

# **PALAU MISSION ACADEMY**



## **Bulletin and Student Handbook**

*A Seventh-day Adventist co-educational four-year senior high school  
Accredited by the  
Accrediting Association of Seventh-day Adventist Schools,  
Colleges and Universities, Inc.*

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## **PALAU SDA SCHOOL BOARD**

Surangel Whipps, Jr., Board Chair  
 Sandra Pierantozzi, Vice Chair  
 Rukebai Inabo, Treasurer  
 Gladden Flores, Secretary  
 Brenda Ngirmerill  
 Tua Tmetuchl  
 Pastor Marino Laurin  
 Karen Kohama  
 Francis Toribiong  
 Lisa Borja Tmetuchl

Invitees:      Nelson Sisior  
 Jesse Malin

### **Palau Mission Academy**

#### **HISTORY**

Palau Mission Academy is the first Seventh-day Adventist school to be established in the Western Caroline Islands and was opened in Palau in 1953. Four teachers taught 55 students in a Quonset hut obtained from the Palau Legislature. PMA was located on the elementary school campus in Koror State.

Enrollment grew rapidly and more land was acquired. In 1963, the High Commissioner of the Trust-Territory authorized the chartering of Palau Mission Academy as a 12 grade school. The first senior class graduated in 1964.

In 1967, a typhoon demolished the academy classrooms, leaving the door open for consideration of a new location for Palau Mission Academy. Plans began to be laid, and God opened the way for the establishment of Palau Mission Academy on 57 beautiful acres at its present site in Babeldaob, Airai State.

#### **STATEMENT OF PHILOSOPHY, MISSION, ACADEMIC GOALS, AND LIFE ROLES PHILOSOPHY**

As Seventh-day Adventists, we recognize the existence of sin and the need for restoration of the divine image in each individual. This restoration is accomplished through the conversion experience and subsequent growth in Christ throughout life. The goals of Palau Mission Academy are for students to cultivate a desire to worship God, to serve humanity, and to be contributing

members of a global society. This education prepares the students for a fulfilling life on earth and for eternal life.

## **MISSION**

Striving to restore God's image in every student.

## **ACADEMIC GOALS**

Palau Mission Academy is committed to providing the academic excellence that will enable students to be successful in high school, to be prepared for further education and employment.

## **STUDENT LIFE**

Academics are an important component of Palau Mission Academy's program. Other aspects of student life include:

### **Spiritual Activities**

At Palau Mission Academy the spiritual focus is very important. We have chapel convocation once a week and morning devotional each day in addition to religion classes each year for all students. There is a week of prayer two or three times a year. At least one is conducted by an invited speaker and selected staff or students conduct the others with an emphasis on pointing students to Christ. PMA is also committed to serve the surrounding communities with community service days throughout the school year.

### **Student Association**

This organization plans many events for students throughout the school year. Starting with our Welcome Back Party and ending with the Spring Picnic, PMA offers several events. Here are a few of the activities the S.A. sponsors:

- Welcome Back Party
- Christmas Party
- Class basketball tournaments
- Valentines Party or Event
- Spring Picnic

At Palau Mission Academy we also provide students with the opportunity to participate in interscholastic sports (ISL). Students must maintain a 2.0 GPA to participate in this sports program.

## **PLACE OF RESIDENCE**

Students attending PMA are to live with their parent(s), or guardians unless they are living in the dormitory on campus.

## **CAFETERIA**

PMA offers meal service to all students for lunch each day served in the cafeteria. Meal tickets may be purchased a month at a time and students may

use them to buy their lunch for \$3.00/lunch not including drinks. Soda's/pop or iced coffee will not be allowed on campus or sold in the cafeteria.

### **SCHOOL DAY**

The school day begins at 8:00 am and ends at 3:05 p.m. each day except Friday when school will dismiss at 12:05 p.m.

### **TRANSPORTATION**

A bus service from Koror is provided for all students. The bus will leave Koror SDA Elementary at 7:15 a.m. each morning. Students are expected to comply with all school policies while on the bus.

### **STUDENT RECORDS**

A student's record is regarded as "confidential." The school without consent may release only Directory information, such as a student's name, dates of attendance, and the most recent previous educational agency or institution attended, unless otherwise directed by the custodial parent. Only the principal or the registrar will have access to student's files. Parents may inspect and review records and are entitled to challenge the content of records.

