



## Hawaiian Mission Academy

### GUIDANCE AND COUNSELING SERVICES

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808.536.2207  
<http://www.hma4u.org>

GRADES NINE THROUGH TWELVE

### **MISSION STATEMENT**

The intent of Hawaiian Mission Academy is to become the school of choice to students of high school, middle school, and elementary education and families of diverse socio-economic means and provide a serene, Christian, moral environment. The school educates students to become Christian people and upright citizens who contribute to the community as academic scholars, thinking and acting according to the teachings and examples of Jesus Christ. The school collaborates with the community such as parents, sponsors, alumni and PTO to support Seventh-day Adventist educational programs and structures, which may serve academically and socio-economically diverse student needs of the future.

Consistent with the HMA Mission Statement of *“Educating the Head, the Hand, and the Heart”* Hawaiian Mission Academy also provides Christian counseling with the support of local Seventh-day Adventist church pastors and spiritual counselors in our community. It also utilizes other community resources to widen the safety net of nurture and support of our students whose well-being is of utmost concern and preoccupation to all of the HMA staff.

## **ACADEMIC COUNSELING**

Academic counseling is available to all students to help them understand their individual strengths, to set goals, and to assist them in planning an appropriate program of studies. Counselors, teachers and parents will work together to support and encourage all students in reaching their full potential.

Areas in which a counselor can work with students and parents are:

- Planning a high school program relevant to student's interests, abilities and post high school plans
- Assisting students in selecting appropriate courses each year
- Checking each student's progress through a review of quarterly report cards and interim progress reports
- Consult with faculty regarding student performance
- Counseling students experiencing academic difficulty and developing strategies for improvement, including referrals to various academic resources at the high school
- Being available to meet with parents of all students
- Reviewing credit status leading to graduation
- Being available to meet with students and parents to review standardized test results

## **COLLEGE/CAREER CENTER**

College counseling is offered to all students seeking post high school education. Designed to help students identify and clarify their abilities, interests and goals, college counseling assists students in making appropriate educational decisions. The formal college planning process begins with individual and group sessions in the junior year conducted by the school counselors. These sessions continue through the senior year.

In order to assist students fully, the following activities take place:

- Students will be encouraged to take appropriate standardized tests
- Students will be encouraged to utilize the facilities of the College and Career center(s) which includes computer based college search programs, college catalogs, video and CD-ROM tours of college campuses
- In the junior and senior year students are encouraged to schedule appointments with their counselor
- Parents are encouraged to attend the college planning sessions in junior year
- Students and parents are encouraged to attend Freshmen, Sophomore, Junior and Senior nights for next year expectations in class functions, trips, academics, tests and financial planning for class projects such as Junior/Senior banquet, fundraising, Senior Trip and college information
- Starting in the junior year, students will be encouraged to prepare drafts of their resume and college essay(s) to assist in preparing for the college process
- Counselors will write letters of recommendation for students when asked

- Counselors will direct students to a variety of available resources about colleges
- Counselors will maintain a current state of knowledge about colleges by attending conferences, visiting college and meeting with college representatives

## **PERSONAL COUNSELING**

School counselors, social workers and school psychologist are made available to all students to assist them in managing the normal developmental issues that arise during adolescence upon request. The counselor will help students to enhance self-understanding and to learn effective problem solving skills so that they are better equipped to deal with the variety of concerns that high school students encounter. Students, staff or parents may initiate individual counseling sessions. When warranted, referrals may be made to appropriate community resources.

Some of the issues and concerns that may be addressed include:

- Academic Performance
- Peer Relationships
- Transition/Adjustment Problems
- Social Pressures
- Emotional Concerns
- Family Conflicts
- Community Influences
- Spiritual Counseling- set up with Auntie Michelle Seibel who comes to campus every Wednesday morning to counsel with our students on a voluntary basis.

## **GRADES NINE and TEN PARENTS' CHECKLIST**

To help parents and students keep track of all of the various deeds, actions, and required expectations of the school; Pupil Services has created grade specific checklists. These lists cover the essentials for each grade.

