

Hawaiian Mission Academy

A Seventh-day Adventist Co-educational Boarding High School

High School Handbook

2023-2024



High School Handbook

Accreditations:

The Western Association of Schools and Colleges (WASC)
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)
Hawai`i Association of Independent Schools (HAIS)
Hawai`i Council of Private Schools (HCPS)

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Introduction to Hawaiian Mission Academy

The education 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. The 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, Bethel Grammar School (as it was known then), located on Ke`eaumoku Street, added secondary grades. Again, increased enrollment called for more adequate quarters. In 1920, several properties on Makiki Street were secured to accommodate the constituency of the Hawaiian Missions of Seventh-day Adventists. Thus the name, Hawaiian Mission Academy, was established.

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 and its administrative offices were moved to the campus in December, 1949. The elementary school remained at the Makiki Street campus.

Mission Statement

Living like Jesus, learning, loving, leading since 1920.

Educational Philosophy

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

School-wide Learning Objectives (SLOs)

Learning – Educating the HEAD

- Be able to think and communicate clearly.
- Acquire the tools needed to become a productive lifelong learner.
- Successfully complete a course of study to prepare for higher education or to enter the workplace.

Living – Educating the HAND

- Demonstrate the application of technical and practical skills learned.
- Practice behaviors that promote a healthy lifestyle.

- Experience the joys of service to others.

Loving – Educating the HEART

- Learn more about God and Christianity.
- Develop a closer relationship with God.
- Incorporate principles of the Bible into personal daily living.

Leading – Educating for HUMAN RELATIONSHIPS

- Demonstrate active participation in social settings.
- Exercise responsibility for local, national, and global environments.
- Develop and manage interpersonal relationships.

Accreditation

Hawaiian Mission Academy is accredited by the Western Association of Schools and Colleges (WASC). WASC Accreditation is an ongoing process to improve the school program at HMA. A Visiting Committee from WASC typically visits every 3 years to make recommendations to the school improvement process.

School Organization and Leadership

The principal, with the Board of Trustees, is responsible for the oversight of all aspects of student life and school operations. The Board of Trustees' membership is selected by the Hawai'i Conference of Seventh-day Adventists Education Department.

Hawaiian Mission Academy belongs to a system of schools throughout the Hawaii islands which are governed by the Hawai'i Conference of Seventh-day Adventists: 3 elementary schools on Hawai'i Island, 1 elementary school on Kaua'i, 1 elementary school on Maui, and 3 elementary schools on O`ahu. Hawaiian Mission Academy serves as the sole high school (grades 9-12) for the system.

Handbook Pledge Agreement

It is the responsibility of each student and parent/guardian to have taken the time to read this handbook and electronically sign the agreement at the time of enrollment.

The HMA student handbook may be amended during the school year. The school administration, faculty, and school board reserve the right to make changes in and interpretations of school regulations at any time. Any regulation adopted during the year and communicated to students and parents has the same

effect as those in the handbook. Continued enrollment in school will constitute the student's and parent's acceptance to the changes presented.

Student Pledge

I have read and understand the Student Handbook. I also understand and agree that HMA maintains the right to refuse admittance, deny re-enrollment, suspend, expel, exclude, or request the withdrawal of any student from any and all school programs. 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 Student Handbook. I understand that the guidelines published or announced by the Administration during the school year are binding in the same manner as the ones written in this handbook. I also understand that in the interest of safety, health, and fairness, HMA reserves the right to do random drug testing and testing for cause.

Parent/Guardian/Sponsor Pledge

I, as the parent, guardian, or sponsor, have read and understand the HMA Student Handbook. I understand the obligations that I, as the parent, guardian, or sponsor am required to fulfill. I will make the full payment of annual tuition, support the policies and regulations of HMA, and encourage the student to cooperate with the principals and spirit of Hawaiian Mission Academy.

School Song - "Blue & White"

To HMA 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!

HMA, 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 – HMA!

Admissions

Operated by the Hawaiian Conference of Seventh-day Adventists, Hawaiian Mission Academy provides a high school education for young people of the SDA churches in the state of Hawai'i. HMA is also open to other youth who desire a Christian education, and who agree with the standards set forth by the school. An individual of good moral character, who will consistently endeavor to live in harmony with the purpose and ideas of the school, may be admitted. Selection for admission may be made on the bases of previous academic record, recommendation letters, personal interview, and testing.

Application and Enrollment Procedure

Hawaiian Mission Academy utilizes FACTS/RenWeb, an online school information system, for its application and enrollment. These are the following steps for application/enrollment and then attendance:

- 1) Applicant must complete the online application located on the school website.
- 2) Applicant must meet with school administration or principal-appointed designee for an interview.
- 3) Applicant will be notified of acceptance or denial.
- 4) If accepted, applicant will be sent the enrollment packet to be completed.
- 5) Applicant must meet with the business office of HMA to pay the application and enrollment fees and/or make a financial plan for the school year of attendance.
- 6) Once all previous steps have been completed, applicant is eligible to attend classes.

For international students, the application/enrollment procedure is as follows:

- 1) Applicant must complete the online application located on the school website.
- 2) Applicant must meet with school administration or principal-appointed designee for an interview.
- 3) Applicant will be notified of acceptance or denial.
- 4) If accepted, applicant must pay for the full tuition payment for the school year of attendance. Details for payment can be obtained from the HMA Business Office (808.536.2207).
- 5) HMA will issue an I-20 to the accepted applicant.
- 6) Applicant must pay the I-901 SEVIS (student and exchange visitor information system) fee through the United States Immigration and Customs Enforcement online (www.fmjfee.com).
- 7) Applicant must obtain the F-1 student visa from a United States Embassy.
- 8) Applicant is eligible to enter the United States and attend classes.

Special Education and Request for Accommodations

- 1) Applicant must complete the online application located on the school website.
- 2) Applicant must meet with school administration or principal-appointed designee for a meeting.
- 3) If special service or accommodations, such as a skills trainer or special equipment, are to be provided for the student by the family, a meeting with all relevant parties (e.g. parents, teacher,

principal, skills trainer, etc.) is required before a student is accepted into the program. An agreement will be put into place outlining special services or accommodations required and any other relevant information for student's success.

- 4) If a student is accepted, a waiver is to be signed by parents acknowledging that the school may be unable to meet the identified special education needs of the student.
- 5) The student's progress and success in the classroom will be reviewed at the beginning of each new semester and special education needs re-evaluated if necessary.
- 6) REACH HAWAII consultation may be scheduled if deemed necessary by school administration.

If any point in the application process, it is determined by administration that HMA cannot provide adequate special education services, any paid enrollment fees will be refunded but the application fee is non-refundable.

Home School Students

Home Schooled Students must provide data and information showing that they have completed the 8th grade curriculum. Such data may include recent standardized achievement test scores, portfolios, textbooks used, grade cards, etc.

The school reserves the right to require or administer additional tests to determine the student's eligibility for the 9th grade.

Non-discrimination Policy

The Seventh-day Adventist Church, in all of its church schools, admits students of any race to all the rights, privileges, programs and activities generally accorded or made available to students at its schools, and makes no discrimination on the basis of race, color, ethnic background, country of origin, or gender in the administration of education policies, applications for admission, scholarship or loan programs, and extracurricular programs.

Immunizations

Hawai'i State Law requires that all students meet physical examinations, immunization, and tuberculosis clearance requirements before they may attend a childcare facility, preschool, or public or private school in the State. Please consult the Hawai'i Department of Health's website for the required immunizations. Children may be exempt from immunization requirements for medical or religious reasons. Religious exemption forms can be received from the school office while medical exemptions must be obtained from your student's healthcare provider.

Student Code of Conduct

As a member of the Seventh-day Adventist Church school system, Hawaiian Mission Academy upholds the teachings of the church, and hold students to a high standard of excellence. HMA as an academic institution pursues the mission of academic and Christian values that are essential for success. Behavior that distracts other members of this school community from pursuing this goal will result in an appropriate response from faculty, staff, and school administration. This code of conduct policy is intended to guide students to make intelligent choices based on eternal principles and to correct behavior that is not in harmony with the standards of the Seventh-day Adventist Church and the Hawaiian Mission Academy community.

By attending Hawaiian Mission Academy, students choose to adopt a Christian lifestyle. Each student agrees to accept the moral and ethical responsibility associated with education in a Christ-centered school community, whether on or off campus. Hawaiian Mission Academy knowingly accepts and retains only those students who are willing to make this commitment. It is hoped that adherence to this commitment will extend beyond the years spent at Hawaiian Mission Academy to become a lifetime commitment to the eternal principals of honor, integrity, and morality.

