tuition)	\$443.40	
Regular/International Dorm TRP (3% of Room & Board)	\$285.00	
<b>OTHER REQUIRED FEES <sup>[1, 2]</sup></b>		
Application Fee (new students only)	\$25.00	
PTO Fees (per family due at registration)	\$50.00	
Meal Tickets (\$5/meal - 20 meals/ticket)	\$100.00	
Textbooks (average cost)	\$450.00	
PE Uniforms		
Shorts S-XXL	\$15.00	
Shorts XXXL	\$20.00	
T-Shirts S-XL	\$10.00	
T-Shirts XXL-XXXI	\$15.00	
Music Uniforms (Only students in Choir, Chorale, Band and/or Handbells)		
Men's Shirt (may vary due to cost)	\$20.00	
Women's Dress (may vary due to cost)	\$40.00	
<b>FIELD TRIPS (Estimated costs, prices may vary_</b>		
Biology Field Trip	\$600.00	
Music Field Trip (May vary based on destination)	\$650.00	
Senior Class Trip	\$1,300.00	
HI History/Religion Field Trip to PCC & Buddhist Temple (2nd sem)	\$28.00	
Bible Conference	\$800.00	
Student Leadership Conference	\$700.00	
<b>VARSITY SPORTS</b>		
Volleyball	\$100.00	
Basketball	\$100.00	
Golf		
<b>OTHER FEES</b>		
Late Payment	\$25.00	
Non-sufficient Funds Charge	\$25.00	

Yearly tuition is payable in total at the beginning of the year or is divided into ten (10) equal payments. If paid in full at registration, a 5% cash discount will be applied (**except for international students who are required to make full payment prior to obtaining their F-1 Student Visa**). If paid by monthly installments, the first payment is due at the time of registration. The tenth and final payment is due on May 5. In order to provide financial protection for themselves and HMA, any parent, guardian, or financial sponsor who pays on an installment basis must subscribe to the **Tuition Refund Insurance Plan**.

## PAYMENT OPTIONS

Families may choose one of the following payment options:

### 1. Annual Payment

Tuition is payable in advance in one single payment, together with all comprehensive and book fees, and is due on or before registration day. This option includes a 5% tuition reduction (not applicable for financial aid recipients). Tuition Refund Plan (TRP) insurance is **optional**. Refunds are only available through participation in the Tuition Refund Plan.

### 2. Semester Payment

The first semester's tuition payment together with all fees and book costs is due on or before registration day and will receive a 5% discount for the semester. Tuition Refund Plan (TRP) insurance is **required**.

The 2<sup>nd</sup> semester tuition payment is due on or before January 11. Student accounts will receive a 5% discount for the semester when paid by the above stated deadline. Tuition Refund Plan (TRP) insurance is **required**.

### 3. Monthly Payments

Tuition is payable in 10 monthly installments. The 1<sup>st</sup> installment, comprehensive fees, book fees and other fees are included in the initial payment. Tuition Refund Plan (TRP) Insurance is **required**.

All tuition and fees may be paid via a check, VISA/ MASTERCARD/DISCOVER/JCB, or cash payment and should be remitted to and made payable to:

Hawaiian Mission Academy  
1438 Pensacola Street  
Honolulu, HI 96822-3821

## ANNUAL PAYMENT COMMITMENT

Parents/Guardians/Financial sponsors are obligated to pay the full annual tuition as stated in the parent pledge (pg. 7). No portion of fees paid will be refunded or outstanding balance will be cancelled in the event of absence, withdrawal, or dismissal from school without finance committee action. The schools expenses are incurred on an annual basis; and, therefore, the school cannot afford to refund the tuition or cancel unpaid obligations if your child withdraws during the academic year. However, every year students withdraw from school for one of the following reasons: personal, injury or sickness, change of objective, death of parent or student, disciplinary dismissal, scholastic failure, financial problems, emotional difficulties, or transfer of family.

Because of the aforementioned reasons, the **Tuition Refund Plan (TRP)** is implemented for the purpose of reimbursing HMA for its tuition costs if the student is unable to complete the year. Please refer to the Tuition Refund Plan (TRP) brochure for details of the plan and its reimbursement categories to the school. All students who are paying on a monthly or semester basis are required to participate in the Tuition Refund Plan (TRP).

## FAMILY DISCOUNT

A 5% family discount will be given to families with more than one student attending HMA K-12. The first student will be charged full tuition. Each additional student will receive a discount of 5% off of the full tuition rate for which they qualify.

## FINANCIAL POLICIES

It has been found that the following policies are in the best interest of the students as well as the Academy.

1. To enroll a student at Hawaiian Mission Academy, the parent, guardian, or financial sponsor must accept financial responsibility for the student by signing an agreement with the school.
2. Previous accounts with this Academy or any other school must be settled prior to enrollment.
3. Accounts are due monthly. A cash discount of 5% will be granted for payment of tuition of five (5) advanced payments or for the entire year.
4. All monthly payments are due by the 5<sup>th</sup> day of each month. A \$25 late fee applies for any late payments (received later than the 15<sup>th</sup> of each month).
5. If an account becomes thirty (30) days overdue, satisfactory financial arrangements must be made with the Business Office in order for the student to continue in school. If satisfactory arrangements are not made the student may be suspended.
6. If the past due account is not resolved, the parents/sponsors/guardians will sign a withdrawal form from HMA at the business office and the registrar's office. The administration has the right to ask a student to withdraw from school for school bill non-payment.
7. Failure on the part of the parent/guardian to pay their bill faithfully each month will result in the forfeiture of financial aid or scholarships of any kind.
8. Accounts are to be cleared or arranged for clearance before semester examination permits are issued. No tests will be permitted until all accounts are paid in full. All accounts must be paid in full to receive the exam permit for each student.
9. Accounts are to be paid in full before final grades or diplomas are issued to students or other schools.
10. The persons responsible for student accounts must know that delinquent amounts for any member of the family will affect each student from the family.

11. Returned bank checks will be subject to a \$25 fee.
12. All students in the International Studies Program (I.S.P.) must pay for the entire year in advance. They will forfeit any remaining funds if they withdraw (see I.S. section), are asked to leave due to a disciplinary matter, or for poor attendance. Returning international students must pay for the entire school year from August to June upon their registration for the new school year.

### **EARLY OR LATE EXAMINATION CHARGES**

When a student leaves school early for family trips with a special pre-arranged administrative approval, early examinations may be necessary in order to complete courses. Because of the teacher's extra work in preparing different tests or coordinating final work due, a charge of \$25 will be made for **each** course requiring such extra preparation.