### **STUDENT GOVERNMENT**

Academy life! Most young people look forward to it eagerly, and most adults look back upon it with nostalgia. Never again will you have so much opportunity for growing spiritually and intellectually, so many congenial friends, and so many activities to choose from. You will also have decisions to make; but you will have available to you professional counsel from your teachers in making those decisions. Your choices here in Academy will reveal whether or not you are becoming a responsible, mature person. School standards, rules, and regulations then become a guide in the matter of conduct and a means of instruction in the development of good citizenship rather than an arbitrary imposition of restrictions. The common good of all is best served when each individual willingly accepts his or her responsibility and loyally supports the government of his school. Such a student considers it a matter of honor to maintain the standards whether supervised or not. Only in this way can be established the powerful influences toward right conduct which should prevail in the Christian school.

### **STUDENT PLEDGE**

It is distinctly understood that students who are accepted to Palau Mission Academy thereby pledge to observe the Christian principles and commitment to scholarly work upon which this academy is operated, whether on or off the campus. If this pledge is broken, it is also understood that by such infractions they may forfeit this membership, and if longer retained, it is only by the forbearance of the faculty. Please read your bulletin carefully so you are aware of all school policies.

## **LEADERSHIP**

### **Qualifications/Loss of Office**

The acceptance of a leadership role as either an elected or an appointed officer carries with it a need for responsibility and accountability. Students who assume these positions should realize that their character and behavior must be exemplary of a Seventh-day Adventist Christian, and the life-style should be in harmony with the goals and purposes of the school and the Adventist church. Students' academic performance, class conduct, attitude, and attendance will be considered in determining eligibility for any elected or appointed office or any other position of leadership. Students on probation will not be eligible for office. Students who come under discipline may forfeit the right to continue serving in any elected or appointed office. A poor attendance record may also jeopardize student positions of responsibility or office. Students may hold only one office at a time. Offices have GPA requirements: S.A. President (must have a 2.75, and other SA officers must have a 2.5 GPA); all other major offices (Class Presidents, Student Senate President, etc.) require a GPA of not less than 2.5 and no "F" grades.

## **TELEPHONES**

The office phone is for school business only. Only in extreme circumstances should students use the office phone. Students should arrange to make calls at times other than during class time, and they should not be called during school hours except in cases of emergency. The school will give its full cooperation in delivering necessary messages as promptly as possible. See cell phone policy on page 19.

## **VISITORS**

Visitors are asked to park in the front parking lot and to check in with the Registrar.

## **WHO MAY ATTEND**

Seventh-day Adventist schools carefully choose their students. Because of the high ideals and objectives maintained by these institutions, young people who are willing to observe the guidelines in this handbook are encouraged to apply. Regardless of race, color, or national origin and religion, PMA welcomes applications from young people whose principles and interests are in harmony with the ideals and traditions of the Academy as expressed in its objectives and policies. Only those who are in agreement with the standards of Christian education and who will cheerfully endeavor to live in harmony with the principles of the school should apply for admittance. Students will have the opportunity to develop spiritually, intellectually, socially, and physically. Membership in the Seventh-day Adventist Church is not required, but it is understood that everyone who is accepted thereby pledges to observe the regulations of the school. PMA was not established for the purpose of offering special education, and therefore is unable to accept students who have serious physical, scholastic, or behavioral problems.

## **ADMISSIONS & REGISTRATION PROCEDURE**

Students must apply and be accepted before registration. The following items must be cleared before registration is completed:

1. Application signed by the student and parent.
2. Evidence of having completed the eighth grade or **OFFICIAL** transcripts from another secondary school if transferring. See 9th grade academic policy below.
3. "Consent to Treatment" form signed by parent/guardian, in case of medical emergencies
4. Student Contract

Upon the receipt of the above information, a letter of response will be sent to the students.

## **CLASS STANDING**

**Freshman.** To be a freshman in regular standing, a student must meet the following requirements:

1. Be registered for at least 6 core credits of the 25 required for graduation.
2. Have recorded in the Registrar's Office a certificate or other proof of graduation from the eighth grade.

**Sophomore.** To be a sophomore in regular standing, a student must meet the following requirements:

1. Have at least 6 core credits to begin with, and 12 core credits by the end of the sophomore year.
2. Have recorded in the Registrar's Office all official transcripts of previous work completed in other schools.
3. Have no Incompletes.
4. Have all correspondence work completed and the transcript files in the registrar's office.

**Junior.** To be a junior in regular standing, a student must meet the following requirements:

1. Have at least 12 core credits to begin with, and 18 core credits by the end of the junior year.
2. Have recorded in the Registrar's Office all official transcripts of previous work completed in other schools.
3. Have no incomplete grades.
4. Have all correspondence work completed and the transcript filed in the registrar's office.

