

# PALAU MISSION ACADEMY

## STUDENT HANDBOOK



STRIVING TO RESTORE GOD'S IMAGE IN EVERY STUDENT

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. since 2000



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**PALAU SDA SCHOOL BOARD**

Surangel Whipps, Jr., Chairman  
 Sandra Pierantozzi, Vice Chairperson  
 Abner Sanchez, Principal--Secretary  
 Pastor Danny Velez  
 Pastor Marino Laurin  
 Pastor Noel Singanon Jr.  
 Brenda Ngirmeriil

Desiiu Ngirkelau  
 Ephraim Ngirachitei  
 Lily Uludong  
 Lisa Borja Tmetuchl  
 Marianne Temaungil  
 Omdasu Ueki  
 Lora Rengiil

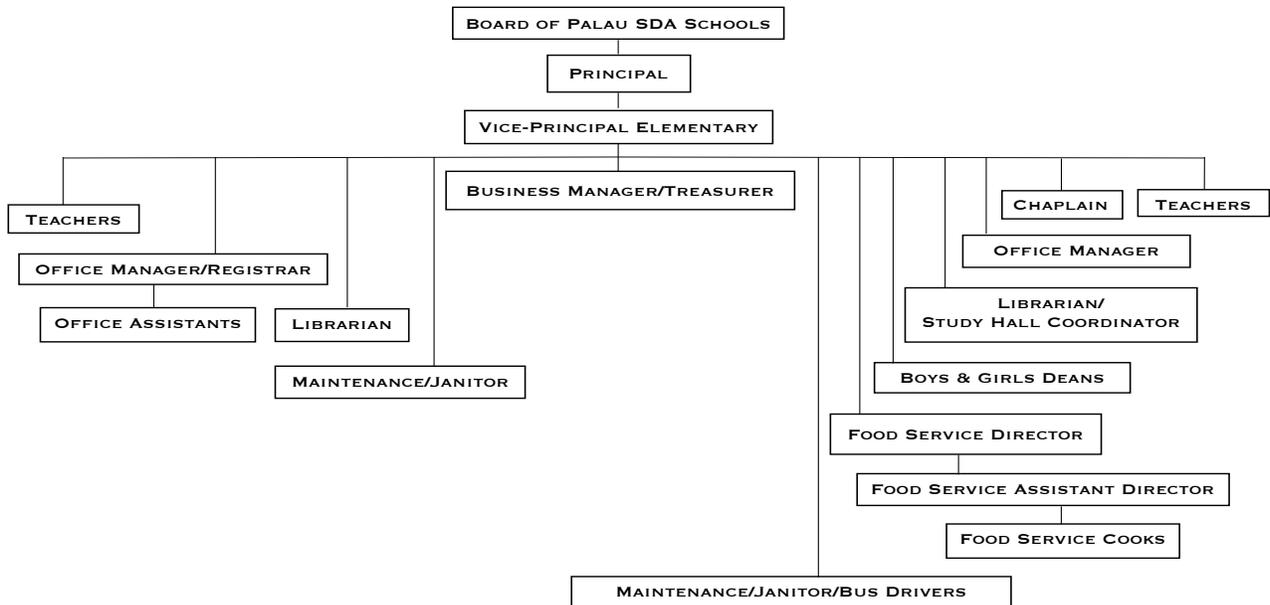
Invitees: Nelson Sisor, Palau SDA Elementary School Vice Principal  
 Ojhea Perdon, Palau SDA Schools Business Manager

**CHAIN OF COMMAND**

Palau SDA Schools desire to respond to stakeholders’ concerns and/or questions as quickly and effectively as possible. In the Palau SDA Schools system, the chain of command refers to communication levels of authority when a student or parent desires to ask questions or report complaints. The value of having an established Chain of Command is an efficient tool that provides a roadmap when reporting concerns or communicating with school staff members. Our recommendation is to always communicate with teachers first and then administrators, i.e. Principal and/or Vice Principal. If the stakeholder/constituent feels that the question or concern has not been met, then it is encouraged to communicate with a school board member.

**ORGANIZATIONAL CHART**

**PALAU SEVENTH-DAY ADVENTIST SCHOOLS**  
**ORGANIZATIONAL CHART**  
 PALAU SEVENTH-DAY ADVENTIST ELEMENTARY SCHOOL  
 PALAU MISSION ACADEMY



## **HISTORY OF PALAU MISSION ACADEMY**

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**

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 STATEMENT**

Striving to restore God's image in every student.