Student Expectations

Students will:

1. Demonstrate their personal integrity by:
 - a. Attending school daily and being on time to class
 - b. Being honest at all times by not cheating, plagiarizing, stealing, or engaging in any kind of deception
 - c. Choosing to not use, possess, promote, furnish, or influence others to use alcohol, tobacco/nicotine, drugs or other harmful substances at ANY time, whether on or off campus
 - d. Choosing appropriate social media etiquette that is consistent with a Christian lifestyle
 - e. Using appropriate speech or language that is consistent with a Christian lifestyle
2. Encourage beneficial relationships by:
 - a. Respecting myself and others and treating others the way I want to be treated
 - b. Acting in a safe manner by refraining from or participating in any form of harassment or bullying
 - c. Encouraging and building up rather than intimidating, threatening, or fighting with others
 - d. Cooperating with all faculty and staff members and not being insubordinate
 - e. Avoiding any interpersonal impropriety including, but not limited to, any form of sexual harassment and/or sexual activity on or off campus, the use of or sharing pornography
3. Help ensure that their campus is a safe and clean environment by:
 - a. Respecting the environment and disposing of any garbage and recyclable materials in their proper places

- b. Not bringing firearms, knives, chains, weapons, matches, or any type of incendiary device, or any look-alike or potentially harmful instrument on campus or to any school-related activity
 - c. Not tampering with the fire alarm system or any school equipment
 - d. Not entering any building or room that is locked or unlocked without permission and supervision
 - e. Not defacing, damaging, destroying, or tampering with any school or student property
4. Positively represent their school as a serious, Christian place of learning by:
- a. Dressing uniform attire as outlined in the dress code and that is neat, clean, modest, and unaltered
 - b. Not bringing anything on campus that might detract from the desired spiritual and academic environment on campus
 - c. Not dressing in a manner displaying anything which indicates affiliation with an unfavorable organization
 - d. Avoiding inappropriate displays of affection

Any violation of any of these guidelines will result in disciplinary action by school administration and may lead to more serious consequences by law enforcement entities. **When students enroll at Hawaiian Mission Academy, they become representatives of the school and are expected to conduct themselves in ways that honor the school whether on or off campus, at any school sponsored activity, or during vacation.** *Hawaiian Mission Academy shall have the sole discretion to interpret, administer, and implement all student behavior expectations and policies.*

Parent Expectations

Hawaiian Mission Academy is committed to student success and recognizes the importance of giving students an opportunity to succeed. All members of the school community are committed to ensuring a physically and emotionally safe environment. A student's success is impacted by the supportive involvement of the student's parents and guardians.

Parents will:

1. Conduct themselves in a courteous manner with students, teachers, administration, and other parents while on campus
2. Demonstrate support for the school policies and guidelines delineated in this handbook
3. Foster student cooperation with school norms and culture.

Under normal circumstances a child is not to be deprived on an Adventist education on grounds relating to the attitude of the parent. However, should the point be reached where it is determined that a student's parent or guardian has engaged in inappropriate conduct or demonstrated an uncooperative, destructive, discourteous, scandalous, rumor drive, threatening, hostile, or divisive attitude towards a student, another parent, teacher, administrator, any staff member, or the school in general, the school reserves the right to remove service from the student. The process outlined in the withdrawal/expulsion policy will be applied.

Opposing Views

In official venues and settings, including school activities, social media outlets, and publications, HMA students and faculty are not to advocate or instigate views of behaviors or lifestyles that are inconsistent with Biblical teachings as outlined by the Seventh-day Adventist Church.

Bullying

Bullying of any kind is wrong – physical, verbal, racial, gender, online or off, before, during or after school. It is never acceptable. All member of the school community are committed to ensuring a physically and emotionally safe environment. We strive to value the rights of all people to learn without fear. A student shall not intimidate, harass, or shame another student through words or actions. Such behavior includes, but is not limited to, direct physical contact, such as hitting or shoving; verbal (or non-verbal digital) assaults, sch as threatening teasing, or name calling; and social isolation or manipulation. When such conduct is repetitive or appears likely to be repeated, it is considered bullying. Hawaiian Mission Academy expects students and/or staff to immediately intervene and report incidents of bullying. Students who are found to be engaging in bullying behavior will be subject to discipline. Parents will be notified and law enforcement will be contacted if appropriate.

Insubordination

Students shall comply with the directions of teachers, substitute teachers, administration, and all other school personnel. Insubordination includes but is not limited to:

- Disrespectful behavior towards school personnel
- Interference with a teacher’s ability to conduct class
- Failure to obey a reasonable request
- Repeated violation or any rule, directive, policy, or disciplinary procedure

Grievance Procedure

When a misunderstanding or disagreement occurs between two persons in our school community, the following steps are recommended in sequence:

Student and Student

1. A student/student conference should be held with a teacher or administrator to identify the problem and isolate the facts.
2. A parent/student conference with school administration may be held if the concerns remain unresolved after the first meeting.
3. Before further action is taken, a second parent/student/administrator conference should be held with the problem stated in written form by the students.

Parent and Teacher

1. A parent/teacher conference should be held in order to identify the problem and isolate the facts. Parents need to make appointments to meet with teachers.
2. A parent/teacher conference with the principal may be held if the concerns remain unresolved after the first meeting.
3. Before further action is taken, a second parent/teacher/principal conference should be held with the problem stated in written form by the principal.

Parent/Student and Administrator

1. A parent/administrator conference will be held in order to identify the problem and clarify the facts.
2. A parent conference with the administrator/principal and Hawaii Conference Superintendent of Education may be held if the concerns remain unresolved after the first meeting.

Public Display of Affection

Students are expected to maintain high Christian standards in their friendships and social conduct. Students must respect themselves, their peers, all students, all teachers, parents, and visitors who enter the campus. Respect informs how we treat others in romantic situations as well. Public display of affection is not conducive to an academic institution. Students engaging in excessive physical contact or other activities with sexual overtone, and/or explicit sexual acts will be subject to disciplinary action up to and including dismissal from school.

Marriage/Pregnancy

Marriage and pregnancy among students are considered incompatible with the school program and will be subject to dismissal from HMA.

Sexual Harassment/Discrimination

Hawaiian Mission Academy (HMA) is committed to providing a safe and supportive environment that is free from unlawful discrimination on the basis of sex in all of its activities, education programs, and services. Any form of sex discrimination and sexual misconduct, including harassment, coercion, intimidation, or sexual violence, is reprehensible, runs counter to HMA's teachings and guiding beliefs, and will not be tolerated. In keeping with this commitment, HMA maintains a strict policy prohibiting unlawful discrimination or harassment. Also prohibited is retaliation of any kind against individuals who report alleged incidents of sexual misconduct or harassment, or who assist in an HMA investigation of such allegations.

Sexual harassment

Sexual harassment is defined as unwelcome sexual advances including sexual violence, requests for sexual favors, and/or physical, verbal, or written conduct of a sexual nature when:

1. Submission to such conduct is made explicitly or implicitly a condition of a student's progress in school, employment on campus, or participation in any HMA team, club or organization, or
2. Such abusive or humiliating speech or conduct is directed against another and persists after the objections of the person targeted by the speech or conduct; or
3. Such conduct would be regarded by a reasonable person as creating an intimidating, hostile, or offensive environment that substantially interferes with a student's education, employment, or participation in HMA's extracurricular programs or activities

Sexual harassment may include incidents between any member of the HMA community, including faculty, staff, students, and nonstudents or nonemployee participants in HMA programs – such as vendors, contractors, visitors, coaches, and parents. It includes activities and behavior that occur either on or off campus.

Specific examples of the verbal or physical conduct prohibited by this policy include, but are not limited to:

1. Physical assault
2. Inappropriate or unwanted touching
3. Direct or implied threats that submission to sexual advances will be a condition of, for example, getting good grades, being put on a team or allowed in a club, or receiving a promotion or award
4. Direct or subtle propositions of a sexual nature
5. Dating, requesting dates, or entering in to a romantic relationship between a student and an employee or faculty
6. A pattern of conduct that would cause discomfort and/or humiliation to another individual, including, but not limited to:
 - Physical conduct – including unnecessary touching;
 - Verbal conduct – including, for example, remarks of a sexual nature about a person's clothing or body; sexual slurs, threats, derogatory comments, sexually degrading descriptions, remarks about sexual activity or speculations about previous sexual experience; spreading sexual rumors, graphic comments, or overly personal conversations;
 - Visual conduct – including, for example, leering, sexual gestures, or the display of sexually suggestive objects, pictures, language, cartoons, or jokes
7. Use of electronic means, including the internet, email, and social media, to transmit, communicate, or receive sexually suggestive, pornographic, or sexually explicit pictures, messages or materials

Sexual Violence

Sexual violence involves conduct relating to an actual, attempted, or threatened sexual act against a person's will or where a person is incapable of giving consent (due to age, use of drugs or alcohol, or

because of an intellectual or other disability). Sexual violence includes rape, sexual assault, sexual battery, sexual abuse, and sexual coercion. Examples include “date rape” or “acquaintance rape.” Acts of sexual violence may also constitute violations or criminal or civil law subject to prosecution.

Consent

Consent is defined as agreement, approval, or permission that is given knowingly, willingly, and voluntarily by a competent person. Consent can be withdrawn at any time. There is no consent when there is force, expressed or implied, or when coercion, intimidation, threats, or duress is used. Whether a person has taken advantage of a position of influence over another person may be a factor in determining consent. Silence or absence or resistance does not imply consent. Past consent to sexual activity with another person does not imply ongoing future consent with that person or consent to that same sexual activity with another person.

If a person is mentally or physically incapacitated or impaired so that such person cannot understand the fact, nature, or extent of the sexual situation, there is not consent; this includes impairment or incapacitation due to alcohol or drug consumption, or being asleep or unconscious.