**Senior.** To be a senior in regular standing, a student must meet the following requirements:

1. Have at least 18 core credits to begin with, and 25 credits by the end of the senior year.
2. Have completed the requirements for graduation as set forth below, under Diploma Requirements, by the end of the school year. **Eligibility for senior class privileges includes passing necessary first semester classes—“privileges” include, but are not limited to Senior Trip.**
3. Have recorded in the Registrar’s Office all official transcripts of previous work completed in other schools.
4. Have no “incomplete” grades.
5. Have all correspondence work completed and the transcript filed in the registrar’s office by April 1.

## DIPLOMA REQUIREMENTS

### **PMA Scholar**

Awarded to graduating seniors who have maintained a cumulative grade point average of at least 3.75 as well as contributed 25 or more hours each year in community service and written a 5-7 page research paper each year.

### **Citations for graduating students**

Highest Honors	3.75
High Honors	3.50
Honors	3.25

The first 3 graduating students who get the highest GPA during their stay in the academy will be given academic honors/citations during graduation ceremony. The following are:

First in Rank – “Valedictorian”  
Second in Rank – “Salutatorian”  
Third in Rank – First Honorable Mention

“Leadership Awards” will also be given to graduating students who have displayed leadership skills during their stay in the academy, such as abiding by all school policies.

***Standard Diploma:***

Awarded to graduating seniors who have earned 25 credits as outlined below:

***Subject Credits***

Bible .....	4
English.....	4
Math .....	3
Science.....	3
Social Studies.....	3
Computer.....	1
Palauan Studies .....	2
P.E.....	2
Health.....	1
Electives .....	2
<b>Total.....</b>	<b>25</b>

**SUGGESTED SCHEDULE OF COURSES****Freshman**

Bible I  
English I  
General Science  
Algebra I  
Keyboarding/Computer literacy  
Palauan Language 1  
Health  
Study Skills

**Juniors**  
PE II  
Bible III  
English III  
Algebra II  
Chemistry  
US History  
Elective

**Sophomores**

PE I  
World History/Geography  
Biology  
Geometry  
Palauan Language 2  
Bible II  
English II  
Elective

**Seniors**

English IV  
US Government  
Palauan History/Culture  
Bible IV  
Elective

**GRADING SYSTEM**

The letter system of grading is used.

A      94-100%

C+    77-79%

A-     90-93%

C     74-76%

C-    70-73%

B+    87-89%

D+    67-69%

B     84-86%

D     64-66%

B-    80-83%

F     0-63%

Semester grades will be calculated by averaging the percentage of the two quarters together. For example if a student received 90% one quarter and 80% another quarter the semester grade would be 85%.

### **INCOMPLETES**

Students who have been unable to complete sufficient class work to earn a final letter grade due to *extraordinary* circumstances may request an "Incomplete." This grade must be removed within the first **four weeks** of the following semester or the earned grade is automatically assigned.

### **MAKE UP WORK/LATE WORK**

Each teacher has his/her own policy for late work or work turned in after an excused absence. Late work is defined as work not turned in on time even though a student was present or work not turned in due to an unexcused absence/tardy. Make up work generally refers to excused absence situations.

### **PROGRESS REPORTS & PARENT/TEACHER CONFERENCES**

The school year is divided into four periods of approximately nine weeks each. At the end of each of these periods a report of the students' progress will be sent to the students and their parents/guardians. In addition to the nine-week scholastic reports, a progress report will be sent at the 4-1/2 week interim. Parent/teacher conferences will be held at the end of each nine-week grading period.

### **LANGUAGE OF INSTRUCTION**

English is the language of instruction at Palau Mission Academy. Students are required to use only English for communication within the classroom. National languages may be spoken outside of the classroom in non-educational settings such as lunch and recreation periods.

### **DESCRIPTION OF COURSES**

Unless otherwise indicated, one credit refers to *two semesters* of a course completed.

#### **Business/Computer Education**

##### **Computer 1**

1 Credit

The purpose of this course is to ensure that a basic fundamental knowledge of computers and its uses are met. Each student will be expected to meet keyboarding requirements, along with the essential functions of typical office software. Such as Microsoft Word and Excel. These skills will enhance performance in both school and work environments and are vital in attending today's colleges and universities. Two-semester course.