## **NON-DISCRIMINATORY POLICY**

Palau SDA Schools affirms that every human being is valuable in the sight of God. The school administrators, teachers and staff are to exemplify Christ-like characteristics. They should not take part in behavior that is harmful to themselves or others or that casts a shadow on their dedication to the Christian way of life. Employees and students should aim to respect and uplift each other and one another. Employees and students shall not demonstrate discriminatory behavior or remarks that lead to embarrassment, disrespect or harassment. No one is to engage in activities that promote hatred, intolerance, aggression, or hostility, including, but not limited to, bullying, cyberbullying, intimidation, threatening or violent behavior against any person because of his or her gender, race, color, national origin, age or disability. Unwelcome or derogatory statements related to gender, race, color, national origin, age or disability (for example, kidding, teasing, jokes degrading or offensive comments or tricks); are inappropriate and will not be tolerated in Palau SDA Schools.

## **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.

## **ACCREDITATION**

The school system (Palau SDA Elementary School and Palau Mission Academy) is fully accredited with the Adventist Accreditation Association. AAA is a recognized and highly reputable accreditation organization, not just in the Seventh-day Adventist denomination, but also in the worldwide educational spectrum. The Accrediting Association of Seventh-day Adventist Schools, Colleges, and Universities (AAA) is the denominational accrediting authority for all tertiary and graduate educational programs and institutions owned by Seventh-day Adventist Church entities. It also reviews and endorses the accreditation of secondary schools owned by the Church, as recommended by the Commissions on Accreditation of the divisions. The Commission on Accreditation of each division is responsible for the denominational accreditation of primary schools owned by the Church in its territory. The Accrediting Association of Seventh-day Adventist Schools, Colleges, and Universities and the division Commissions on Accreditation evaluate the quality of the denominational institutions' programs and their implementation of the Seventh-day Adventist philosophy of education in order to foster the unity and mission of the Church. Palau Mission Academy has proudly been accredited by AAA since 2000.

## **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 operates, whether on or off the campus. If this pledge is broken, it is also understood that by such infractions they may forfeit their enrollment at PMA.

## **ADMISSIONS PROCESS**

### **Acceptance Policy**

Palau Mission Academy accepts students regardless of race, gender, religion or national origin, whose principles and interests are in harmony with the ideals, standards and traditions of PMA as expressed in its mission and policy statements. Students will have the opportunity to develop spiritually, intellectually, socially, and physically. Although religious affiliation is not a requirement for admission, all students are expected to abide by the policies and standards of the Academy. It is expected that all students shall live in harmony with these standards, whether on or off campus. 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. The Palau SDA School Board and the PMA administration do reserve the right to deny a student if he or she has a history of misconduct or expulsion. If a student has been expelled from PMA, the student and their parents/guardians must appeal to the Palau SDA School Board in order to be considered for reacceptance.

## **Application Process**

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 that includes a Student Contract.
2. Evidence of having completed the eighth grade or **OFFICIAL** transcripts from another secondary school if transferring. See 9th grade academic policy below.
3. Immunization Record
4. Copy of Birth Certificate or Passport
5. One 1"x1" photo

## **Registration Process**

On time registration is vital for the preparation and planning of faculty and staff. This will allow the best possibility for all students to enroll to have a placement in school. Parents/guardians who register their child late run the risk of not having an available slot for a particular grade/class. There is always the possibility that slots will not be available even if the child is not registered late. It is recommended that students are registered as soon as possible. See FINANCIAL INFORMATION, on page 8, for registration and tuition fees.

## **Early Registration**

The soonest a parent/guardian can register their child is during the early registration period, which begins on the first business day back from Christmas break. The **early registration amount is \$150.00 and is due before the last business day of March which is when early registration ends. Tuition for the first and last month is due by the last business day of July.** All payments must be made at the Palau SDA Elementary School main office in Koror.

## **Registration**

The normal registration period begins the first business day of April. **During this period the registration amount is \$200.00 and is due before the last business day of May. Tuition for the first and last month is due by the last business day of July.** The normal registration period ends on the last business day of May. All payments must be made at the Palau SDA Elementary School main office in Koror.

## **Late Registration**

The late registration period begins on the first business day of June. **During this period the registration amount is \$250.00. Any student registered from the first business day of June onward, will have to pay the late registration amount of \$250.00. In addition, tuition for the first and last month is due by the last business day of July.** Parents/guardians who register their child late run the risk of not having an available slot for a particular grade/class. There is always the possibility that slots will not be available even if the child is not registered late. It is recommended that students are registered as soon as possible. All payments must be made at the Palau SDA Elementary School main office in Koror.

## **FINANCIAL INFORMATION**

Palau Mission Academy endeavors to offer a Christian education at the lowest possible cost. The school reserves the right to change the rates charged at any time in order to meet changing economic conditions.