If you have questions or concerns, please contact your student's counselor/Homeroom Teacher.

### **Grade 9**

- \_\_\_\_\_ It is critical to be aware of the school calendar. Pay particular attention to: (1) the dates each quarter ends for report cards, (2) progress report distribution at 3-week intervals and exam dates. Report cards and progress reports are mailed home or posted online through EDLine.
- \_\_\_\_\_ Read and review the school rules and regulations as listed in the students handbook distributed at the beginning of the school year.
- \_\_\_\_\_ Read the attendance policy found in the student handbook.

- \_\_\_\_\_ Read and discuss interim progress reports and report cards with your child.
- \_\_\_\_\_ Check students class schedule. Note any corrections or question and forward them to the registrar. Call your student's counselor with any concerns or questions and communicate relevant information ASAP.
- \_\_\_\_\_ Attend the orientation meeting for the freshmen parents. (Q&A on school policies, grades, etc. Highly recommended for all freshmen and parents)
- \_\_\_\_\_ Discuss selection of freshmen grade courses with your student, reading course descriptions carefully and noting levels of difficulty.
- \_\_\_\_\_ Attend parental meetings set in the future for fundraising, class event planning, parent/teacher conferences, etc.

## Grade 10

- \_\_\_\_\_ Check your student's class schedule.
- \_\_\_\_\_ It is critical to be aware of the school calendar. Pay particular attention to: (1) the dates each quarter ends for report cards, (2) progress report distribution at 3-week intervals and exam dates. Report cards and progress reports are mailed home or posted online through EDLine.
- \_\_\_\_\_ Read and discuss progress reports and reports cards with your student
- \_\_\_\_\_ Communicate with registrar if you have any questions or concerns.
- \_\_\_\_\_ Attend sophomore parent/teacher orientation meeting usually set in the beginning of the year.
- \_\_\_\_\_ Discuss selection of tenth grade courses with your student, checking graduation requirements carefully.
- \_\_\_\_\_ If your student is in Advanced Placement or Honors course, consult with his/her teacher regarding the AP Exam and/or the SAT Subject Exam.
- \_\_\_\_\_ Attend parental meetings set in the future for fundraising, class event planning, parent/teacher conferences, etc.

## GRADES ELEVEN and TWELVE PARENTS' CHECKLIST

### Grade 11

- \_\_\_\_\_ Check your student's class schedule
- \_\_\_\_\_ It is critical to be aware of the school calendar. Pay particular attention to: (1) the dates each quarter ends for report cards, (2) progress report distribution at 3-week intervals and exam dates. Report cards and progress reports are mailed home or posted online through EDLine
- \_\_\_\_\_ Encourage students to register for appropriate College Board tests (PSAT in October, SAT I and/or SAT Subject Exam in the spring)
- \_\_\_\_\_ Attend parent/teacher orientation meeting set in the beginning of the year.
- \_\_\_\_\_ Read and review the Junior class requirements.
- \_\_\_\_\_ In the spring, schedule an appointment with your student's counselor to discuss post high school planning.
- \_\_\_\_\_ Encourage your student to work closely with the concerning college planning. Plan college/career visits and interviews where recommended.
- \_\_\_\_\_ Students of Hawaiian descent need to see the registrar to research which scholarships are available and there requirements.
- \_\_\_\_\_ If your student is taking College Prep or honors course, consult with his/her teacher regarding taking the SAT Subject Exam, as appropriate.
- \_\_\_\_\_ Discuss twelfth grade course selections with your student, carefully noting graduation and college admission requirements.
- \_\_\_\_\_ Attend parental meetings set in the future for fundraising, class event planning, parent/teacher conferences, etc.

### Grade 12

- \_\_\_\_\_ Review your student's class schedule, carefully noting graduation and college admission requirements.
- \_\_\_\_\_ It is critical to be aware of the school calendar. Pay particular attention to: (1) the dates each quarter ends for report cards, (2) progress report distribution at 3-week intervals and exam dates. Report cards and progress reports are mailed home or posted online through EDLine.