A \$25.00 fee will also be assessed for any missed test taken out of the regular exam schedule.

Prior to test week, the student must make personal arrangements with their teacher 3-5 school days in advance to take their test at a different time during test week. The student must also obtain prior approval from the Principal [SEE **TEST WEEK: Semester and Special Exam Time** section.].

### **MUSIC LESSONS**

Private music lessons are not included in the tuition charges. Individual financial arrangements must be made with the instructor for private music instruction.

### **REGULAR VS. SDA RATES**

Hawaiian Mission Academy receives a financial subsidy from the Seventh-day Adventist Church of Hawaii. Therefore, its members receive a Constituency Tuition Rate for their students. All other students will be billed at the Non-constituency Rate. Any student may apply for scholarship based on financial need. To be eligible for the Constituency Rate, the student, parent, or legal guardian must be an active, baptized member of the church. The status of the membership must be validated by the respective church clerk. Exceptions may be made for a Seventh-day Adventist church member sponsoring a relative, who may, under certain circumstances, receive the Constituent Rate subject to the approval of the Finance Committee.

### **REFERRAL DISCOUNT**

If you refer a new student to HMA K-12, the school will list your name as the source of referral. Then, if that student remains through the first semester, a \$200 credit will be applied to your account against your second semester charges. If you do not have a student in HMA K-12 and you refer a new student to the school, you may select a student to receive the referral bonus or you may choose to donate it to either the Friends of HMA K-8 or HMA 9-12 scholarship fund to help worthy students.

## **SCHOLARSHIPS & FINANCIAL AID**

Scholarships and/or financial aid are available for worthy students needing financial assistance in payment of tuition. The HMA Finance Committee awards scholarships based on financial need, intellectual ability, scholastic achievement, and character. Some scholarships are dependent upon the student being employed by the school.

Students receiving scholarship aid are generally expected to render to the school some kind of appropriate service. Complete records are kept of each individual student's scholarship work, and continuation of financial aid is contingent upon a satisfactory work record throughout the school year.

Prior to applying for financial aid, the family should seek help from the worthy student fund of the church the family attends. Check your Church Board policy with your pastor.

A family needing financial assistance should notify the Business Office well before registration. Requests for aid must be part of a student's application record. These take time for deliberation and cannot be handled on registration day.

### **Financial Aid Contingent on Faithful Payment**

Once approved for financial aid, it is incumbent on the parent/guardian to make faithful monthly payments in compliance with his/her tuition agreement plan signed with the administration. Failure of the parent/guardian to fulfill their financial responsibility on a monthly basis will forfeit all financial aid monies received from the date of delinquency

## **STUDENT LABOR**

Work opportunities are available for Academy students on a limited basis. Students who are employed are expected to be dependable, responsible, and punctual. A basic philosophy of the Academy is that dignified labor is an integral part of Christian education. Students who exhibit poor work habits or lack of honesty will lose their jobs.

An application for work must be submitted to the Academy Business Office each year and each summer.

No student may work without a Social Security number. Applications for a Social Security number must be made at the U. S. Federal Building. Students must be at least 14 years old to qualify for a work permit.

When time cards are properly recorded, signed by the supervisor, and turned in on time to the Business Office, the worker will earn credit for work done during that month. All income earned from student labor wages will be credited directly to the student's account.

## **TEXTBOOKS**

New and used textbooks can be purchased at the school's bookstore. All sales are on a cash basis. Additional materials, and miscellaneous charges required during the year will be available at registration time.

# INTERNATIONAL STUDIES PROGRAM

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## A Program for International Students

### INTERNATIONAL STUDIES (I.S.) PROGRAM

Hawaiian Mission Academy's International Studies (I.S.) Program is designed to help serious students of non-English speaking backgrounds become proficient in understanding and speaking English.

Hawaiian Mission Academy is owned and operated by the Hawaii Conference of Seventh-day Adventists, which is a fundamentalist Christian body. The school's philosophy, curriculum, and practices are centered on Christian concepts and principles found in the Bible.

Students join the school voluntarily and are, therefore, subject to the regulations of the school, even though they may not personally hold the same philosophy, standard of conduct, or religious beliefs.

Older students (18+) accepted into the program will find themselves subject to the regulations designed to guide all students. All I.S. students, whether in ESL classes or in regular classes, are expected to honor and respect the religious concepts and practices of this Seventh-day Adventist school. I.S. students are to follow all regulations found in each section of the SCHOOL BULLETIN.

Smoking, drinking alcoholic beverages, using drugs, and gambling are not permitted regardless of age or curricular pursuit.

### APPLICATION: HOW TO APPLY

An International Studies application packet is available by contacting the school office. When all of the application papers, including transcripts and recommendations, have been completed and returned to HMA, a decision is made to accept or not accept the student.

### I.S. SPONSOR

All I.S. students who are not residents of Hawaii, are required to have a local sponsor who must be able to speak English, as well as the international student's native language, in order to assist in matters of communication for the student and school. **The sponsor is not necessarily the person financially responsible for the student.** The role of the sponsor is to:

- a. Assist and give emotional support for the student in making a social adjustment to the United States.
- b. Assist with any medical concerns.
- c. Assist in matters of school discipline.
- d. House the student during weekends, holidays, or vacations.

The student must have a local sponsor, who speaks English and the student's native language, in Honolulu, whether the student lives with the sponsor or resides in the HMA Dorm.

All HMA international students must reside with the sponsor in his/her home or reside in the HMA Dormitory. The sponsor he/she lives with can be a relative or a close friend of the family who has been approved by the Administration. [SEE Page 26 "Place of Residence"]

### DEFINITION OF INTERNATIONAL STUDENT

**International Students** are students who receive I-20 forms from Hawaiian Mission Academy **and/or** who enroll in International Studies (I.S.), or English as a Second (ESL) language classes at HMA (whether or not they are a U.S. citizen or a resident alien).

All students are required to live with their family, their sponsor, or in the school-operated dorm. It is recommended all students stay in dorm housing for the first year. On-campus housing may be required by the administration if a student is experiencing difficulties in attendance, grades, or lifestyle. Exceptions to housing policies may be appealed.

The sponsor must work closely with the school in matters that relate to the student. The Director of the International Studies Program will conduct an interview with the sponsor or student prior to admission when possible.