### **Basic Financial Policies**

- The account for the applicant for previous year(s) at PMA or Palau SDA Elementary School must be paid before the student is permitted to enroll for the current school year.
- Parents with delinquent accounts from any previous year will not be allowed to register their child for the current year until all bills have been cleared.
- All school accounts must be kept current.

If accounts are delinquent, the school administration reserves the right to not allow students to continue attending classes until all balances have been cleared.

### **Different Registration Costs, Tuition Costs and Discounts**

#### Registration

Early Registration: \$150.00 due before the last business day of March.

Registration: \$200.00 due before the last business day of May.

Late Registration: \$250.00 from the first business day of June onward.

#### First and Last Month Tuition

August and May tuition is due before the first business day of August. Everyone must pay first and last month tuition before the first business day of August regardless of when the registration cost was paid.

#### Citizen

Annual Tuition for Day Student, **Not Including Registration:** \$1710.00

#### Non-Citizen

Yearly Tuition for Day Student, **Not Including Registration:** \$2200.00

#### Discounts

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 on or before September 15. A 10% discount is available to all parents, guardians, or students that are SDA church members that are actively attending an SDA church.

## **NON-SUFFICIENT FUNDS**

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

## **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**

Monthly school tuition payments are due on the 10<sup>th</sup> of each month. If the 10<sup>th</sup> is a weekend or holiday, the payment is due the next business day. When a student attends classes during any calendar month, the tuition for that entire month must be paid.

### **Months Paid in Advance**

For months paid in advance, 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**

All foreign dorm students must pay tuition in full upon enrollment. No refunds will be given to any dorm student. Families that live in Koror or Airai and request for their children to live in the dorm will pay \$400 per month (in addition to registration costs and other charges listed on the Tuition Form). Families that live in states other than Koror or Airai and request for their children to live in the dorm will pay \$300 per month (in addition to registration fees and other charges listed on the Tuition Form).

## **FINANCIAL RESTRICTION**

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 STUDENT ORGANIZATION FUNDS**

All student organizations deposit their funds at the SDA School’s office in Koror. The organization’s treasurer and a sponsor must sign authorization for withdrawals.

## **STUDENT LIFE**

Academics are an important component of Palau Mission Academy’s program. However, other aspects of student life include:

### **Spiritual Activities**

At Palau Mission Academy the spiritual focus is very important. Chapel is held once a week and a devotional thought begins each class, in addition to Bible classes each year for all students. Week of Prayer is held at least twice a year. At least one Week of Prayer 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 serving the surrounding communities with community service days throughout the school year, including through individual community service projects. Students also have the opportunity to join the weekly Bible Study program which focuses on improving personal spiritual growth as well as baptismal preparation.

## **National Honor Society**

The National Honor Society is an organization for high school students in the United States, selected countries and outlying territories. Selection to Palau Mission Academy's Chapter of the National Honor Society is done by the NHS school faculty council. Their selection process is based on four criteria: scholarship, leadership, service, and character.

Students who meet the 3.25 grade point average are initially eligible. Those students must then complete the NHS Candidate Information Form in order to be considered as official candidates. Once the deliberation process is completed, students and parents/guardians will be notified of their acceptance or denial. NHS members are subject to the same responsibility and accountability as any student leader. The same expectations that are detailed in the *Leadership: Student Association and Class Officers* section will apply to NHS members. Details of the disciplinary process can be found in Palau Mission Academy's Chapter of the National Honor Society Bylaws.

## **Leadership: Student Association and Class Officers**

The acceptance of a leadership role as an elected 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 lifestyle should be in harmony with the goals and purposes of the school and the Adventist church. Students' academic performance and conduct both in and out of school, attitude, and attendance will be considered in determining eligibility for any elected office or any other position of leadership. 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 also have GPA requirements: Student Association President, S.A. Vice President, Class President and Class Vice President must have a 2.75 GPA; all other class officer positions (Secretary, Treasurer, Chaplain, Sergeant at Arms) and the additional S.A. positions (Public Relations & Historian) require a GPA of not less than 2.5. No candidate or elected officer is allowed "F" grades.