Retaliation

Retaliation occurs when intimidation, threat, coercion, or other discriminatory action is used against an individual who has brought a concern or reported a possible violation of a federal civil right or school regulation. This includes formal or informal reports of a violation and reports regarding a violation of an individual’s rights or the rights of others.

Procedures for Reporting and Responding to Complaints of Sexual Harassment, Discrimination and/or Sexual Misconduct

HMA encourages students who believe they have experienced any form of sexual harassment, discrimination or sexual misconduct of any nature to report such conduct promptly, to seek all available assistance, and to pursue an equitable resolution of the incident(s).

Procedures have been established to provide a supportive process for students who report harassment and to ensure an equitable process for individuals accused of discriminatory conduct. These procedures reflect HMA’s efforts to conduct timely, thorough, and equitable investigations.

A written complaint will need to be filed. However, a student may feel most comfortable going to a teacher, administrator or other responsible employee first. That individual will be able to aid the student in filing a written complaint. These responsible employees have a duty to report or take appropriate disciplinary action if they find that HMA policy has been violated.

Filing a Written Complaint

Individuals are reminded that reporting sexual misconduct is a personal and professional responsibility. The procedure is as follows:

1. Report the incident in writing to school administration. Written complaints should be filed as soon as possible from the date the incident occurred though delay should not be seen as an excuse for not reporting.
2. Written complaints should include, as far as possible, the following information:
 - a. Name, address, telephone or other contact information of the person making the report;
 - b. HMA affiliation of the person making the report (e.g. student, employee, faculty, third party);
 - c. Date of alleged violation;
 - d. Location of alleged violation;
 - e. Person(s), name and title, of the alleged harasser;
 - f. Description of what happened;
 - g. Other relevant information (e.g. previous history, including names of all other persons whom the matter has been discussed); and
 - h. Signature and date

Investigation and Corrective Action

HMA Administration shall conduct a prompt, thorough, and impartial inquiry into any reports of sexual harassment and/or physical sexual misconduct. HMA Administration will take immediate and appropriate steps to investigate or otherwise take steps that are reasonably calculated to end any form of sexual misconduct, whether or not a formal complaint has been initiated. Law enforcement may be called to mediate or investigate the incident. Parents will be notified when it has been necessary to involve law enforcement. HMA Administration will be responsible for decisions regarding the possible consequences for any student discipline.

School employees are mandated reporters and, depending on the nature of the allegations, may be required to report all the details of an incident to law enforcement, including the identities of both the victim and alleged perpetrator.

HMA will attempt to obtain consent from the individual filing the complaint before beginning an investigation; however, there may be instances when HMA may pursue an investigation regardless of the request of the complainant, if it deems it necessary to maintain a safe and nondiscriminatory campus environment. The parties will be permitted to provide witnesses, documentation, or other evidence appropriate to substantiate their claims or defenses. The parties will be provided with periodic status updates during the investigation.

Confidentiality

HMA shall protect the privacy of individuals involved in a report of sexual misconduct to the extent required by law and HMA policy. Anyone requesting confidentiality shall be informed that complete and total confidentiality may not be possible and that, depending on the nature of the alleged misconduct, some level of disclosure may be required, especially in situations alleging sexual violence. Disclosure may be made only on a need-to-know basis.

Retaliation Prohibited

All reasonable action will be taken to prevent retaliation against the complainant, witnesses, or anyone cooperating with the investigation.

Disciplinary Action

Any student who is found to have engaged in sexual harassment, discrimination, or sexual misconduct, is subject to disciplinary action up to and including dismissal or expulsion. Some examples include but are not limited to the following: initiating unwelcome communication with another person on any computer or phone communication system, communicating or posting unauthorized and unwanted content about another person on any computer or phone communication system, or falsely representing one's self as another person on any computer or phone communication system. All other forms of harassment that deliberately infringe upon a student's right to come to school and learn in a positive atmosphere will be immediately addressed by the school.

Discipline Policy

In order to provide clear rules and guidelines for student conduct and expectations for consistent and timely discipline, Hawaiian Mission Academy has established standards of consequences that range from verbal warnings to expulsion from school. Demerit points are applied when repeated attempts have been made to resolve a discipline issue or if the offense is deemed more serious in nature and can be assigned by school administration. This list is a guide and is not intended to be exhaustive or prescriptive:

Level 1: 1-4 demerits. In addition to demerits, consequences may include one or more of the following: community service activity, detention, written assignment or contract.

Level 1 infractions are generally minor violations that are usually first-time offenses and are considered warnings.

1. Report of student offense is given verbally or in writing to school administration
2. Demerit points and other possible consequences are determined by the HMA principal.
3. Offense is documented by school administration.

4. Parents are notified of incident and consequence(s).

Examples of Level 1 infractions include but are not limited to:

- Dress code violations
- Improper use of cell phones during class or chapel
- Classroom behavior detrimental to the teaching environment
- Public display of affection
- Unauthorized access to school property
- Talking back to or disrespecting a teacher
- Reckless and careless behavior on campus
- Use of profanity
- Gambling
- Truancy (1st offense) or when a student has reached 5 unexcused absences in any one class
- Any minor disregard for student regulations or policies

Level 2: 5-8 demerits. In addition to demerits, consequences will include one or more of the following: any combination of Level 1 consequences, on or off campus suspension, on campus community service, disciplinary probation contract, liability for damages.

Level 2 infractions are generally major violations of HMA's rules, regulations, and policies.

1. Report of student offense is given verbally or in writing to administration
2. Administration questions student and begins an investigation (if applicable)
3. Parents are notified of offense and a meeting is scheduled with the HMA principal
4. Administration determines exact number of demerits and length of suspension (if applicable)
5. Offense is documented by school administration
6. Parents are notified of school administration's decision

Examples of possible Level 2 violations include but are not limited to:

- Multiple or flagrant Level 1 infractions
- Major classroom disruption
- Willful disrespect toward a student or teacher
- Insubordination
- Truancy (2nd offense) or more than 10 unexcused absences in any one class
- Dishonesty that includes falsifying excuses/signatures/phone messages
- Plagiarism or cheating, 1st or 2nd offense (see Academic Integrity Policy for further details)
- Defiance of authority
- Possession of or involvement with pornographic material

- Language, gestures, or behavior that is vulgar or obscene
- Fighting, hostile action, hazing, or any willful act that may cause injury
- Minor bullying, hazing or harassment or another student or teacher (1st offense)
- Theft, invasion or privacy, possession of stolen property or destruction of another's property (1st offense)
- Throwing food or drink or smearing another's uniform or person
- Inappropriate electronic posting/digital communication or involvement on social media of anything that defames students, school personnel or entities as deemed inappropriate by HMA administration
- Purposeful vandalism (1st offense)
- Willful disobedience of the Student Code of Conduct

Level 3: 9-12 demerits. In addition to demerits, consequences will include one or more of the following: any combination of Level 2 consequences, suspension, disciplinary probation contract that could include counseling or community service, liability for damages, failing grade, loss of office, ineligible to participate in extra-curricular activities for a determined length of time and possible withdrawal or expulsion.

Level 3 infractions are serious violations of HMA's rules, regulations, and policies.

1. Report of student offense is given verbally or in writing to administration
2. Administration questions student and begins an investigation
3. Parents are notified of offense and a meeting is scheduled with school administration.
4. School administration determines consequences.
5. Offense is documented by school administration
6. Parents are notified of school's decision

Examples of possible Level 3 violations include but are not limited to:

- Truancy (3rd offense) or more than 14 unexcused absences in any one class
- Multiple, flagrant and serious Level 2 infractions
- Immoral or scandalous conduct (any speech, writing) on or off campus at any school function or at any time while enrolled at HMA
- Defiance of authority and/or school policies of a serious nature
- Theft or destruction of another's property
- Possession/use of any weapon, including but not limited to knives and firearms (real or imitation) or pepper spray
- Possessing, or being under the influence of any controlled substance or intoxicant (including alcohol, nicotine, or any drug paraphernalia) as an HMA student
- Lighting fires, and/or possessing, using or threatening to sue any incendiary or explosive devices
- Direct involvement as principal or accessory in any malicious mischief

- Any inappropriate sexual activity, excessive physical contact, or other activities with sexual overtone or sexually explicit acts (marriage and pregnancy among students are considered incompatible with the school program)
- Serious harassment (verbal, written, electronic, sexual, physical, etc.), hazing or any willful act that may cause injury (mental or physical) to another person
- Cheating, plagiarism or academic dishonesty (3rd offense)
- Cheating or plagiarism on a final exam or standardized test

Level 4: 13+ demerits. These infractions trigger the Discipline Committee to meet to process pending withdrawal or expulsion from Hawaiian Mission Academy

- Furnishing, distributing, selling, purchasing, transporting of any controlled substance or intoxicant (including alcohol, nicotine, or any drug paraphernalia) as an HMA student
- Selling, distributing, or giving one's prescription medication to another student
- Any sexual or other physical assault on or off campus
- Direct involvement as principal or accessory in any crime where student arrest takes place
- Conspiracy or the act of a serious dishonest behavior that includes falsifying legal documents
- Construction and use of web sites or social media sites that defame students, school personnel or other entities as deemed inappropriate by HMA administration
- Hazing or any willful act that may cause injury to another person

In some cases, more than one category or discipline may apply. In an effort to increase the potential for a timely and honest resolution of a discipline situation, students who exhibit truthfulness and integrity in the discipline process may receive a reduction in the discipline response.