### ACCEPTANCE CONDITIONS

Students may be denied entrance if the transcript issued from his/her home country indicates poor academic performance or attendance. "D" and "F" grades may nullify acceptance to HMA.

All applicants must be approved by the I.S. Admissions Committee. A letter of acceptance will be sent to the applicant outlining the steps to take to obtain the immigration document (I-20) to apply for a student visa [See below]. Non-qualifying applicants will be notified by letter. I-20's will be issued when **all financial arrangements** have been made and confirmed by the Business Office.

### OPEN ADMISSION OF I.S. STUDENTS

Students may enter the I.S. Program at any time during the school year with placement being determined by previous credits, TOEFL test scores, and placement test results.

### ADMISSION STEPS TO HMA I.S. PROGRAM

All International Students (I.S.) should follow these steps in making application to Hawaiian Mission Academy:

1. Make application to Hawaiian Mission Academy by submitting the following:
  - a. Application materials included in packet. [Please be sure to include the name of a local sponsor (in Oahu)]
  - b. \$25 application fee (non-refundable)
  - c. If the student is currently in the 8th or 9th grade, he/she must submit the most current transcript.
  - d. If the student is currently in grade 10 or higher, submit the most current transcript.
  - e. The TOEFL Test will be administered at Hawaiian Mission Academy once the student has been accepted for grade placement.
2. The HMA Admissions Committee meets to approve the application.

3. Upon acceptance to Hawaiian Mission Academy:
  - a. An acceptance letter will be sent.
  - b. The parents will be requested to wire money electronically from their bank account to Hawaiian Mission Academy a full year's tuition or PAYMENT IN FULL for all educational fees.
4. Once the funds have been received by HMA, an I-20 federal form will be issued by Hawaiian Mission Academy to the parent so that they may make application to the U. S. Consulate to apply for a 4-year Student VISA to study in the United States of America.
5. Upon receiving your I-20 form, immediately file the SEVIS I-901 form and pay your \$100 fee with the Student and Exchange Visitor Information System (SEVIS). This can be filed online, by mail, or by courier. The online method is the fastest (SEE below) and the method recommended by HMA.
 

**You will be denied your VISA if you fail to file the SEVIS I-901 and pay the \$100 fee.** Do not confuse this SEVIS I-901 fee with your United States VISA fee. The Student VISA Fee will be separate.

**How to apply to SEVIS online:**

  - a. To complete the I-901 form, you will need your I- 20 form and your SEVIS I.D. Number. [This can be found on your I-20 form on the top right hand corner of the first page. It will be under the words "Student's Copy" and above the barcode.]
  - b. To apply directly online, go to <http://www.fmjfee.com>, or, <http://www.ice.gov/graphics/sevis/i901/index.htm>
  - c. In the middle of the screen on the <http://www.fmjfee.com> website, CLICK on the middle box, "PROCEED TO I-901 FORM AND PAYMENT."
  - d. Print out a receipt before you log off the website.
  - e. Allow 2 weeks from the time of filing and payment.
6. When you go to the U. S. Consulate take four documents with you:
  - a. Your PASSPORT
  - b. Your letter of acceptance from Hawaiian Mission Academy.
  - c. The I-20 federal form issued by Hawaiian Mission Academy.
  - d. Receipt or proof that you have filed the SEVIS I-901 fee.
7. At the U.S. Consulate's office you will receive a BOOKING Appointment number with a specific date and time to interview with U. S. officials and request your Student VISA approval.
8. At the appointment date and time set by the U.S. Consulate, the student should present themselves for the interview at least 30 minutes early.
9. Upon receipt of the F-1 Student VISA, immediately notify Hawaiian Mission Academy so that we can be informed of the expected date of arrival.
10. If the Student VISA is denied, RE-Apply and request another interview. Often the U. S. Government wants to know the seriousness, positive intent, and determination of the student and parents and their interest to pursue their education. Keep the Registrar of Hawaiian Mission Academy informed of this second interview date and time, as well as, the outcome of your interview with the U. S. Consulate
11. However, if the student is denied and students abandon their efforts to apply for the F-1 Student VISA, then they must submit proof of denial of Student VISA to Hawaiian Mission Academy. Hawaiian Mission Academy will refund all but \$250 of the parents' funds. The funds will be wired to the parents' financial institution.

## ACADEMIC PROGRESS

All International Studies students are expected to come to Hawaiian Mission Academy with a sincere desire to learn the English language. Grades will be issued on a regular basis during the quarter. If at the close of any grading period the student has failing grades and a GPA that is significantly below average, the student will be allowed to continue in school on a probationary basis.

At the next grade report the student's grades are reviewed to determine if improvement has been made. If the faculty determine sufficient progress and improvement have been made, the student will continue in the program. Otherwise he/she may be asked to withdraw with no refund of tuition!

## ADMISSION TO REGULAR SCHOOL PROGRAM

Placement into regular high school classes is based on credits completed toward graduation, previous English studies, TOEFL score, and pre-testing by HMA ESL Department.

Students transferring into regular high school classes will continue to be classified as international students. The purchase of textbooks for their high school classes is an additional expense. All remaining tuition and fees for the ESL program are transferable to HMA's regular high school program. **Tuition and fees will not be transferred to any other school (public or private).**

Upon completion of the high school program, transcripts will be issued to universities and colleges.

## ATTENDANCE/EXCUSED ABSENCES

All International Studies students are expected to maintain acceptable attendance in all their classes. In the event that a student falls below acceptable attendance, he/she will be given a strong warning and asked to reside in the HMA dormitory. A student/guardian or sponsor conference will be held with the Director of International Studies and the Principal. Continued truancy (or poor attendance) will result in being asked to withdraw from the ESL program. **No tuition refund will be given if the student is asked to withdraw.**

## Excused Absences:

Excused absences will be acknowledged only for two reasons:

1. Medical Illness
2. Death in Family

Please refer to the ATTENDANCE POLICY above.

## Death in Family:

Student absences incurred for death in the immediate family will be determined in harmony with the attendance policy. However, any absences in excess of seven (7) days will require administrative approval as well as the student's current instructor's approval and must be submitted to the administration and staff on or before the seventh (7th) day.