Student Association officers, along with their sponsors, are responsible for coordinating certain events for the student body throughout the school year, starting with the Welcome Back Party and ending with the End of the School Year Party. PMA offers several S.A. led events. Here are a few of the activities the S.A. sponsors:

- Welcome Back Party/Clash of the Classes
- Thanksgiving Family Feast
- Christmas Scavenger Hunt and Class Parties
- Spring Banquet
- Spirit Week
- Dress Down Fundraisers
- End of the School Year Party

## **Sports**

Palau Mission Academy also provides students with the opportunity to participate in interscholastic sports through the Belau Independent Interscholastic Athletic Association (BIIAA). Students must maintain a 2.0 GPA to participate in this sports program. In addition, students must not have any failing grades and be in good conduct and attendance standing. All students must be eligible before tryouts and practices begin. Official grades (mid-quarter/end of quarter) will be used to verify eligibility. If a student loses eligibility during the season, he or she will not be allowed to play or practice until the next official grades are released. Sports can serve as a wonderful motivation for students to perform well academically and conductwise. It is also a great way to maintain active physically; however, it is a student/athlete's priority to be a student first. Like all extracurricular activities, sports are a privilege and not a requirement.

## **PLACE OF RESIDENCE**

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

## **STUDENT HOUSING**

At no time are non-dorm students to enter the dormitory, unless previous permission has been granted by the Deans or school administration.

## **CAFETERIA**

PMA offers vegetarian lunch meal service to all students who participate in the Pre-Paid Meal Plan. Lunch meals are only available Monday – Thursdays. Meals may only be purchased in advance and transactions can only be made at the Palau SDA Elementary Office in Koror. No payments will be accepted at PMA. Meals are \$4.00 per lunch portion. Students will receive a meal ticket which will be used in exchange for their meals at PMA's cafeteria. Other snack items, such as popcorn and fruit are sold for an additional \$1.00 each and may be purchased if the students has pre-paid credit on their accounts. PMA is a water-only campus. All other kinds of drinks are not allowed on campus.

## **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, a student may lose the privilege of having a locker. The outside of the lockers are not to be decorated at any time.

## **SCHOOL DAY**

The school day begins at 8:00 am and ends at 3:00 p.m. each day except Friday when school will dismiss at 12:15 p.m. Tutoring services are available for students after school, on Monday through Thursdays from 3:00 p.m. to 4:00 p.m. Teachers will post their tutoring schedules after the first mid-quarter of the school year.

## **TRANSPORTATION/EARLY ARRIVAL**

Bus service from Koror is provided for all students. The bus will leave from the Koror SDA Church parking lot at 7:20 a.m. each morning and will pick students up at designated bus stops along the way. An Airai bus will depart from KB Shell at 7:30 a.m. and pick up students along the way. Students are expected to comply with all school policies while on the bus.

Students who do not ride the school bus are not to arrive on campus before 7:15 a.m. Morning supervision is only available after 7:15 a.m. In addition, early arriving students must wait in the summer house, in the center of campus, until the school buses arrive. Students are not permitted to drive to school or to any bus stop on the school bus route. Only seniors that are eligible can drive to school (see DRIVING TO SCHOOL on page 26).

## **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 files. Parents may inspect and review records and are entitled to challenge the content of records.

## **OFFICE TELEPHONE USE**

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 ELECTRONIC EQUIPMENT & CELL PHONES policy on page 27.

## **CAMPUS GUESTS AND VISITORS**

In an effort to protect students and residents, Palau Mission Academy operates a closed campus. Guests, visitors and former students must make arrangements to visit the campus, or students, prior to coming to campus. Guests coming to campus during regular class hours (Monday- Thursday, 8:00 a.m.- 3:00 p.m. and Friday, 8:00 a.m. -12:15 p.m.) must stop at the school office before visiting other parts of the campus.

Guests, visitors, or former students wishing to visit campus during evenings or weekends must make arrangements in advance with academy administration. Visitors are asked to park in the front parking lot only. The Academy will not permit visits of non- students to campus unless prearranged with the principal. Parents of current students are welcome to visit their children without prior arrangements.

## **CLASS STANDING**

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

1. Be registered for 7 freshman core credits.
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 completed 7 freshman core credits and be registered for 6 sophomore core credits.
2. Have recorded in the Registrar's Office all official transcripts of previous work completed in other schools.
3. 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 completed 13 freshman and sophomore core credits and be registered for 6 junior core credits.
2. Have recorded in the Registrar's Office all official transcripts of previous work completed in other schools.
3. 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 completed 19 freshman, sophomore and junior core credits and be registered for 4 senior core credits.
2. Have completed the requirements for graduation as set forth below, under Diploma Requirements, by the end of the school year.
3. Have recorded in the Registrar's Office all official transcripts of previous work completed in other schools.
4. Have all correspondence work completed and the transcript filed in the registrar's office by the end of the school year.

An additional 4 credits (2 P.E. credits and 2 Elective credits) must be completed in order to fulfill graduation requirements. Please see the SUGGESTED SCHEDULE OF COURSES on page 16 for details.