Suspension

Discipline matters deemed enough to warrant action by school administration are serious and may begin a process that could lead to the student's dismissal. Progressive discipline will generally apply. However, there may be circumstances where progressive discipline is not appropriate and immediate removal may be necessary. Suspensions usually range from 1-5 days and are at the discretion of the HMA principal. While on suspension, the student may not be on campus without the express permission of a school administrator. The student shall not participate in any school-related or school-sponsored activities during the suspension period.

Redemption

A student will start each school year with zero demerit points. Demerit points will accumulate throughout the school year that could possibly result in more serious consequences if a student continues to accumulate demerits. If a student goes six weeks of school being in session without

receiving further demerits following an incident, the total number of demerit points will be cut in half by the administration. If a student continues another nine weeks without any demerits, the number will be cut in half again. Then, it will continue to be cut in half until the number reaches zero.

Criminal Act

If a student is convicted of violating a criminal statute, on or off campus, the student will be asked to withdraw from school. Hawaiian Mission Academy reserves the right to involve the police and/or other law enforcement agencies when deemed necessary.

Administrative Authority

If deemed necessary, HMA administration can suspend a student for up to ten school days in addition to assigning demerit points. Any class assignments given to students during suspensions will be completed within the same number of days that they were suspended after they return to class.

Appeal Process

Any appeal (by a student or parent) to a disciplinary decision made by the school must be made within 30 days from the date that the final decision took effect. It must follow the procedure as outlined:

1. Submit the appeal in writing to the Discipline Committee and work toward a resolution that will end the appeal
 - a. While the appeal is being reviewed, the student will not be allowed to visit/be on campus or attend any school activity
2. Only the parents and student will be permitted to meet with the Discipline Committee and work toward a resolution that will end the appeal.
3. If no resolution is met, submit appeal in writing to HMA's Personnel Committee, a sub-committee of the school board. This is the final step and this committee determines final outcome. The parents and no other person(s) may be permitted to attend this meeting except with the express permission of the chair of this committee.

Readmission to Hawaiian Mission Academy

Any student who has been asked to withdraw or is expelled shall be allowed to apply for readmission one calendar year from the date of withdrawal. If a student desires to be readmitted to HMA, they shall submit a written statement to the principal, who shall recommend admission or non-admission. The statement should include:

1. Reasons the student wants to return and why the request should be considered
2. Evidence which supports the request; and
3. A supporting statement from the parent/guardian and others who may have assisted the student

Withdraw/Expulsion

A student may be requested to withdraw from school at any time if the student's behavior, attitude, or influence is determined by administration and faculty to be detrimental to students and/or faculty. If the student refuses to withdraw, they will be recommended for expulsion, and their case will be reviewed and decided by the school board's Personnel Committee. A student who has been asked to withdraw or is expelled may not be allowed to visit the school campus or attend any school activity for the remainder of the school year. They may re-apply for admission after attending another school for at least one calendar year from the date of withdrawal and gaining a good reference from the school they attended.

Academic Program

Academic Progress Reports

Parents/Guardians and students are given access and encouraged to regularly review academic progress through RenWeb online. Parent/guardians/students may contact the front office if/when experiencing any challenges with access to RenWeb. Sponsors of international students may be given access to RenWeb if/when parental permission has been granted.

Academic Assistance

Hawaiian Mission Academy's teachers are committed to assisting motivated students to meeting learning objectives for each class. If/when students fall behind in their academic progress, they are encouraged to seek out HMA teachers during non-class time for extra assistance to stay current and succeed in each class.

Acceleration

Students may complete a four-year program in three years under this program policy. It is our desire to pace all students in the appropriate grade for optimal learning. The areas that need to be assessed for acceleration are academics (include grades and standardized test scores, etc.), social skills, emotional and physical development and organization. The needs of the whole child must be considered and not just one outstanding area.

Eligibility

1. Composite score at the 85th percentile or above on the MAP tests
2. Cumulative GPA of 3.50 or above
3. Demonstrate initiative, responsibility, self-control, adequate social adjustment and emotional maturity
4. Exemplary attendance

Procedure

1. The parent should submit a written request to the HMA Administration toward the end of the school year, including the following:
 - a. reason for desiring acceleration
 - b. suggested program for completing the requirements
 - c. written consent of parents or guardians
2. Upon preliminary approval by HMA Administration, the student and parent will meet with the Administration to develop a formal program of completion.

3. The student's program will be reviewed at the end of the first semester. If the student is maintaining all qualifications as stated above, they will be granted final approval.
4. A student on the accelerated program must complete all the requirements for graduation.
5. An accelerated student must complete 10 units of religion for each year enrolled in a Seventh-day Adventist school.
6. If at any time the student does not meet the above criteria, they will be asked to resume the regular four-year curriculum.

Chapels/Spiritual Activities

Hawaiian Mission Academy is a Seventh-day Adventist institution. Admission to HMA is not predicated on membership in the Seventh-day Adventist church. However, there is an emphasis on Seventh-day Adventist beliefs and values within its school curriculum, chapels, and spiritual activities.

HMA's goal is to present "an education that is as high as heaven and as broad as the universe; an education that cannot be completed in this life, but that will be continued in the life to come; an education that secures to the successful student his passport from the preparatory school of earth to the higher grade, the school above." Education p. 19. HMA believes that the mental, physical, and spiritual faculties need to be developed together for a well-balanced individual. Thus, HMA seeks to provide opportunities for students to develop moral reasoning that leads to moral actions.

During the school day, attendance at chapels and spiritual activities are required. If spiritual activities fall outside normal school hours, attendance is not required but encouraged. While there is no requirement for baptism or a profession of faith into the Seventh-day Adventist church, a respect for the Seventh-day Adventist school culture and activities is required.

Course Load

It is suggesting that a student enroll in sixty (60) semester periods, inclusive of physical education and music. All students must be enrolled in at least 5 courses per semester unless approved by HMA administration.

Class Add/Drop

To add or drop a course, students must submit an Add/Drop slip and obtain approval from their parents, teacher, and HMA Administration the first two weeks of a semester. Students will be responsible for making up all work missed.

Students who drop a class after the first two weeks of a semester, will receive a WF (withdraw fail) recorded on the report card and transcript that is calculated in the student's GPA.

Any class lab fees will not be refunded after the class has started.

Class Organization

Class organization provides opportunities for student activities and for student officers to develop leadership skills. Each class has a faculty sponsor. It is required that all class activities be approved and supervised by a faculty sponsor. Every student is classified in one of the four classes and is required to pay the basic dues for the class.

- Freshmen Class (9th grade) – All first-year students are eligible to participate in freshmen class meetings and activities.
- Sophomore Class (10th grade) – All second-year students are eligible to participate in sophomore class meetings and activities.
- Junior Class (11th grade) – All third-year students are eligible to participate in junior class meetings and activities.
- Senior Class (12th grade) – All fourth-year students who will have at least 180 credit units during the current year are eligible to participate in senior class meetings and activities. All seniors must be enrolled in at least 5 classes.

Community Service

Hawaiian Mission Academy has a long history of service to its sister schools, church community, and the community at-large. Following the example of Jesus Christ, our desire is to instill in students a mentality of service. A variety of service opportunities are available through HMA but students are encouraged to attain service hours outside of school.

25 hours of service per year of attendance at HMA is required for graduation. HMA encourages student to find opportunities to serve on campus or in their community. Service hours only count for activities for which one does not receive pay. Service activities are not to include family chores or activities one would normally do for a friend such as helping with schoolwork. These hours are to be recorded and submitted to the HMA for credit. Non-HMA service activities will be reviewed by administration and credit will be given, if approved.

Curriculum

Hawaiian Mission Academy's course offerings are updated annually and can be attained in the front office.

To be a full-time student at Hawaiian Mission Academy, a student must be enrolled each semester in a minimum of five full credit courses. Four of those five courses must not be Physical Education. If it is necessary to drop to fewer than five courses, a written request from the parents must be submitted to and approved by the HMA Administration.

Note: Students who are not enrolled on a full-time basis are not eligible for class or organizational leadership or the athletic program.

Exams/Final Exams

Hawaiian Mission Academy utilizes exams as an assessment tool throughout the semester, while final exams are utilized at the conclusion of each semester to verify student learning. To preserve the quality and accuracy of final examinations, HMA strongly discourages students from leaving early for the winter break or summer break. An early final exam will lead to difficulties in test administration along with the possibility of a different grading/scoring of the exam.

Special circumstances can be brought to the Administration and appealed for an early exam. These requests must be made in writing 4 week prior to the examination date.

Facts SIS/RenWeb

Hawaiian Mission Academy utilizes Facts/RenWeb as its school information software. Facts/RenWeb records and stores various student information such as student applications, academic records, attendance records, grades, and transcripts.

Parents/Guardians can create a ParentsWeb account which will provide real-time access to current grades, assignments, attendance, and other pertinent information. For account set up, contact the front office. Weekly, parents/guardians will receive an email with a link to current grades.