## CLOSED CAMPUS

Hawaiian Mission Academy is a closed campus, all students are to remain on campus unless they have received a pass to leave during a pre-arranged period of time. This policy is based on insurance liability and school attendance policies. (See General Guidelines **Closed Campus**)

## CREDITS/ENTRANCE REQUIREMENTS

Credits toward a high school diploma are granted for completion of International Studies courses. Credits which have been earned in grades 9-12 are transferable to HMA. Students must submit official transcripts (signed and sealed on institutional stationary), which have been translated into English. It is recommended that students request an evaluation of transfer credits from the school registrar. A high school diploma will be issued upon completion of all graduation requirements as listed in this bulletin.

## CURRICULUM

The International Studies (I.S.) curriculum for students is based on testing and transcript placement of all students. The first year of I.S. includes basic English in areas such as grammar, comprehension, reading and vocabulary in content areas, phonics, spelling, and conversation designated for students with limited English skills. (The International Studies Course Program can be found on page 16.)

## FINANCIAL/MINIMUM RESIDENCY

**MINIMUM RESIDENCY:** Students who enter the I.S. program are expected to remain a minimum of one year.

**Full payment is required before each year begins.** Students entering during the second semester will be required to pay for the remaining portion of the semester and the next full semester of the following school year.

If the I.S. student is a returning student to HMA, they must pay for the entire school year in full at the time of registration of the new school year [August through June].

## HEALTH REQUIREMENTS

The State of Hawaii requires that all students have complete health and immunization records and a TB test. Please refer to the STUDENT HEALTH section of this BULLETIN. The student's immunizations may be completed in the student's home country or in Hawaii. A physical examination and TB clearance must be completed in Hawaii. **Students cannot be admitted without the TB clearance.** We recommend that students **arrive one week early** to complete this requirement. It is best to submit health records in advance so that they can be reviewed for any deficiencies. The medical health records must be interpreted into English.

(See **STUDENT HEALTH/IMMUNIZATIONS** section for more specific information.)

## I-20 STATUS AND INTERNATIONAL STUDENT RATES

All international students—those enrolled in the ESL program and/or the regular instructional program—are subject to the International Student tuition rates and fees. They must pay for an entire school year in advance upon acceptance and **prior** to their I-20 form being issued.

### BASIC COSTS FOR THE SCHOOL YEAR-

Tuition	<b>\$14,780</b>
Application Fee (new students only)	25.00
Textbooks	450.00
Physical Education Uniforms (varies)	35.00
P.T.O. Fees	50.00
Physical Education Uniforms	\$25.00-35.00
<b>Subtotal</b>	<b>• \$15,330.00</b>

Dormitory (Room, Board & Dorm Fees) **\$9,500.00**

### TOTALS

Tuition and Fees	<b>\$15,330.00</b>
Total Dormitory Costs/Fees	<b>\$9,500.00</b>
<b>GRAND TOTAL (Approximately)</b>	<b>\$24,830.00</b>

### • ADDITIONAL Fees (will vary per student)

Graduation Fees (Seniors)	150.00
Monthly Meal Tickets (Non-Dorm Students) 50/100.00	
Parking Permit on campus	25.00

## TWO RATE PAYMENT CATEGORIES

Type of Student	Visa Status
1. International or ESL (SDA & Non-SDA) • Full year's payment <b>US funds in advance</b> • Dormitory: \$24,830/year • Non-Dorm: \$15,330/year	I-20
2. International or ESL (US citizen Resident Alien with Green Card) • May pay on a monthly basis • Dormitory: \$24,830/year • Non-Dorm: \$15,330/year	NO I-20 Issued

## REFUNDS

Because a student's enrollment in the I.S. Program requires administrative commitments by HMA for the expected term, refunds will be made only in cases of extreme hardship beyond the control of the student, such as denial of entry, or emergency returns to the home country. In the event of a denied VISA, etc., the student will be refunded their money **LESS** an **administrative processing fee** of \$250.00 to cover expenses such as faxes, correspondence, phone calls, and wiring money back to the student's bank account.

**Students asked to withdraw due to disciplinary, attendance, or academic problems will not be entitled to refund.**

## TESTING PROGRAM

Testing and placement will be conducted for each student upon enrollment during the school year. Testing will be conducted throughout the year to determine grade placement.

## TOEFL TEST: OTHER CRITERIA USED

The admissibility of non-native English speakers depends not only on their levels of English proficiency but also on other factors, such as their academic records, what schools they have attended, their fields of study, their prospective programs of study, and their motivations.

## TOEFL SCORE INTERPRETATION

**Score: Grade Placement      Comprehension**

500: Grade 12	And to be able to read and understand English at the minimum rate of <b>350</b> words per minute.
490: Grade 11	And to be able to read and understand English at the minimum rate of <b>340</b> words per minute.
475: Grade 10	And to be able to read and understand English at the minimum rate of <b>325</b> words per minute.
465: Grade 9	And to be able to read and understand English at the minimum rate of <b>300</b> words per minute.