##### **Computer 2**

1 Credit

The purpose of this course is to introduce the field computer based media. This course covers the basic concepts in a variety of media fields including photo manipulation, graphics, basic web programming, and a web design. This course introduces topics such as programming, advertising, and effective visual

communication. Software used is: Adobe Photoshop, Adobe Illustrator, Adobe GoLive, and Microsoft PowerPoint. Students who express a strong interest in these areas may continue on to advanced elective classes.

Two-semester course

### **English**

#### **English I**

1 Credit

This course will look at the elements of different literary genres. Students will read various works of literature and study their forms and meanings. They will be introduced to methods of literature analysis. Writing short compositions will be a central part of the class, with instruction in the writing process and proper organization, mechanics, and grammar. Students will study new words to increase vocabulary development.

#### **English II**

1 Credit

This course will build on skills learned during English I. Students will continue to read various works of literature, further developing their ability to analyze literature and understand content. They will continue to develop writing skills through the writing of compositions and further study or organization, grammar and mechanics. Vocabulary development will continue.

#### **English III**

1 Credit

This course uses the skills learned in English II for more in-depth analysis and appreciation of American and British literature. Students will use their writing skills to create longer, more developed compositions; instruction of English grammar and mechanics will be given. Vocabulary development will continue.

#### **English IV**

1 Credit

This course, will be the culmination of English I, II and III. Students will study longer works of literature, including the novel, and further develop their skills of literature analysis. In preparation for college and life beyond high school, students will create a variety of compositions and projects of substantial length. Students will experience the complete process of writing a research paper. They will show their development as writers through the presentation of a final portfolio. Vocabulary development will continue.

### **Fine Arts (Electives)**

#### **Bell Choir**

0.5 Credit

Bell Choir is a small music performance organization which explores the various techniques of English hand bell ringing.

#### **Choir**

0.5 Credit

A singing organization open to students possessing basic singing skills. Approximately two appointments per semester are scheduled.

#### **Band**

0.5 Credit

An organization for those who enjoy playing band music. Regular rehearsals are held two periods per week.

#### **Drama**

0.5 Credit

An organization that will learn the some of the basic techniques of the performing arts. Several performances will be held during the year.

## **History/Social Studies**

### **American Government**

0.5 Credit

A first-semester course designed to give students a comprehensive view of the American governmental system in action. Emphasis is given to an understanding of the foundations of American government, political parties and elections, the functions of the three branches of government, and comparative political systems. State and local government systems will also be covered. This is a senior-level class. Prerequisite: U.S. History.

### **United States History**

1 Credit

A course to acquaint students with the heritage of the United States from the days of discovery to the present time. Students joining the class second semester should be familiar with American history through Reconstruction Era.

### **World History/Geography**

1 Credit

A course designed to give students up-to-date introductions to various significant cultural regions of the world. Emphasis is given to the people—how they are affected by history and geography, their political and economic standards, their education, arts, language and religion.

## **Mathematics**

### **Algebra 1**

1 Credit

This course is the foundation for high school mathematics courses. It is the bridge from the concrete to the abstract study of mathematics. Topics include simplifying expressions, evaluating, solving equations and inequalities, graphing linear and quadratic functions and relations. Real world applications are presented within the course content and a function's approach is emphasized.

### **Geometry**

1 Credit

This course develops a structured mathematical system employing both deductive and inductive reasoning. It includes plane, spatial, coordinate, and transformational geometry. Algebraic methods are used to solve problems involving geometric principles.

### **Algebra 2**

1 Credit

This course extends the topics first seen in Algebra 1 and provides advanced skills in algebraic operations. Additionally, linear and quadratic functions and relations, conic sections, exponential and logarithmic functions, graphing, and sequences and series will be explored.

### **Trigonometry**

1 Credit

This course extends and integrates concepts from algebra and geometry. It includes a study of polynomial, rational, exponential, logarithmic, and trigonometric functions, inverse and second-degree relations and their graphs. Other topics include complex numbers, polar coordinates, vectors, sequences and series.

## **Palauan Studies**

### **Palauan History**

1 Credit

This course covers the history of Palau and the role it has played in the world's history.

**Palauan Language 1** 1 Credit

This course teaches Palauan language grammar and sentence structure.

**Palauan Language 2** 1 Credit

This course is a continuation of Palauan language 1 class.

**Palauan Culture/History** 1 Credit

This course is taught mainly to seniors who may be new to Palau. It includes the cultural aspects of Palau and the many different types of ceremonies specific to Palau.

### **Physical Education**

**Health** 1 Credit

A comprehensive course regarding the functions of the human body. This is a Junior level course.

**PE I** 1 Credit

A class designed to introduce students to a variety of team sports as well as provide them with a foundation for maintaining a healthy lifestyle their entire life.