Failed Coursework/Correspondence/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 a pre-approved online course. The online educational institution must be approved by HMA administration to receive credit.

The correspondence work should begin immediately after notification of a failed course. The student should complete the correspondence work prior to beginning the next year. Failure to complete correspondence work may affect the student's class standing and eligibility for class activities.

Graduation

Graduation activities for the 12th grade are planned and conducted by the administration of Hawaiian Mission Academy. Student participation in the graduation activities is a privilege and not a right. The administration of the school reserves the right to deny participation in the graduation activities to any student who does not meet the established criteria for academic and citizenship standards. During the graduation activities, any student who refuses to abide by the specific instructions/guidelines that are given by the class sponsors and/or administrators will be denied the privilege of continued participation in the remaining graduation activities.

Graduation Requirements

Hawaiian Mission Academy awards a diploma to each student who earns 240 semester periods. Five semester periods of credit is defined as a minimum average of 200 minutes of class per week for one semester of non-laboratory courses and a minimum average of 240 minutes of class/laboratory per week for one semester for laboratory courses.

Subject Area	General Diploma	Advanced Diploma*	Clarification
A. Basic			
Bible/Religion	40sp	40sp	See Note 1
English	40sp	40sp	
Health Education	5sp	5sp	
Mathematics	20sp	30sp	
Modern Language		20sp	See Note 2
Physical Education	30sp	30sp	See Note 3
Science	20sp (10sp may be non-lab)	30sp	See Note 4
Social Studies	30sp	30sp	
Subtotal	185sp	225sp	
B. Cognates			
Computer Applications	10sp	10sp	

Community Service	required	required	See Note 5
Fine Arts	20sp	20sp	See Note 6
Subtotal	30sp	30sp	
Total	215sp	255sp	
Electives - Total Courses from Basic, Cognate, and/or other electives, offered by the school	25sp	15sp	See Note 7
Minimum Credits Required for Diploma	240 semester periods	270 semester periods	

Note 1: The Bible/Religion requirement is to be met by completion of a minimum of 40 semester periods of 5 semester periods for each semester of attendance in a Seventh-day Adventist school in grades 9-12.

Note 2: The study of modern language is not required for the basic diploma. Twenty semester periods of the same modern language are required for the Advanced Diploma.

Note 3: The physical education credit can be earned over six of the eight semesters (30sp). Ten semester periods can be attained through participation in varsity sports. Each season of a varsity sport will be counted as 2.5sp. Thus, four seasons of any sport or a combination of sports will equal ten semester periods (10sp).

Note 4: The science requirement must include ten semester periods of Biology, taught as a laboratory course. Thirty semester periods of a laboratory science are required for the Advanced Diploma.

Note 5: The community service requirement is 25 clock hours per year of attendance in a Seventh-day Adventist school (grades 9-12). Students must complete a community service form and the activity approved by administration to meet this requirement.

Note 6: The fine arts requirement can be met by completion of fine arts courses as offering by HMA. Courses not offered by HMA must be approved by administration in order to receive credit.

Note 7: The electives requirement can be met by completion of any course offered by HMA. Courses not offered by HMA must be approved by administration in order to receive credit.

*To receive the Advanced Diploma, the student must have a cumulative GPA of at least 3.0.

Grade Reporting

The school year is divided into four quarters however the grades are calculated per semester. The 1st quarter is integrated into the 2nd quarter to create the 1st semester grade, while the 3rd quarter is integrated into the 4th quarter. The semester grades are used to calculate grade point average (GPA) and recorded on the student's permanent transcript.

AP and Dual Credit courses are calculated on a Weighted GPA scale due to its rigor. The following grading system is used for grade calculation:

Percentage	Letter Grade	Unweighted GPA	Weighted GPA
93-100	A	4.0	5.0
90-92	A-	3.7	4.7
87-89	B+	3.3	4.3
83-86	B	3.0	4.0
80-82	B-	2.7	3.7
77-79	C+	2.3	3.3
73-76	C	2.0	3.0
70-72	C-	1.7	1.7
67-69	D+	1.3	1.3
63-66	D	1.0	1.0
60-62	D-	0.7	0.7
0-59	F	0.0	0.0
	I	Not counted	Not counted
	W	Not counted	Not counted
	WF	0.0	0.0

Graduation Honors Recognition

Hawaiian Mission Academy recognizes graduates for their academic achievement as represented by the cumulative grade point average. Graduates will be recognized with a graduation cord assigned to their classification.

- 3.75 and above – Highest Honors
- 3.50-3.74 – High Honors
- 3.25-3.49 – Honors

Home School Students

Students transferring into Hawaiian Mission Academy from a home school situation shall request an interview with HMA administration 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.

HMA reserves the right to determine the amount of credit that may be transferable. Grades from home schooling coursework will be accepted but will not be computed in the HMA grade point average (GPA) calculations. Transfer grades will be recorded on a pass/fail basis.

Honor/AP Courses

Students enrolled in an honor/AP course will be expected to maintain a minimum grade of a C (73%). If a student receives a grade lower than a C in an honors course, their grade will be recorded for the regular course and not the honors course.

Incomplete Work

A student may receive an I (Incomplete) in a course if a student has had a long-term illness, death in the family, or other situation where the student has not been able to complete the required work. The student must make arrangements for completion of the work with the teacher.

Technology

Computers and other electronic devices are used in a variety of means by students, faculty, and staff. The goal is to integrate technology into student learning so that students develop a proficiency in various uses: research, communication, development, and collaboration.

The use of technology is encouraged by HMA but its use will be determined by the individual teacher's classroom policies.

Transfer Credit: Correspondence/Distance Education, Summer School Courses

Correspondence, distance education, and/or summer school courses are not to form the core curricular offerings of the school but are used only to supplement the program to meet specific student needs.

HMA reserves the right to limit the number of correspondence courses taken at one time and total number of correspondence courses throughout the high school education.

These courses may be taken for any of the following reasons:

1. As enrichment or to take a course not offered by the school.
2. To make up credit for a course that was failed.
3. Conflicts and problems with the schedule.
4. To help the student achieve college preparatory status.
5. Based on the needs, interests, and abilities of the student.

All correspondence, distance education, and/or summer school courses must be pre-approved for credit by HMA administration.

Student Life Policies

Attendance Policy

Hawaiian Mission Academy believes that the classroom experience cannot be duplicated. Success in school is directly related to a student’s attendance. Students who are absent from classes miss a variety of significant learning experiences that harms the student academically and places an unnecessary burden on the teacher and student. Our community of parents, faculty, and administrations are all needed to help our students achieve good attendance habits each year.

The school strives to be fair and understanding with all students and families in the area of absences. The school desires the support and cooperation of students and families in school attendance. We highly discourage parents from removing students from school for vacation, celebrations, shopping, business appointments, etc.

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

An absence is defined as missing the entire class period.

Absence Limit

Any student who is absent from a class for more than 14 class periods in a class per semester for any reason (excused or unexcused), except for school-related activities, will not receive credit in that class. Special circumstances exist where a student may petition the HMA Administration for reinstatement to the class.

If a student misses an entire day of class, they will receive an absence in each class. These absences will count towards the absence limit for each class. Excessive attendance issues may impact eligibility for AP courses, NHS membership, and leadership positions.

Examples of (but not limited to) absences that count toward the absence limit	Examples of (but not limited to) absences that do not count towards the absence limit
<p>Excused absences:</p> <ul style="list-style-type: none"> • Illness • Medical, Dental, Optometrist, or Chiropractic services • Court appearance 	<ul style="list-style-type: none"> • Class field trips • Leadership Conference

<ul style="list-style-type: none"> • Hardship situation where it has be pre-approved by HMA Administration • Pre-arranged family vacation <p>Unexcused absences:</p> <ul style="list-style-type: none"> • Vacation where absences were not pre-arranged • Student is attending a non-school event <p>Truancy</p> <ul style="list-style-type: none"> • Skipping class • Leaving campus • Leaving class without permission • Loitering on campus during class period 	<ul style="list-style-type: none"> • Music Tour • Mission Trip • College Visits • Senior Trip • Death of a family member • School Sports (leaving early for games or tournaments) • Other trips and activities approved by administration
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Tardies

The tardy policy applies to total tardies accumulated, not tardies per class. Tardy tallies will restart over each semester.

- Tardiness is defined as a student late to school or to class
- Students are considered tardy if they are not inside the classroom when the class period bell rings
- All unexcused class tardies will count including chapels and worships
- Parents/Guardians are only allowed to excuse tardies for the first period of their student’s school day. Once a student is on campus, tardies during the rest of the school day cannot be excused by the parent/guardian. School administration may only excuse tardies during the school day.

Every 4 tardies will equal 1 detention.

Excused Absences

Missing class harms the student academically and places an unnecessary burden on the teacher and student. Excused absences will allow a student to makeup work missed on the date of absence or turn in assignments after the absence. Examples of excused absences are listed in the chart above.