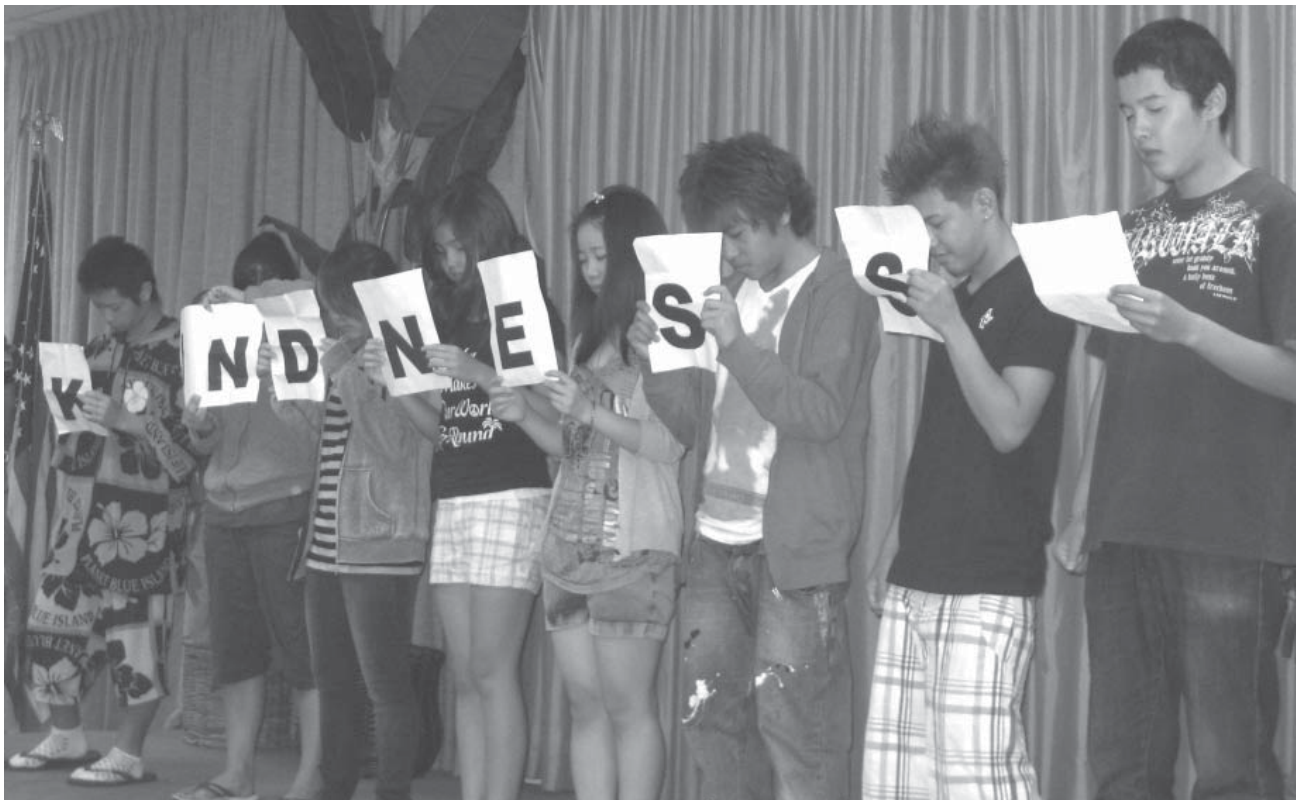
TOEFL measures an individual's ability in several areas of English proficiency, but it does **not** test that proficiency comprehensively. Nor does it provide information about scholastic aptitude or skills, motivation, language-learning aptitude, or cultural adaptability. An estimate of an examinee's proficiency can be fully established only with reference to a variety of measures, including Hawaiian Mission Academy's knowledge of the proficiency needed by the I.S. student to succeed in its academic programs and beyond.

The total score on the TOEFL is derived from scores on the three sections of the test. Applicants may have different section score profiles that could significantly affect subsequent academic performance. The section scores are used to advise students about their options and place them in the appropriate courses.

## VACATION TRAVEL

All plans for vacation must be arranged in advance of the scheduled vacation date(s). All assignments given during the period of absence can be made up if **absences are validated**.

A **Vacation Request Form** must be signed by all instructors at least five (5) days prior to the departure date indicating what impact the early departure and days missed will have.



## Course Descriptions

Legend -

COURSE NAME	
Subject Area (R = required   E = elective)	
Length (Semester periods)	Recommended grade
Prerequisites (if applicable)	
Course description	

The HMA Administration reserves the right to withdraw curricula and specific courses or alter course content to meet the needs of Hawaiian Mission Academy.

NOTE: Any student who does not meet the minimum requirements of any course may appeal to the Academic Standards Committee for admission. If the student is admitted to the course it will be on a probationary basis per quarter of attendance, until such time the student meets those minimum grade standards.

COLLEGE PREP CRITERIA: Students pursuing College PREP diploma must maintain a minimum "C" grade in each course in order to receive the College PREP diploma. Only by special appeal to the Academic Standards Committee, as well as teacher approval, will a student be allowed to receive the College PREP designation on their official school transcript should the student's class grade fall below the "C" minimum standard.

### APPLIED/PRACTICAL ARTS

CREATIVE LIVING	
Practical Arts (R/E)	
2 semesters (10 semester periods)	Grades 9-10

This is a basic comprehensive course in all areas related to independent living. Subjects covered include values and goals, living with your family, good grooming, understanding others, harmony of colors, wardrobe planning, clothing design, basic sewing, foods and nutrition, food preparation, parenting, child care, housing, home furnishing, and resource management.

### BUSINESS EDUCATION

ACCOUNTING	
Mathematics (E)	
1 semester (5 semester periods)	Grade 12

This is an introductory course which will give students an understanding of accounting, familiarity with terms, and preparation for college accounting courses. Students will learn how to keep financial records by hand and how to prepare financial statements using double entry accounting.

<b>ECONOMICS [See description in SOCIAL STUDIES]</b>
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COMPUTER KEYBOARDING & APPLICATIONS	
Computer Technology Business Education (R)	
2 semester (10 semester periods)	Grades 9-12

The Academy assumes that incoming students will already have basic keyboarding skills. Independent drill and practice will be provided for those who need to increase their speed. Students will learn how to use Microsoft Excel, PowerPoint, and Access software in an integrative way to create spreadsheets and presentation projects, & reports. Students learn to use spreadsheets to create graphs and other visual presentation of numerical data. They will learn how to merge this information into a word processing and/or PowerPoint presentation. They will learn special mail merge procedures using the Access database software in creating specialized letter documents after designing a specialized database.

### COMPUTER TECHNOLOGY

DIGITAL ART (Fine Arts or Practical Arts credit)	
Fine Arts Computer Technology (R E)	
1 semester (5 semester periods)	Grades 10-12
<b>PREREQUISITE:</b> Keyboarding and Computer Literacy; or by teacher approval, space permitting.	

Students are instructed in the creation of their own pieces of art using computer software and technology. Students will be introduced to ADOBE Photoshop software. A major emphasis is on the creation of a portfolio of student projects utilizing digital design and photography.

COMPUTER TECHNOLOGY EDUCATION (Practical Arts credit)	
Practical Arts Computer Technology (R E)	
1 semester (5 semester periods)	Grades 10-12
<b>PREREQUISITE:</b> Computer Applications I; or by teacher approval, space permitting.	

This class is designed to provide eager students an opportunity to invent and create meaningful objects by providing an introduction to advanced computer aided design (CAD) and manufacturing (CAM) software (Autodesk Inventor) that interfaces with a computerized milling machine (CNC) arranged in a safe pod-like structure. The course is intended to provide students a "hands-on" link to the real world using what they have learned in science and math classes. Students will learn how to use the technology tools to make working physical models of their ideas quickly and affordably, and explore manufacturing concepts and processes. A major goal will be to learn how to use technology tools to transform an idea into a physical object to produce a manufacturing prototype that is as close as possible to the finished product. If students are provided with access to technology and space to design and create, the possibilities are endless.