**PE II** 1 Credit

A class designed to further develop the students' skills pertaining to a variety of team sports as well as to build upon the foundation for maintaining a healthy lifestyle introduced in PE I.

### **Religion**

**Religion I** 1 Credit

The first semester of this course uses the textbook, *In the Beginning God*, in a study of creation, salvation, and the history and use of the Bible. The second semester of this course uses the textbook, *God's Gift—Our Choice*, in a study of the life of Christ. The textbook's purpose is to get students into the Bible; the course's purpose is to help students know Jesus more personally.

**Religion II** 1 Credit

A course designed to help students understand God's working with His people throughout history. The focus will be to have students come to know the loving redeeming God of Scripture. *Steps to Christ* (Youth Edition) will be studied in depth. The last unit of study deals with the life and work of Ellen White.

**Religion III** 1 Credit

This course is an intensive study of major Bible doctrines. The fundamental beliefs of the Seventh-day Adventist Church are emphasized.

**Religion IV (Life Issues)** 1 Credit

This course is designed to help young people probe some of life's most important issues. Some things to be studied are the temperaments, social relationships, and the early years of marriage. The last unit is a study of world views and religions. The course's purpose is to help youth become aware of biblical principles and to help them establish a working philosophy of life.

**Science****General Science** 1 Credit

This course is an introduction to science for the Freshman class. The student will learn the scientific method, the limitations of science and the ethical consideration of technology. The course is structured to give an introduction to the basic concepts of all science courses currently offered at Palau Mission Academy.

**Biology** 1 Credit

This course is an introduction to Biology for the sophomore class. The student will learn the seven themes that underlie the study of Biology and the characteristics of life. The course teaches the biological processes that occur in living things and the classification of living things.

**Chemistry** 1 Credit

This course is an introduction to Chemistry for the junior class. The student will learn the characteristics, chemical composition and chemical interaction of different substances. Problem solving skill as well as laboratory techniques are learned and emphasized.

**Physics** 1 Credit

This class teaches the physical properties of science and is used as an elective class.

**FINANCIAL INFORMATION****TUITION CHARGES****Citizen**

Yearly Tuition for Day Student: \$1584.50

Minimum due at registration: \$ 376.50

**Non-Citizen**

Yearly Tuition for Day Student: \$2050.00

Minimum due at registration: \$ 450.00

These amounts include a \$150 registration fee. Monthly payments of \$151 for citizens and \$200 for non-citizens may be made. For families with 3 or more children enrolled, a 50% reduction in tuition is applicable for the 3<sup>rd</sup> child and any subsequent children. A \$20 discount is available if the tuition is paid in full at the beginning of the year. A 10% discount is available to all parents, guardians, or students that are SDA church members.

**NON-SUFFICIENT FUNDS**

A \$35.00 fee will be charged for all checks returned because of insufficient funds.

**PRIOR YEAR BILLS**

Parents with delinquent accounts from any previous year will not be allowed to register their child for the current year.

## **TUITION REFUND FOR TRANSFERS/DROPOUTS**

Students who have enrolled and have paid their fees in advance but have decided to transfer or drop out of school will be entitled to a partial refund:

### **Monthly Payments**

When a student attends classes during any calendar month the tuition for that entire month must be paid.

### **Months Paid in Advance**

For months still in the future a full refund will be issued. For the current month the above "Monthly Payments" policy will be followed. Note: this refund policy does not apply to dorm students.

### **Dorm Students**

See the refund policy in the dorm student bulletin.

## **SUSPENSIONS**

If tuition has not been paid by the 15<sup>th</sup> of the month, the parents will be notified that unless the bill is paid or a satisfactory agreement reached, their child may lose the privilege of attending Palau Mission Academy at the end of the month.

## **COLLECTION OF FUNDS**

All student organizations deposit their funds at the Business Office. The organization's treasurer and a sponsor must sign authorization for withdrawals.

## **EXAM PERMITS/GRADUATION**

PMA students must pay their accounts before semester exams are taken. Additionally, senior accounts must be paid in full before graduation.

## **TRANSCRIPTS—DIPLOMAS**

A transcript of credits will be mailed from the Registrar's Office upon receipt of a written request with signature of either student or custodial parent, provided the financial account is cleared. Diplomas are issued when all academic records are completed and the financial account is paid in full. The first transcript is provided complimentary. Each additional transcript is assessed a \$5 fee.

## **ATTENDANCE**

Class attendance at PMA is an integral part of its strong academic program. The absence policy is meant to enhance school attendance laws in Palau. PMA will contact a parent(s)/guardian(s) whenever a student is absent from school.