- For any medical, dental, optometrist, or chiropractic appointments, students must bring a medical note upon return to campus.
- Parents are asked to email the front office, info@hawaiianmissionacademy.org or call 536-2207 by 9:00am the day of, to report a student's absence or tardy.
- If a student is injured and the injury may impact school attendance, please inform the school as soon as possible. Please provide a medical note indicating any limitations or exclusions.
- When a parent/guardian fails to call or report an absence on the same day, there will be a two week grace period following the absence to be excused.
- All absences including excused absences count towards the absence limit.
- In order for a student to be eligible to participate in any school athletic activity, the student must attend at least 50% of their classes on the day of the event.

Pre-arranged Absences

Any pre-arranged absence must be submitted to the HMA Administration at least one week in advance. Pre-arranged absences may be excused but will count towards the absence limit.

- A "pre-arranged absence request form" must be obtained from the front office.
- Students must get teacher signatures for each of their classes prior to submitting the form to the office.
- The length and type of makeup work for the pre-arranged absences will be a day for a day. For example, 1 day of absence equals 1 day beyond due date.
- Unapproved pre-arranged absences will not be excused and the student will not be allowed makeup work.

ASHMA

The Associated Students of Hawaiian Mission Academy is the governing body for the student body. Its function and purpose, along with eligibility for office is outlined in the ASHMA Constitution.

Audio/Video Recordings

Students in violation of the following polices regarding recordings may be subject to disciplinary action which includes but is not limited to demerit, detention, community service, suspension, and exulsion:

Classroom

Audio and video recordings are prohibited without explicit permission of the teacher and notice to all students in the class. Such recordings, when permitted, are for personal use only and may not be

uploaded to the internet or otherwise shared, transmitted, or published without the prior consent of the teacher.

Student to Student

Hawaii recording law stipulates that it is a one-party consent state. It is a criminal offence to use any device to record or disclose communications, whether they are wire, oral or electronic, without the consent of at least one person taking part in the communication. This means that in Hawaii, a student may record a conversation if they are a contributor, or with prior consent from one of the involved parties.

3rd Party Recordings

A student is not allowed to record audio or video conversations that they are not a part of without the consent of at least one party. A 3rd party student may gain consent to make a recording by:

- Getting verbal or written consent prior to the recording being made.
- A verbal notification being played before the conversation begins. For example: “This conversation is being recorded...”
- An audible beep tone being repeated at steady intervals during the duration of the conversation.

Breakfast/Lunch

The school cafeteria provides food for sale during breakfast and lunch. Breakfast will start at 7:00am and conclude at 7:45am in order to assist students in attending their classes on time. Students may not eat in hallways or classrooms. Students are expected to eat their meals in the cafeteria or the cafeteria lanai. Meals may only be eaten in classrooms if there is a class or ASHMA meeting.

Bullying

Hawaiian Mission Academy prohibits all forms of bullying. The school therefore forbids bullying behavior, regardless of the location, time, or medium of that behavior, that creates a hostile environment at HMA for a targeted student; infringes on the rights or well-being of a targeted student at HMA; or materially and substantially disrupts the educational or the orderly operation of HMA. As a result, a student may face disciplinary consequences for conduct that occurs off-campus and outside of school hours. Most bullying behavior has the following in common:

- it is deliberately hurtful;
- it is repeated, often over a period of time;

- it is difficult for the target of the bully or bullying behaviors to defend themselves against the negative behavior.

Bully or bullying behavior includes intimidation or harassment that causes a reasonable student to fear for their physical safety or property. Bully may fall into, but is not limited to, the following categories: physically bullying, verbal bullying, written bullying psychological bullying, cyber-bullying, racial bullying, and bullying on the basis of gender identity or expression, or on the basis of sexual orientation.

The above prohibitions apply regardless of the medium – for example, and without limitation, in direct personal interactions, in any electronic or voice communication, and on blogs, social networking sites, web forums or other online sites.

Students who feel that they have been the victim of bullying, or who witness or learn of the bullying of another student, are strongly encouraged to report the matter promptly to school administration.

Students found to be in violation of this policy may be subject to disciplinary action, up to and including dismissal.

Campus Hours

The HMA campus is only supervised during normal hours of operation. Outside of these hours, parents/guardians are discouraged from having their day students on campus. There may be school programs outside of normal hours of operation where supervision is provided for participating students (ex. athletic practices and games, ASHMA events). HMA assumes no responsibility of supervision for day students during these hours of non-operation. Additionally, HMA assumes no responsibility of supervision for non-HMA students on campus at any time.

- School Days
 - Mondays-Thursdays: 6:30am-4:30pm
 - Fridays: 6:30am-2:00pm

A day student is defined as a currently enrolled student who does not reside in the HMA dormitory.

Parents/guardians assume liability for their student's locations before and after school hours. Once a student leaves the school campus, it is assumed that parents/guardians have given permission for their student to leave campus by foot or by vehicle (regardless of the driver), unless specific instructions have been given to school administration.

Any students leaving earlier than the end of the school day must sign out with the front office with authorization from a parent/guardian. In the case that a non-parent or guardian is picking up a student, the parent/guardian on record will be contacted before the student is released.

Care of Property

Each student is expected to respect the property of the school and 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 may be recommended for expulsion.

Cellular and Mobile Devices

Use of cell phones and mobile devices is permitted in classrooms only with the explicit approval of the teacher. Use of cell phones and digital music/media players is prohibited during assemblies, performances, chapels, or other gatherings. Students should be considerate of those around them and may be asked to excuse themselves from spaces if their use of such devices is disrupting others. Students who misuse their phone or other mobile devices should expect to have their devices confiscated and turned into the administration office.

Chapels/Worships

Chapel and worships are very important for spiritual growth and for building school spirit. Courtesy and appreciation should be shown to all speakers, performers, and program participants. Students demonstrate respect by not sleeping, not using cell phones and by not bringing books, notebooks, or other materials for studying or reading to chapels or worships. These items may be confiscated by teachers during chapels/worships and turned into Administration. Students can collect items from the high school office at the end of the school day.

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-reporting incidents. Teachers are to inform the Principal of any reports they have made or intend to make to CPS.

Closed Campus

Hawaiian Mission Academy strives to create a secure campus for the safety of its students. Students are required to enter and exit campus only through the Pensacola entrance. Students are required to stay on

campus during the school day and are not permitted to leave for lunch. A student who leaves campus without permission will be subject to disciplinary policies. In case of an emergency or an approved appointment, permission to leave campus may be obtained at the high school office where the student must sign out. In addition, a parent/guardian must also sign out their student or provide communication prior to the student leaving campus.

Demeaning language and images

HMA prohibits any student from using words or images that demean or denigrate other individuals on the basis of social identities. This prohibition includes but is not limited to slurs and other demeaning words and images, defacement or use of insulting images related to actual or perceived race, color, national origin, religion, sex, sexual orientation, age, and disability.

This prohibition applies regardless of the medium. Students found to be in violation of this policy will be subject to disciplinary action, up to and including dismissal.

Detention

Hawaiian Mission Academy utilizes a detention program which requires students to attend assigned period. This assigned period supersedes all extra-curricular activities which includes but it not limited to athletic practices and games, club meetings or events, class meetings or events, and ASHMA meetings and events. Upon receiving a detention notification, a student must serve the detention within 1 week.

Detention periods are offered twice per week from 4:00-5:00pm. If a detention period is not served the following process will be followed:

- 1st offense: detention is doubled, and the student must serve 2 consecutive detentions for the disciplinary infraction and the missed detention period.
- 2nd offense: a meeting will be conducted between students, parents/guardians, and HMA administration, which may result in more severe consequences that may include a school suspension.
- 3rd offense: a meeting will be conducted between students, parents/guardians, and HMA administration, which may result in more severe consequences that may include a recommendation for expulsion.

Disclosure or Student Information

Hawaiian Mission Academy will not disclose information about any student or parent to any person or business without the written permission of that student and parents. The academy will release information to its employees and volunteers when it is deemed necessary for the administration of the academy's regular programs, activities, and procedures.

Dress Code

Hawaiian Mission Academy's dress code reflects a commitment to maintain a safe, modest, and Christ-centered learning environment for all students at all times. A student's compliance with the dress code will be determined by HMA staff and administration. However, it is the parents' responsibility to make sure that their student has and comes to school wearing the appropriate school clothing.

School Hours

- Tops: Monday through Thursday, all students must wear the HMA school uniform polo which is available only in the front office.
- Jackets and Sweaters: If the student desires to wear clothing over the uniform polo, only HMA jackets and sweaters in the front office are allowed.
- Bottoms: Monday through Thursday, students may wear khaki, navy blue, or black colored bottoms. Acceptable bottoms are walking shorts or khaki-style pants. Spandex, leggings, jeggings, yoga pants, skirts, or skorts are not acceptable. All shorts and pants must fit either with or without the support a belt. There should be no exposed underwear.
- Shoes: shoes of any kind including slippers and "flip flops" may be worn. Closed-toed, athletic shoes will be required for science labs and PE classes.
- On Fridays, students will be allowed the option to wear any HMA uniform polo or HMA related shirt. In addition, students may wear tops in relation to HMA school activities (college visits, sports tournaments). Students are also provided the option to wear jeans.
- Jewelry such as earrings (and transparent studs), necklaces, chains, rings, bracelets, and anklets are not permitted.
- Body piercings and/or tattoos may not be visible.