## ENGLISH

<b>ENGLISH I</b>	
English (R)	
2 semesters (10 semester periods)	Grade 9

This course is designed to build on a review of English grammar, placing emphasis on sentence structure, vocabulary building and correct spelling and punctuation. It presents opportunities to develop techniques in paragraph writing and oral reporting. An introduction to choice selections from world literature is enriched via a varied reading program.

<b>ENGLISH II</b>	
English (R)	
2 semesters (10 semester periods)	Grade 10

Students develop skills in grammar and usage through composition. Reading comprehension, spelling, and vocabulary are stressed. Literature including essays, biographies, magazine, and news stories are covered; outside reading is required.

<b>ENGLISH III</b>	
English (R)	
2 semesters (10 semester periods)	Grade 11

The course stresses the mastery of grammar and usage through composition, much of it based on the literature. American literature is the focus and includes material from an anthology in addition to required outside reading.

<b>ENGLISH III - Honors</b>	
English (R)	
2 semesters (10 semester periods)	Grade 11

The course stresses the mastery of grammar and usage through composition, much of it based on the literature. American literature is the focus and includes material from an anthology in addition to required outside reading. The honors class covers two additional texts and does more writing based on the readings.

<b>ENGLISH IV</b>	
English (R)	
2 semesters (10 semester periods)	Grade 12

The course stresses development of communication skills through reading and discussing and writing of selected literary works. It includes textbook theory, a general review of grammar, a survey of English literature from England, the study of vocabulary, and required outside reading. Term paper production will be expected from each student.

<b>ENGLISH IV - Honors</b>	
English (R)	
2 semesters (10 semester periods)	Grade 12

The course stresses development of communication skills through reading and discussing and writing of selected literary works. It includes textbook theory, a general review of grammar, a survey of English literature from England, the study of vocabulary, and required outside reading. Term paper production will be expected from each student. The honors class covers two additional texts and does more writing based on the readings

<b>JOURNALISM</b>	
Computer Technology/English (E)	
2 semesters (10 semester periods)	Grades 10- 12
• 5 semester periods: Desktop Publishing • 5 semester periods: English Elective	
PREREQUISITE: C in English I (1st Semester)	

The emphasis of this course is placed on the basics of news management, public relations, ethical practices, and objectivity in being a critical observer of human events. It includes skill development in computer desktop publishing, layout, and design. This course is a combined academic and lab-oriented course. **The Teacher Advisor selects the Ka Elele Editor.**

<b>YEARBOOK PUBLICATION</b>	
Computer Technology Business Education (E)	
2 semesters (10 semester periods)	Grades 10-12

This is a course open to students (recommended by the editor with final selection and approval by the advisor) who show an interest in working on the yearbook and learning the basics of publishing and writing. Lecture, videos, computer programs and class work will teach the student how to produce quarterly material for the yearbook (KA LAMAKU). Adobe Pagemaker or InDesign are the computer applications that will be used within this course. Although the yearbook is completed by the end of 3<sup>rd</sup> quarter, all students will be enrolled throughout the second semester and work on desktop publishing applications with the goal of developing a portfolio of projects and completing the requirements to earn 10 units of credit. **The Teacher Advisor selects the Ka Lamaku Editor.**

## FINE ARTS

<b>ART</b>	
Fine Arts (R E)	
1 semester (5 semester periods)	Grades 9-12

This is a survey of art course tracing the early origins of art, from pre-historic to modern times. It is an elective class that will enrich the students appreciation and understanding of multiple art forms.

<b>BAND</b> (offered all 4 years)	
Fine Arts (R E)	
2 semesters (10 semester periods)	Grades 9-12

A class to help develop an appreciation of God's beauty and creation using the vehicle of music. It also exists to nurture and develop the musical instrument skills of all participating students.

<b>CHOIR</b> (offered all 4 years)	
Fine Arts (R E)	
2 semesters (5 semester periods)	Grades 9-12

A vocal performing organization open to all students regardless of ability or experience. Credit is based on class attendance, active participation in class as well as in scheduled performances. Auditions may be necessary for vocal placement within the group.

<b>CHORALE (Select Choir)</b>	
Fine Arts (E)	
2 semesters (5 semester periods)	Grades 9-12
PREREQUISITE: By audition, the number is limited to the instructor's discretion.	

An advanced performing organization limited in size. Entrance is by audition or invitation of the director. Emphasis is placed on performance. This class is subject to scheduling and may not be offered every term. The student who enrolls in select chorale **must also register concurrently for Choir.**

<b>HANDBELLS</b> (offered all 4 years)	
Fine Arts (R E)	
2 semesters (10 semester periods)	Grades 9-12
PREREQUISITE: Able to read music.	

An instrumental performing organization open to students who have experience reading music or have taken at least one year of instrumental lessons. Grades will be based on participation, attendance, and scheduled performances. Group size is limited.

<b>PRIVATE MUSIC LESSONS</b> (offered all 4 years)	
Fine Arts (R E)	
1 semester (2.5 semester periods)	Grades 9-12

Students can apply for credit for private music lessons (vocal, keyboard or instrumental) that total at least 30 half-hour lessons per year. Students must apply to and meet requirements set by academic standards committee to receive credits.

## FOREIGN LANGUAGES

<b>SPANISH I</b>	
Foreign Language (R E)	
2 semesters (10 semester periods)	Grades 11-12

This is a course in listening, speaking, reading and writing the Spanish language, with emphasis on reading, speaking and listening using all present and regular preterite tense verb forms. The student is also introduced to the cultural and historical aspects of the Hispanic civilization.

<b>SPANISH II</b>	
Foreign Language (R E)	
2 semesters (10 semester periods)	Grades 11-12
PREREQUISITE: <b>C</b> or above in Spanish I	

This second-year course develops more competence in skills already learned and broadens the overview of Hispanic literature, history and culture. The student learns to discriminate between the two past tense verb forms, the conditional and future tenses, and an introduction to the subjunctive tense in Spanish.

<b>SPANISH III</b>	
Foreign Language (R E)	
2 semesters (10 semester periods)	Grades 11-12
PREREQUISITE: <b>C</b> or above in Spanish I	

Class description will be available for the class of 2013

## HEALTH EDUCATION

<b>HEALTH</b>	
Health (R)	
1 semester (5 semester periods)	Grades 10-12

This one-semester course is designed to help all students gain appreciation for a healthy lifestyle. Students are motivated to become responsible for their own health as they learn the connection between establishing good health habits now and enjoying their lives in the future.