**PARENT(S)/GUARDIAN(S) ARE REQUESTED TO CALL THE SCHOOL BY 9:00 A.M. TO REPORT STUDENT ABSENCES.**

### **Absences**

Absences and tardiness **are excusable** under the following circumstances:

- Illness
- Medical, dental, or court appointments
- Death in the immediate family
- Appointment with a PMA administrator

- School activity approved in advanced by faculty and administration
- Religious observance
- Prearranged family days off

Absences and tardiness **are not excusable** under the following circumstances:

- Family days that are not prearranged
  - Alarm not going off
  - Too tired after school activities (i.e. Trips, athletic events)
  - Appointments other than medical, dental, or court
  - Work
  - “Personal reasons”
- \* If a student is sick more than three days, he/she must have a written doctor's note for absences to be excused.
- \*\* If a student is going to miss school for a funeral, religious observance, or family days off, HE/SHE MUST COMPLETE A PREARRANGED ABSENCE FORM, available in the school office. Failure to do so will result in unexcused absences. This form must be filled out and signed by a parent/guardian before obtaining faculty signatures at least one week before the student will miss class/classes.

### **Tardiness**

Students who arrive late to school or who are not on time to their classes will be considered tardy. Students have two days from the time attendance is posted in the school office to clear any absence or tardiness. After that time, the absence or tardy will remain unexcused with the resulting consequence. Perfect attendance is achieved when a student meets all school generated classes, chapels, flag-raising and other appointments. Excused absences are counted against perfect attendance.

## **ATTENDANCE POLICY**

### **Level One**

**If a student has acquired two unexcused absences or six unexcused tardiness in a quarter, a warning letter will be sent to:**

- Parent(s)/guardian(s)
- Student

### **Level Two**

**Once a student has acquired three unexcused absences or nine unexcused tardiness in a quarter, a notification letter will be sent to:**

- Parent(s)/guardian(s)
- Student

This letter will state that the student owes 2 hours of after school detention to the school after receiving the letter. If there has been no response after one week, the student will be suspended from school until the hours are completed.

### **Level Three**

**Once a student has acquired four unexcused absences or twelve unexcused tardiness in a quarter, a notification letter will be sent to:**

- Parent(s)/guardian(s)
- Student

The notification letter will state to the parent(s)/guardian(s) that their student will serve 6 hours of after school detention.

### **Level Four**

**Once a student has acquired five unexcused absences or fifteen unexcused tardiness in a quarter, a notification letter will be sent to:**

- Parent(s)/guardian(s)
- Student

The notification letter will state to the parent(s)/guardian(s) that their student will serve 6 hours of after school detention. The student will be asked to attend Sunday school to clear their tardiness.

### **Level Five**

**Once a student has acquired six unexcused absences or sixteen unexcused tardiness in a quarter, a notification letter will be sent to:**

- Parent(s)/guardian(s)
- Student

The notification letter will state to the parent(s)/guardian(s) that their student (with the parent) will appear before the Palau SDA Control Board to be reviewed for dismissal.

### **School Makeup Work**

- Students who have **excused** absences are allowed to make up work using the same number of excused days missed.
- Students must also check with their teacher(s) or course outline for other work stipulations.
- *Students are responsible for contacting their teachers to obtain missed assignments on the first day of their return to school.*
- Students missing school for prearranged absences or school trips must complete their work by the time they return to school.

### **BOY-GIRL RELATIONSHIPS**

It is always in good taste to be discreet and display Christian propriety. Relationships at school or during school-sponsored activities shall not include inappropriate physical display of affection.

### **CHEATING/PLAGIARISM**

Students who are found to be dishonest on tests, quizzes, homework, etc., will be given “zero credit” for the work and will be referred to the school administration. This also includes the student who gives the aid (who acts as an

accomplice). Plagiarism occurs when a student presents any information, idea, or phrasing of another's as if the work were his/hers own and does not give appropriate credit to the original source. Students' parents will be notified of the incident. If a second offense of cheating occurs any time during the school year, students will be withdrawn from that class with a failing grade. (*Second offense* means the second time involved in cheating, not necessarily in the same class). Students may be required to forfeit positions of leadership and/or offices after the first offense of cheating.

### **CHAPEL CONDUCT**

Students are to come to the chapel in an orderly fashion. They should go to their assigned seats immediately and should not bring any reading and/or study materials with them. All books, food, and drinks should not be brought into the chapel. Backpacks may be brought to chapel but should be left at the back of the chapel. Any footwear should also be left at the back of the chapel.