HMA Activities and Events during Non-School Hours

- All clothing should be neat, clean, modest, in good repair, and of appropriate size and fit.
- All shorts and pants must fit either with or without the support of a belt. There should be no exposed underwear, including bra straps.
- Writing on clothing that does not dishonor God is allowed. Clothing with slogans or designs suggesting ideas or behaviors out of harmony with Adventist beliefs are not accepted. This includes, but is not limited to, any promotion of alcohol, tobacco, drugs, profanity, the occult, sex, violence, skulls, and non-Christian music groups.

- 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.
- Body piercings and/or tattoos may not be visible.

Swim Attire

- Boys: board shorts and swim trunks must be longer than mid-thigh.
- Girls: 2 piece swim attire are permitted but the tops must not show cleavage. The bottoms must cover one's entire rear. Athletic shorts or spandex shorts are strongly encouraged.

Banquet Attire

- Boys
 - Properly fitted pants
 - Suit jacket, sweater, and/or dress shirt is required. Tops should not expose the chest or be backless.
 - Materials of clothing must not be sheer or see-through unless the clothing underneath meets all other requirements.
- Girls
 - Dresses/skirts must be longer than mid-thigh and/or must not have a slit above mid-thigh.
 - Tops must not reveal cleavage or be backless.
 - Materials of clothing must not be sheer or see-through unless the clothing underneath meets all other requirements.

Electronics, Social Media

Nonverbal, oral or written communication, on and off campus, including video, pictures, and graphics on classroom computers, personal computers, smart-phones or other devices, must demonstrate a positive purpose and basic Christian principles of decency. Should the school become aware that a student has been communicating inappropriate content on or off campus or misrepresenting the Christian values of the school in communication, the student will be subject to disciplinary action including expulsion.

FERPA

Hawaiian Mission Academy is a private religious school that does not accept federal funds. As such, it is not subject to the provisions of the Federal Educational Rights and Privacy Act (FERPA). However, your records will only be readily available and accessible to authorized personnel, the student, or the parent/guardian.

Fire Alarm 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 Honolulu Police Department.

Food Service

In accordance with the Seventh-day Adventist Church's guidance on health (www.adventist.org/people/health), Hawaiian Mission Academy promotes a vegetarian diet. All meals provided by Hawaiian Mission Academy will be vegetarian. Breakfasts and lunches are available for purchase from the school cafeteria. Though HMA promotes a vegetarian diet, it also respects the choices of individuals and families. Students may bring meat in their personal meals to the school campus but it is strongly encouraged to not share meals for the health safety and respect of others.

Gambling

Gambling or any kind is prohibited at Hawaiian Mission Academy. Gambling activity may result in disciplinary action.

Homeroom/Worship

All students are assigned to a homeroom teacher. This is a period for worship, announcements, communication, voting, and other activities. An absence or tardy in this period is equal to that of a full period.

Internet Use

HMA is pleased to offer our students access to the school network for electronic mail and the Internet. While our intent is to make Internet access available to further educational goals and objectives, students may, on their own, find ways to access other material as well. HMA believes that the benefits to students from access to the Internet exceed any disadvantages.

Students are responsible for good behavior on school networks just as they are in the classroom or school campus. Communications on the network are often public in nature. General school rules for behavior and communication apply.

The network is provided for students to conduct research and communicate with others. Access to network services is a privilege, not a right, and responsible behavior is expected. The school has the right and duty to monitor and restrict sites visited. This responsibility extends to any communication to or from sites.

It is not possible to list all activity that is not permitted, but the following are examples of unacceptable behavior that extends to all technology:

- Sending or displaying offensive messages or pictures
- Distributing personal information about yourself or any other student on sites using chats, blogs, social networking, or email
- Arranging a meeting with an online contact without school or parental approval
- Using obscene language
- Harassing, insulting, or stalking others
- Damaging computers, computer systems, or computer networks
- Violating copyright laws
- Using another person's password or sharing your password with others
- Browsing in another person's folders, work, files, and/or devices without permission
- Using profiles or any other technology to bypass the school's filtering
- Using the network for commercial purposes

Leadership Eligibility

Leadership at Hawaiian Mission Academy is a privilege that is earned. To be eligible for election, students must meet GPA (grade point average) requirements in the semester prior to election:

- Presidents and Vice-presidents
 - GPA of 3.0 or above
- All other offices
 - GPA or 2.5 or above

In addition, students are expected to maintain grade standards throughout the term of office. To maintain office, a student must maintain the same academic requirements as eligibility during the current semester report card. The student must also not have any major disciplinary incidents during their current term.

Lockers and Backpacks

As a convenience to students, HMA provides school lockers for each student. The administration reserves the right to inspect these lockers at any time. Students are urged to use these lockers for storing all their academic and personal items.

The gym locker room is to be used only during the student's PE class. The doors will be locked during class time and when the gym is not being used for classes. Locker rooms are off limits for students unless they have a PE class. Each student is responsible for securely closing his or her gym locker.

Backpacks are for the storage and transport of school related items and personal effects. With reasonable suspicion, the administration reserves the right to inspect a student's backpack at any time. The school is limited in its ability to track down missing items from unattended backpacks. In an effort to motivate students to care for their backpacks and personal effects, HMA may be periodic sweeps of the campus to pick up any unattended items. Students will need to come to the office to retrieve their personal items. Parents will be notified to help students care for their belonging.

Loss of Personal Items

Students are strongly encouraged to keep all personal belongings in the school-provided locker. Students are discouraged from keeping valuable items in their school lockers or sharing the combination to their lockers with others. Though there are security cameras present on campus, HMA is not liable for any loss of unattended personal belongings on campus or in school lockers. HMA will investigate any loss to the best of its ability but the recovery of the items or the financial replacement of lost items is not guaranteed.

Off-campus Activities and Behavior

If a student engages in activities and behaviors off-campus (including non-school hours) that are inconsistent with HMA's beliefs during their enrollment at HMA, that student may be asked to withdraw from school. This includes but is not limited to the partaking or distribution of alcohol, tobacco, e-cigarettes, controlled substances, and participation in illegal or criminal behavior.

Open Flames

The use of any open flame, which includes, but is not limited to, lighted cigarettes, candles, incense, matches and lighters, in any school building, except under faculty or staff supervision, is not permitted. Tampering with fire prevention devices (smoke detectors, fire extinguishers, etc) puts others at risk and is forbidden. Creating a potential fire hazard will result in disciplinary action.

Overnight Trips

Trip sponsors will provide details of cost and an itinerary that include dates for payment. Students must be financially cleared by the school business office before being allowed to go on the trip.

Photo Release/Use of Likeness

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. The school often produces and uses photographs and videos for school publications, social media, and website. In addition, newspapers, television, or radio stations may feature our classes, school program, students, or school activities in news stories.

Photographs, film, video, or 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/guardians/sponsors' wishes and not include their student in such activities at the time the students are being photographed, filmed, or recording, we will not publish any photo, video, or recording identifying your student. Parents not wished to have their student's photo published must do so in writing and notify the principal directly.

Pregnancy

If a female student becomes pregnant or a male student fathers a child during their enrollment at HMA, the student will be asked to withdraw from school. Re-enrollment will be considered on a case by case basis.

Retaliation

HMA prohibits all forms of retaliation. Retaliation is any form of intimidation, reprisal, bullying or harassment directed against a student who reports unlawful discrimination, hazing, harassment, or bullying, provides information during an investigation of unlawful discrimination, hazing, harassment, or bullying, witnesses or has reliable information about any such incident or behavior.

School and Personal Property

School property includes, but is not limited to, desks, lockers, school computers or electronic devices, classrooms, common areas, school athletic equipment, school vehicles, and any other property owned or controlled by the school. Students have no privacy rights or expectation of privacy in the utilization or any school property. The school may search school property at any time for any reason.

Student property is generally defined as the student's own body and any item owned by the student or worn by the student. Student property includes, but is not limited to, student-owned backpacks, bags,

purses, computers or electronic devices, telephones, clothes, and student or parent/guardian owned vehicles. Student property may be searched under certain circumstances to maintain student safety or to enforce school rules or policies.

School Search Policy

The Hawaiian Mission Academy School Search Policy is effective for all students attending HMA. This policy is designed to balance the privacy of the individual student while allowing school officials to maintain a safe environment for all students.

- HMA reserves the right to search student property, including cars parked on campus, and personal belongings (including backpacks, purses, phones or other electronics) for objects, materials or evidence deemed noncompliant with the school rules and regulations, or which threaten the safety of the school or its students.
- School owned and controlled areas (including lockers, desks, computers or other electronic devices, and storage areas) may be searched without cause even if containing personal belongings of students.
- A limited search of the person of the student may be conducted by a teacher or administrator based on reasonable suspicion that the search will find contraband or evidence of a crime.

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 ends (coverage is extended for any additional time required when traveling in school-furnished transportation, or off-campus trips).
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 accidental insurance is included in the tuition and fees paid at registration. A signed application is required of each student before registration is complete. The accident insurance policy is a supplementary policy. In the event that the student does not have any insurance coverage, the student accident policy covers for primary care.

Dormitory students are automatically covered under a 24-hour basis by paying an additional premium at registration.

This insurance does not cover health and sickness. It is strictly accidental coverage. Illness treatment costs are the financial responsibility of the student's parent/guardian, or financial sponsor.