## MATHEMATICS

<b>ALGEBRA I</b>	
Mathematics (R)	
2 semesters (10 semester periods)	Grades 9-12

This course has elements of a transition from the traditional Algebra I course toward a more integrated curriculum with connections to geometry, statistics and probability, and real-world problem solving. Topics include patterns and geometric figures, data manipulation, graphs, real numbers, equations and inequalities, matrices, polynomial operations, graph variations, and functions.

<b>GEOMETRY</b>
Mathematics (R E)
2 semesters (10 semester periods)                      Grades 10-12
PREREQUISITE: Satisfactory grade in Algebra I

This course integrates some algebra and trigonometry and introduces logical structures and proofs. Students will be familiarized with basic geometric (Euclidean and analytic) concepts, and encouraged to make conjectures and use reasoning as problem solving tools. Topics include free standing and coordinate geometric shapes and patterns, measurement, transformations, some trigonometry, angles, parallel lines and triangles in proofs, and symmetry.

<b>ALGEBRA II</b>
Mathematics (R E)
2 semesters (10 semester periods)                      Grades 10-12
PREREQUISITE: Satisfactory grade in Geometry

This course has elements of a transition from the traditional course toward a more integrated curriculum including circular functions, the underpinning of calculus, discrete mathematics such as matrices, probability and statistics, and real-world problem solving. Topics include number properties, solving and graphing linear equations and inequalities, quadratic equations, functions, polynomials, matrices, complex numbers, exponential and logarithmic functions, sequences and series, and rational expressions.

<b>ALGEBRA II - Honors</b>
Mathematics (R E)
2 semesters (10 semester periods)                      Grades 10-12
PREREQUISITE: Satisfactory grade in Geometry

This course has elements of a transition from the traditional course toward a more integrated curriculum including circular functions, the underpinning of calculus, discrete mathematics such as matrices, probability and statistics, and real-world problem solving. Topics include number properties, solving and graphing linear equations and inequalities, quadratic equations, functions, polynomials, matrices, complex numbers, exponential and logarithmic functions, sequences and series, and rational expressions.

<b>PRE-CALCULUS</b>
Mathematics (E)
2 semesters (10 semester periods)                      Grade 12
PREREQUISITE: Satisfactory grade in Algebra II

Pre-Calculus is an enrichment course recommended for college-bound students. It is not a course in Trigonometry and Analytic Geometry per se but includes most aspects of standard high school mathematics through Algebra 2 and introduces a light treatment of topics from introductory calculus, such as, concepts of continuity, limits, and derivatives of algebraic functions.

<b>CALCULUS</b>
Mathematics (E)
2 semesters (10 semester periods)                      Grade 12
PREREQUISITE: <b>C+</b> or above Algebra II & Pre-Calculus

Calculus is an enrichment elective math course recommended for college-bound students. It is a course that introduces the student to the math concepts of differentiation and integration. The study of inverse functions, integration by parts, partial fractions, trigonometric substitutions, surfaces of revolution, volumes, centroids, infinite series, and Taylor expressions are examples of topics covered. Graphing calculators and mathematical software tools are used extensively.

<b>SURVEY OF MATH</b>
Mathematics (E)
2 semesters (10 semester periods)                      Grade 12

This class will cover several diverse topics in mathematics, such as personal finance, taxes, probability, statics, and number theory. It will also include a review of basics algebra and geometry concepts

## **PHYSICAL EDUCATION (P. E.)**

<b>PHYSICAL EDUCATION I, II, &amp; III</b>
Physical Education (R)
2 semesters (10 semester periods)                      Grades 9-12

Fundamental games and game skills are taught through promotion of health, fitness and motor coordination activities during the freshman and sophomore years. All students are required to dress in a designated uniform at class time. This course is required unless a physician's exemption is received

## **RELIGION**

<b>RELIGION I</b>
Religion (R)
2 semesters (10 semester periods)                      Grade 9

The textbook, *In the Beginning God*, provides an in-depth study of the development and purpose of the Bible and how God's love and character are demonstrated through creation, redemption, and in human relationships. The second textbook, *God's Gift/Your Choice*, presents an overview of the significance of the life and times, the ministry, and the death and resurrection of Jesus as revealed in the four Gospels of the New Testament with an examination of the life of Jesus and the principles that helped to establish Christianity as a major world religion.

<b>RELIGION II</b>	
Religion (R)	
2 semesters (10 semester periods)	Grade 10

During first semester the emphasis is a study of the redemptive history of God's chosen people, beginning with the exodus, through the inter-testament time, and concluding with the New Testament Church. Second semester the focus is on the history of the Christian Church from 70 AD to the present time, concluding with a study of the rise and development of the Seventh-day Adventist Church.

<b>RELIGION III</b>	
Religion (R)	
2 semesters (10 semester periods)	Grade 11

A study is made of the books of Romans, Daniel and Revelation to discover relevant truths for today's youth. Seventh-day Adventist doctrines with an emphasis given to their role in the church: prophecy, the three angels' message, Sabbath, the second coming of Jesus, and the state of the dead are studied.

<b>RELIGION IV   FAMILY LIVING</b>	
Religion (R)	
2 semesters (10 semester periods)	Grade 12

A class that emphasizes Biblical principles in making the major decisions of life that each person must make -- education and career, friendships, romance and marriage, life-style goals, and spiritual commitment. In addition, there is an introductory study of worldviews, religion. In addition, there is a study of the gospel of John that is designed to enhance and enrich the experience of the spiritual life and make Christian spirituality and a relationship with Jesus much more personal. Spiritual disciplines are also emphasized in order to facilitate spiritual growth.

<b>WITNESS CLASS</b>	
Religion (E)	
1 semester (5 semester periods)	Grade 9-12

A class that teaches practical witnessing skills including: sharing one's testimony, leading out in a Bible study, leading worship through music, conducting a prayer meeting, sharing biblical truths through drama, preaching, praying, and reading scripture.

<b>INTRODUCTION TO MISSIONS</b>	
Religion (E)	
1 semester (5 semester periods)	Grade 9-12

Opportunity is given to learn what mission work and service are all about. This is a class that involves active service throughout the semester. Although not a required prerequisite, it is highly recommended that the Witness class be taken before taking Intro to Missions. Priority will be given to students who have taken Witness class. This class may be taken by application only

## SCIENCE

<b>GENERAL SCIENCE</b>	
Science (R E)	
2 semesters (10 sem. periods)	Grades 9-12

This course provides an introduction to Biology, Chemistry, and Physics. Students will cover topics of energy, motion, nature of matter, chemical equations. The course will be enriched with teacher demonstrations and planned lab activities.