- \_\_\_\_\_ Attend a senior parent/teacher orientation for Q&A on fundraising, Senior Trip, Graduation, etc.
- \_\_\_\_\_ Remind your student to make an appointment with the registrar to solidify post high school plans as soon as possible.
- \_\_\_\_\_ Begin the financial aid process.
- \_\_\_\_\_ Attend area college fairs.
- \_\_\_\_\_ Attend a financial aid meetings with Pacific Union College and La Sierra University. Students must make individual appointments with the financial representative with each school.
- \_\_\_\_\_ Be sure your student checks college application procedures, deadlines, testing requirements and scholarship deadlines.
- \_\_\_\_\_ Visit colleges/vocational schools as necessary
- \_\_\_\_\_ Complete and file all necessary documents for financial aid noting deadlines, which may differ from college application deadlines.
- \_\_\_\_\_ If your student is in an Advanced Placement or honors course, consult with his/her teacher regarding taking the AP Exam and/or the SAT II Subject exam, as appropriate.

## CALENDAR OF EVENTS

- PUC & La Sierra University College Recruiters on Campus 05-06 School Year (Students responsible for making appointment with each recruiter).
  - ☐ Dec 5 College Day (Recruiters from local colleges and universities with Seventh-day Adventist colleges and universities from U.S. and Canada).
  - ☐ Feb 6 Only PUC and La Sierra University.
  - ☐ June 5-7 Only PUC and La Sierra University
  
- First Day of School Friday, 19 August
- Alumni Weekend Fri-Sat, 2-3 September
- Tri Term Grades Wed, 14 September
- Tri Term Grades Wed, 5 October
- SAT Testing Sun, 9 October
- PSAT Testing Wed, 12 October
- End of 1<sup>st</sup> Quarter Fri, 21 October
- ACT Testing Sun, 23 October
- 1<sup>st</sup> Quarter Grades Wed, 26 October
- Senior Class Trip Fri, 4 Nov-Mon, 14 Nov
- SAT Testing Sun, 6 November
- Tri Term Grades Wed, 16 November
- Parent/Teacher Conference Mon, 21 November
- Thanksgiving Break Wed, 23-Sun, 27, November
- ACT Testing Sun, 11 December
- 1<sup>st</sup> Semester Finals Tue, 13-Fri, 16 December
- Christmas Break Fri, 16 Dec-Mon, 2 January 2006
- 1<sup>st</sup> Semester Grades Thu, 5 January 2006
- SAT Testing Sun, 29 January
- ACT Testing Sun, 12 February
- PTO Fundraising Auction Dinner Sun, 5 March
- End of 3<sup>rd</sup> Quarter Fri, 10 March
- 3<sup>rd</sup> Quarter Grades Due Fri, 17 March
- Parent/Teacher Conference Thu, 23 March
- Spring Break Fri, 24-Sun, 2 April
- SAT Testing Sun, 2 April
- ACT Testing Sun, 9 April
- Tri Term Wed, 3 May
- SAT Testing Sun, 7 May
- Alumni Weekend Fri, 26-Sun, 28 May
- 2<sup>nd</sup> Semester Final Exams Tue, 30-Fri, 2 June
- Graduation Ceremonies Fri, 2-Sun, 4 June

**Useful Telephone Numbers for Emergencies**  
Honolulu, Hawaii

<b>AGENCY</b>	<b>PHONE</b>
American Red Cross	734-2101
CFS Domestic Violence Hotline & Shelters	841-0822
Child Welfare Services Intake Unit Hotline	832-5300
Hawaiian Humane Society	946-2187
Hazard Evaluation & Emergency Response	586-4249
Missing Child Center	753-9797
National Center for Mission & Exploited Children	1-800-843-5678
Poison Center	1-800-222-1222
Sex Abuse Treatment Center	524-7273
Suicide & Crisis Center	832-3100
The Windward Spouse Abuse Shelter 24 Hour Hotline	528-0606
Crime Stoppers	955-8300
Search/Rescue Center	1-800-552-6458
Drug Enforcement Agency, DEA	541-1930