### **CLASSROOM CONDUCT**

Students who fail to respond to their teacher's counsel and continue to be a discipline problem in class may, on the recommendation of the teacher, be dropped from the class and fail the course with a Withdrawal Failure (WF). Should students become a discipline problem in other classes as well, their continuance in school is in jeopardy. Students who have been removed from any class for misbehavior may be suspended from school for a designated time period.

### **DRESS AND GROOMING STANDARDS**

The following guidelines are meant to help students present themselves ready for school in the proper dress attire. Students are to be within these guidelines when they get on the school bus in the morning until they get off the bus in the afternoon. **School dress should be clean, properly fitted, and modest. The school uniform should be worn at all times except when allowed by administration. Information on the school uniform may be obtained from the office. Only plain white t-shirts/underwear may be worn under the uniform shirt.**

#### **Hair**

Hair must be clean and present a well groomed appearance. For boys: hair must not extend past the bottom of the ear and the shirt collar. It must be off the forehead and out of the eyes. Bizarre or trendy fads in hairstyles are not allowed. Hair must be a natural color (black, blonde, brown, red/auburn).

#### **Other Accessories**

Nail polish must be natural/neutral in color. Tattoos or body piercing of any kind may not be displayed on the body. All forms of piercing stays are not allowed to be worn while on school property. No jewelry of any kind to include leather,

rubber, or cloth bracelets many be worn. Sunglasses, hats, scarves, or any other type of head gear is not allowed in the classroom.

### **DRIVING TO SCHOOL**

As a general rule students are not allowed to drive their cars to school. The school offers a bus service for student transportation. However, **Seniors** who wish to drive their car to school must follow the following stipulations:

- Drivers will have no other passengers except siblings that parents/guardians have approved through written request
- Have a valid Driver's license issued by the Republic of Palau
- Submit said Driver's license and car keys every morning to the PMA office
- Avoid negative behavior such as loud music or noise, erratic driving, etc.
- Arrive at PMA campus on time avoiding unnecessary tardiness.
- Allow no access to cars once the car is parked and the keys have been submitted to the office until students have finished their classes and are permitted to leave school
- Honor the daily schedule and will NOT to leave until the end of classes
- Use only the parking lot at the front of the Administrative Building by the stairway.
- The administration retains the right to inspect any and all student vehicles. Any contraband found in the vehicles the driver will be subject to the disciplinary measures outlined in this handbook.

**Failure to comply with the stipulations stated above will result in surrendering the ability and the privilege to drive to the PMA Campus for the school year.**

### **ELECTRONIC EQUIPMENT**

Student use of laser pointers, radios, CD players, MP3 players, iPods, televisions, headphones, or other audio equipment is not permitted on school property during school hours, including the bus. If such equipment is found, the equipment may be confiscated until the end of the school year.

### **CELL PHONES**

Student use of cell phones is not permitted on the campus during school hours. Phones may be kept in lockers and backpacks but not taken out during the school day. Cell phones will be confiscated if found.

### **LEAVING CAMPUS**

Students may not leave campus without permission from the office. If a student must leave, they need to sign out with the office before leaving or they will receive appropriate disciplinary action.

## **LIBRARY CONDUCT**

The library is the place for study; therefore, a quiet atmosphere is to prevail at all times. Detailed library rules and regulations will be furnished by the librarian. Food is not to be eaten in the library.

## **LOCKERS**

The lockers owned and maintained by the school are provided as a convenience to students for storage of books and school supplies. Lockers should be kept locked at all times since the academy will not assume responsibility for missing items. The school reserves the right to inspect the contents of lockers, book bags, and vehicles at any time, with or without the student present. If locks are not being kept on lockers they will be confiscated for up to one week.

## **OTHER REGULATIONS**

Other policies may be voted and announced by the faculty as additions to or modifications of those published in this bulletin.

## **PROBATION**

Students may be put on probation for academic failure, poor attendance records, or serious and continued misconduct. Probation gives students a period of time in which to improve grades, cooperate with school regulations or policies. Failure to successfully complete a probationary period may be grounds for dismissal. If necessary, students' participation in extracurricular activities may be suspended. Students who are on probation will automatically be denied the privilege of holding office or positions of leadership.

## **ROWDY BEHAVIOR**

The school grounds, buildings and buses are no place for rough play. Serious injury can occur when students are playing in a rough manner.