<b>BIOLOGY</b>	
Science (R)	
2 semesters (10 sem. periods /ab course)	Grades 10-12

This is a general study of plant and animal life from a Biblical creationist perspective. Major topics are cell structure and function, genetics and heredity, classification, the history of life on earth and ecology. Daily emphasis is on building vocabulary, critical thinking skills and personal responsibility. Biology requires laboratory participation

<b>CHEMISTRY</b>	
Science (R E)	
2 semesters (10 sem. periods/lab course)	Grades 10-12
PREREQUISITE: C or above in Algebra I	

This course is planned to meet the needs of the students who plan to continue studies in the sciences at college. Early emphasis is placed on problem solving and continued thereafter. Familiarity with the periodic table is developed as units on the language of chemistry, chemical reactions, organic chemistry, nuclear chemistry and other topics are presented. As an integral part of the curriculum, safety is stressed in the required weekly laboratory and modeled and discussed in classroom demonstrations. A good understanding of mathematics and willingness to study diligently are essential. Laboratory sessions are required.

<b>ANATOMY &amp; PHYSIOLOGY</b>	
Science (R E)	
1 semester (5 semester periods/lab course)	Grades 11-12
PREREQUISITE: C or above in Biology and Chemistry	

Anatomy & Physiology is an elective course that studies the structure and function of the human body. Emphasis is placed on homeostatic mechanisms, the role of chemistry, levels of organization, cytology, histology, organ systems, disease and dysfunction. It is a laboratory course designed for students interested in health careers. Participation in field studies and trips is required. Laboratory sessions are required.

<b>PHYSICS</b>
Science (R E)
2 semesters (10 sem. periods/lab course) Grades 11-12
PREREQUISITE: Satisfactory grade in Algebra I

A conceptual approach is studied into the laws of matter, energy, and natural science on the college preparatory level. Special emphasis on problem solving, demonstrations and student experiments in a laboratory setting will be utilized. Topics include force, motion, radioactivity, heat, light, sound, electric current, and machines that apply these phenomena. A good understanding of mathematics and willingness to study diligently are essential. Laboratory sessions are required.

## SOCIAL STUDIES

<b>ECONOMICS</b>
Social Studies Business Education (R E)
1 semester (5 semester periods) Grade 12

The course is designed to create an understanding of various principles of economics and serve as a guide to the daily financial world on a micro and a macro level, as well as on a national and global basis.

<b>WORLD GOGRAPHY</b>
Social Studies (R E)
2 semesters (10 semester periods) Grades 10-12

This course offers a fascinating view of the world focusing on the development of geographic literacy. Every region is studied in three parts: physical geography, cultural geography, and current events.

<b>WORLD HISTORY</b>
Social Studies (R E)
2 semesters (10 semester periods) Grades 10-12

A survey of ancient, medieval and modern history directed toward understanding the backgrounds of current nations, present-day cultures and conditions, and the development of God's purposes for men.

<b>UNITED STATES HISTORY</b>
Social Studies (R)
2 semesters (10 semester periods) Grade 11

A survey course covering the development of the United States from discovery to the present. The course includes the geography of America and the people and ideas significant to America's history.

<b>UNITED STATES HISTORY - Honors</b>
Social Studies (R)
2 semesters (10 semester periods) Grade 11

An in depth survey course covering the development of the United States from discovery to the present. The course includes in depth primary and secondary research regarding the geography, people, and ideas that are significant to the history of America.

<b>U. S. GOVERNMENT</b>
Social Studies (R)
1 semester (5 semester periods) Grades 12

This course will offer a concentrated look at the three branches of the federal government and their affect upon Americans with special emphasis on current events and politics.

<b>U. S. GOVERNMENT - Honors</b>
Social Studies (R)
1 semester (5 semester periods) Grades 12

An advanced course which will study the specific responsibilities and actions of the three branches of the federal government. The course will specifically focus on politics and current events as related to the branches of government and the political parties.

<b>MODERN HAWAIIAN HISTORY</b>
Social Studies (R)
1 semester (5 semester periods) Grade 12

This course covers Hawaiian history from ancient Hawaiian civilization, the overthrow of the monarchy, to the present time. Political, economic and social changes and developments are examined as they influence the future growth of Hawaii.

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## COMMUNITY SERVICE

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“No man is an island.” Each of us has a better life because of the work others have done for us. Being a good member of this community means “paying back;” making a contribution. A major part of Christian belief is that we are to improve the world however we find it, wherever we go. Twenty five (25) clock hours are required for each year in attendance at HMA. All community service hours must be fulfilled by the end of second semester each school year. A returning student may not be allowed to enroll in school for the next school year until all 25 hours of community service are completed from the previous school year.

A student may begin working on his/her community service hours during the previous summer as long as he/she provides proper validation of the hours submitted to Hawaiian Mission Academy. Try to complete six to seven hours per quarter, though you can do it all early. Some finish their whole requirement during the summer months.

Use the chart below to record your projects and the time spent on each. In the “Total” column keep a running total of the hours so you can see how you’re doing. Please be sure to turn in your hours using the Recording Community Service Hours form obtained at the HMA Admin Office. It will require a supervisors signature and phone number.

### COMMUNITY SERVICE IS:

1. For the benefit of the community or an individual need,
2. not to benefit a profit-making business, the academy, or the students’ own family and friends, and
3. perform service without any compensation or pay.

### WAYS TO GET INVOLVED:

#### 1. School Projects

- Beach cleanups
- Community Service Day

#### 2. Community Projects

- Adopt a Block (graffiti cleanup)
- Beach cleanups
- Storm drain stenciling
- Community Service Day
- Hale Nani: visiting the elderly

#### 3. Personal Projects

- Baby-sit for free
- Blood donation
- Helping someone move to new location —carrying furniture, helping to pack, etc.
- Phone Hotline volunteer
- Volunteer at a Hospital
- Volunteer at a library
- Do yard work for an elderly person

#### 4. Church Projects

- Help in Sabbath School Divisions—Cradle Roll, Primary, etc.
- Musical Accompaniment
- Outreach projects —Evangelistic series, literature distribution, singing bands, etc.
- Feed the homeless —ROTARY INTERACT Club does this.
- Mission Trip (Sponsored by the Hawaii Conference)

**NOTE:** Please turn in your hours to the Registrar’s Office at the end of each quarter. Do not wait until the end of the school year to turn everything in.