Students of Age

Students, who turn 18 years of age prior to graduation from Hawaiian Mission Academy, surrender their non-minor rights while on campus or during any school-related activity. They are required to abide by all school rules and policies. This includes, but is not limited to, the signing of attendance irregularity notes, permission slips, off-campus form, or school-parent communication forms.

Teacher Assistants

If a student has an unscheduled period during the school day, they are encouraged to work as a teacher as a teacher assistant (TA). Students are required to complete community services hours and can be fulfilled through a TA period. With approval, a student may be paid instead of receiving community service hours. A student worker may not skip work and must stay at his/her place of work for the whole class period. If a student worker is dismissed, they will be assigned to a class.

Tobacco, Nicotine, Vaping, and Controlled Substances

HMA is a tobacco-free campus. In keeping with the stance of the Seventh-day Adventist church in the promotion of a healthy lifestyle, HMA prohibits possession, sale and/or use of all tobacco products and nicotine delivery systems, as well as the recreational use of all tobacco and nicotine products, including e-cigarettes and vaporizers while on campus, at school-sponsored events, or while under the school's jurisdiction.

HMA also prohibits the use of any controlled substance without written approval by a physician and HMA Administration.

Weapons or Dangerous Substances

The possession or use of weapons or dangerous substances, including fireworks, firearms, firearm or paramilitary paraphernalia, knives, any other weapons (or associated paraphernalia), or a dangerous item or substance that causes intimidation or threatens the safety and well-being of another will result in disciplinary action.

Financial Information

Financial Policies

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. Outstanding account balances from this school or any other school must be settled and/or payment plan arranged prior to enrollment.
3. Financial records, reports, and transactions are shared only with the parents and/or legal guardians of the registered student.
4. Accounts are due monthly. A cash discount of 5% will be granted for payment of 1 semester or the entire year, off of the tuition and required fees.
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, academic services may be suspended to your student.
6. If the past due account is not resolved, the parents/sponsors/guardians may be requested to sign a withdrawal form from HMA at the business office. HMA 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/sponsor/guardian to pay their bill faithfully each month may result in the forfeiture of financial aid or scholarship of any kind.
8. Accounts are to be cleared or arranged for clearance before semester examinations. Students may not be permitted to take semester exams if the student's account is not cleared.
9. Accounts are to be paid in full before final grades or diplomas are issued.
10. All international students must pay for the entire year in advance. They will forfeit any/all prepaid tuition and dormitory fees if they withdraw, are asked to leave the dormitory due to a disciplinary matter, or expulsion.

Tuition Rates and Financial Aid

Hawaiian Mission Academy has different tuition rates depending on the student. Hawaiian Mission Academy receives a financial subsidy from the Seventh-day Adventist churches of Hawaii for the school in its entirety and for students whose membership or whose parents' membership is at one of the Seventh-day Adventist churches.

Hawaiian Mission Academy offers financial aid to families in need. Financial aid is dependent on donations from the HMA alumni, community, and supporters. Thus, the financial aid offerings may vary from year to year and is not guaranteed during their enrollment at HMA.

Payment Options

The tuition can be paid in three options:

1. Monthly: this payment plan can be split into either 10-month or 12-month plans. Enrolling in a monthly plan necessitates enrollment in the Tuition Refund Plan (TRP). The TRP is an insurance that provides assistance to HMA for financial loss during the academic year due to student withdrawal, dismissal, or extended medical absence.
2. Semester: this payment plan qualifies for a tuition discount. The discount is only applicable if the payment is made by the 1st day of the new semester. If a student is withdrawn or expelled, the remaining tuition is non-refundable. The student/parent/guardian may apply for a tuition refund exemption with extenuating circumstances.
3. Yearly: this payment plan qualifies for a tuition discount. The discount is only applicable if the payment is made by the 1st day of the school year. If a student is withdrawn or expelled, the remaining tuition is non-refundable. The student/parent/guardian may apply for a tuition refund exemption with extenuating circumstances.

Family Discount

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

Refunds & Tuition Refund Plan

When a financial plan is signed, the financial obligation to HMA is for the full annual tuition. HMA cannot refund tuition or cancel unpaid obligations if your child withdraws from school. Reasons may include but are not limited to:

- Family move
- Change of objective
- Injury or sickness
- Death of parent or student
- Disciplinary dismissal
- Scholastic difficulties
- Financial problems
- Mental health conditions
- Job loss

The Tuition Refund Plan assists in the annual payment in being reimbursed for tuition and dormitory fees in the event of early student withdrawal or dismissal from school, to HMA. As such, the Tuition Refund Plan is required for all students except those who have paid the half or full year in advance.

International Students

As recommended by the United States Department of Homeland Security, financial plans can only be arranged by yearly payments with no tuition discounts (applicable enrollment discounts may be applied). Students will not be given an I-20, student visa without the full year tuition payment. Details for payment details can be provided from the HMA front office.

Past Due Accounts

If an account becomes 30 days overdue, satisfactory arrangements must be made with the business office for the student to continue in school. If satisfactory arrangements are not made, academic services may be suspended.

If the past due account is not resolved, students may not be able to participate in overnight trips (ex. sports tournaments, class trip) regardless of whether a trip payment has been made. The trip payment would either not be accepted or it will be refunded to the family.

If the past due account is not resolved, the parent/guardian may be requested to sign a withdrawal form from HMA. The administration has the right to ask the student to withdraw from school for financial reasons.

Failure on the part of the parent/guardian to pay their bill faithfully each month may result in the forfeiture of financial aid or scholarship of any kind.

Accounts are to be cleared or arranged for clearance before semester examinations. Exams may not be permitted until the student accounts are cleared or satisfactory arrangements have been made.

Force Majeure Clause

The school shall not be liable to the parents or students for delays or failures in performance of any teaching or educational obligations resulting from unforeseen causes beyond the reasonable control of the school, including without limitation, acts of God; inclement weather; acts of war or public enemy; riot; fire; explosion; accident; sabotage or terrorist act; governmental or court-ordered laws, regulations, requirements, orders or actions; national defense requirements; injunctions or restraining orders; failures beyond the reasonable control of either party (hereinafter "Force Majeure Event"). Termination or expiration of the Parent's obligations or the payment of tuition for any reason, including by reason of a Force Majeure Event, will not affect or negate any obligations of the Parents which arose prior to the

effective date of such termination or inability of the school to provide or complete any educational obligations, including without limitation, Parent's obligation to pay tuition payments.

Safety and Emergency Procedures

Asbestos Notification

Hawaiian Mission Academy has buildings, some of which have and/or may have asbestos containing materials (ACM) in a non-friable condition that presents no hazard to anyone. Asbestos is contained in floor tiles in portions of the main hallway and the office, and in insulation on the underside of sinks in some of the upper grade classrooms.

Asbestos is possibly contained in wallboard in various places in the main building and computer lab, as well as in the roofing materials on all buildings. This use of asbestos poses no health risk to students or employees. Carpeting covers the ACM in the main hallway and the office.

Hawaiian Mission Academy's ACM are inspected semi-annually and managed according to AHERA regulations. Record of our management and training are in our school management plan that is on file in our office and at the Hawaii Conference office. Our management plan is available on request.

Our designated local Education Agency manager is the Superintendent of Education for the Hawaii Conference of Seventh-day Adventists. The superintendent can be reached at 808-595-7591.

Emergency Closings

If the school opening is delay or a school day is canceled because of weather, road conditions, or other unforeseen situations, families will be notified via email and social media. Please ensure that your family's contact information is accurate and up-to-date.

Active Shooter/Intruder on Grounds

HMA Administration and staff have protocols in place in the case of a crisis. The school will conduct drills during the school year to prepare for these possible situations.

Natural Disasters

Hawaiian Mission Academy is in a low-risk zone according to the Department of Civil Defense. In the event of a natural disaster, Hawaiian Mission Academy will remain open to provide responsible, safe care and to ensure the welfare of all students until such time that parents can safely come and claim their children. If/when a parent or guardian arrives to collect their student, the student will be released into their custody.

Fire

Drills are conducted monthly. The signals for a drill or an actual fire are a flashing strobe light along with an automated verbal announcement regarding evacuation. Students and staff will leave their location and proceed to the main parking lot.

Tsunami

Hawaiian Mission Academy is not in a tsunami evacuation zone, where evacuation is not required during a tsunami watch or warning. HMA will remain in place under either condition and there will likely be no change to the normal schedule. Should parents/guardians decide to pick up their students early, they will be able to do so.

If a tsunami warning is issued prior to the opening of school, classes will be canceled.

Hurricane/Tropical Storm

While Hawaiian Mission Academy is not listed as on the Oahu Hurricane Shelter List, we will follow the guidelines to “shelter-in-place”. HMA will remain in place and will likely not make any changes to the normal schedule. Should parents/guardians decide to pick up their students early, they will be able to do so. HMA is not stocked with emergency supplies and may not be able to provide provisions for a significant amount of time.

If a hurricane warning is issued prior to the opening of school, classes will be canceled.

Earthquake

In the event of an earthquake, students will follow the procedures of HMA. When the shaking stops, classes will cease and parents/guardians will be given the opportunity to pick up their students.

If there is an earthquake prior to the opening of school, classes will be canceled.