## **SUBSTANCE ABUSE POLICY**

### **Prohibited Conduct**

- A. It is the policy of PMA to maintain a safe and healthful environment for its students and employees. A drug-free/alcohol-free life-style is intrinsic to this policy. Therefore, it is PMA's policy that the manufacture, distribution, possession, and/or use of tobacco, alcohol, illicit drugs, or dangerous drugs are strictly prohibited.
- B. Illicit drugs include such substances as opium derivatives, hallucinogens (i.e., marijuana, mescaline, peyote, LSD, psilocybin), cocaine, amphetamines, codeine, heroin, morphine and other drugs prohibited by law.
- C. Dangerous drugs include drugs, which, although legal, are available by prescription only. However, students using or possessing such drugs when prescribed to them under a physician's care, and in a manner that complies with the physician's orders and school policies, will not be considered to have violated the Substance Abuse Policy.

D. The use of Betel Nut is not permitted on the grounds of Palau Mission Academy or while riding on the bus.

### **UNACCEPTABLE CONDUCT**

A student who violates the basic principles of the school by engaging in certain disapproved practices may receive serious discipline, a fine, or dismissal from school. Among the disapproved practices are the following:

- Undermining the religious ideals of PMA
- Using profane language, possession of or displaying obscene literature, pictures, or indulging in lewd conduct or suggestions
- Using tobacco or betel nut, the misuse or illegal possession of drugs or narcotics in any form
- Drinking or possessing alcoholic beverages
- Gambling, betting, possession of playing cards, or other gambling devices
- Participating in dishonesty including theft, cheating, lying, and willful deception regarding violation of school regulations in any phase of schoolwork, or business
- Meeting persons at any unauthorized time or place, or engaging in improper social or sexual conduct
- Failure on the part of a student to conform to the stipulations of any discipline, which has been administered
- General unsatisfactory progress or conduct, displaying a detrimental influence or spirit out of harmony with the standards of the school
- The use, handling, or possession of air pistols, firearms (or toy facsimile), knives, lighters, matches, firecrackers, or explosives
- Engaging in willful destruction or vandalism of school property or property of others on or off the campus
- Tampering with the doors, fire alarms, security systems, or fire-fighting equipment
- Unlawful entry to any school facility
- Copying (Duplicating) or unauthorized use of school keys
- Willfully defying the valid authority of school officials
- Habitual attendance problems
- Any student who becomes a clear and present danger to the life or safety of school personnel or students
- Misconduct while riding the school bus
- Theft or stealing including taking or picking up an object/item that does not belong to you (If you find something that doesn't belong to you, it needs to be turned into the office as "lost and found")
- Any conduct that may not be listed which the school deems inappropriate.

## **DISCIPLINARY PROCEDURES:**

### **Detention**

Students will serve detention for the following reasons:

- Disrupting class
- Inappropriate contact between male/female
- Insubordination
- Being outside of classrooms without a pass
- Shouting on campus
- Swearing
- Vandalism
- Other inappropriate behavior

Students who receive a detention slip will serve their detention after school from 3 pm to 4 pm. Those who violate any of the school's rules and regulations and are given a detention slip to bring home must have the slip signed by their parents/guardians. The signed slip must be returned to the registrar's office the next day. Parents/guardians will be informed regarding this detention at least a day before the student serves his/her detention period. Parents/guardians are to pick up their student from their place of detention at 4:00 P.M.

If the student has accumulated 5 detentions, the discipline procedure will be implemented:

1. Principal talks with the student.
2. A warning letter goes to the parents.

A 6<sup>th</sup> detention will become

- a

Major Offense and the student will be put on probation.

### **Vandalism**

Students, who damage school property, including writing on desks or walls, are subject to a minimum fine of \$100.00 plus restitution. A fine of \$100 will be charged to a student tampering with electrical/security equipment, fire or safety equipment, or locks on school property plus the cost to repair the damage. The use of skateboards or in-line skates is unauthorized on campus and considered vandalism. Students who violate the computer policy in place are also subject to vandalism charges.

### **Major Offenses**

This is a list of major offenses:

- Fighting
- Possession of a weapon
- Drug use or possession of a substance
- Theft
- Other unacceptable offenses

If a student has committed one of the above the discipline committee will meet and inform the parents/guardians. At that time a decision will be made on how much free labor the student will owe the school. Any second offense will result in the student's name being submitted to the Control Board for review for dismissal from PMA. Depending on the severity of the offense the school has the right to take the students name to the Control Board immediately.

### **STUDENT HOUSING**

At no time are students to enter the dormitory during the school day. A separate bulletin will be given out detailing the policies for students residing on campus.