## DIPLOMA AND GRADUATION REQUIREMENTS

### Advanced Academic Diploma and PMA Scholar

The Advanced Academic Diploma is only awarded to those graduating seniors whom successfully complete the requirements of the Palau Mission Academy Scholar award.

#### Seniors must:

1. Earn 27 credits (28 beginning with the Class of 2023).
2. Enroll in and pass Physics and Pre-Calculus.
3. Maintain a cumulative grade point average of at least 3.75.
4. Earn a minimum 100 community service hours.
5. Complete a designated essay, assigned by the Principal.
6. Be a four-year PMA student.
7. Complete all of the aforementioned requirements before the end of their senior year.

### Standard Diploma

The Standard Diploma is awarded to graduating seniors who have earned 25\* credits as outlined below:

#### *Subject Credits*

Bible .....	4
English.....	4
Math.....	3 or 4**
Science.....	3 or 4**
Social Studies (History).....	3***
Computer .....	1
Palauan Studies and ESL.....	2
P.E. ....	2
Health .....	1
Electives .....	2
<b>Total.....</b>	<b>25*</b>

**\*26, starting with the graduating class of 2023**

**\*\* All students are required to take 3 years of Math (Pre-Algebra is considered one of those but will not be granted towards acquisition of an Advanced Academic Diploma). Students who do not take Pre-Algebra will have the option to take Pre-Calculus their senior year. A Math Placement Exam will determine which math class a student will take Freshmen year.**

**\*\*\*4 starting with the Class of 2023**

### Community Service Requirements

Palau Mission Academy students must complete a minimum of 55 community service hours as one of their graduation requirements. Community service sequence should be completed as followed:

Grade 9	15 hours
Grade 10	15 hours
Grade 11	15 hours
Grade 12	10 hours

Transfer students are only required to complete the hours for the years they have attended PMA. Community service can be obtained by volunteering for charitable or religious organizations that provide services to the poor, sick or less fortunate; participating in Pathfinders, or similar youth organizations; participating in political campaigns, government volunteer internships, and by participating in designated school sponsored extracurricular activities that have a civic focus. Students will not be able to earn their hours by participating in organizations, programs or businesses that are affiliated with immediate family members (parents/grandparents, siblings, aunts or uncles). Students are not allowed to receive any monetary compensation for their volunteer services. All volunteer services must be approved by the principal before they are performed. Palau Mission Academy desires that its students gain practical experience and to be active in the community through service. Students aiming to become a PMA Scholar must complete a total of 100 hours (55 hours + 45 additional hours) of community service before they graduate, as one of their requirements. It is the responsibility of each student volunteer to log their hours on the Community Service Verification Form and to attain their supervisor's signature immediately following the service rendered. The Community Service Verification Form may be obtained and submitted at any time in the PMA office.

### **RECOGNITION FOR GRADUATING SENIORS**

Graduating seniors who earn the listed grade point averages will be awarded with the corresponding honors. Those students will be recognized during the graduation ceremony.

Highest Honors	3.75
High Honors	3.50
Honors	3.25

The top three graduating seniors with the highest overall grade point average will be given the academic honors during the graduation ceremony.

- First in Rank – Valedictorian
- Second in Rank – Salutatorian
- Third in Rank – First Honorable Mention

Individual subject awards, such as “Most-Improved” and “Most Outstanding” will be presented to students during the graduation ceremony as well.

Graduating seniors can also be awarded recognition chords for some of their achievements during the graduation ceremony. The corresponding color chords reflect the following achievements:

- Gold cord – Highest Honors
- Silver cord – High Honors
- White cord – Honors
- Purple – Four Year Graduating Senior
- Green – Twelve Year Graduating Senior
- Royal Blue – Parent/Grandparent is a PMA Alumni

## **SUGGESTED SCHEDULE OF COURSES**

### **Freshman**

Bible I  
English I  
Physical Science  
Pre-Algebra or Algebra I  
Computers  
Palauan Language I  
Geography  
PE I  
Study Skills  
Elective

### **Sophomores**

Health  
World History  
Biology  
Algebra I or Geometry  
Bible II  
English  
PE II  
Elective

### **Juniors**

Bible III  
English III  
Geometry or Algebra II  
Chemistry  
US History  
Palauan History & Culture  
Elective

### **Seniors**

English IV  
US Government  
Bible IV  
Algebra II or \*Pre-Calculus (Academic Elective)  
\*Physics (Academic Elective)

**\*Academic Electives only required for PMA Scholar**

## **ONLINE COURSES**

In order to receive credit for online courses, students must receive prior approval from school administration before applying for an online course. PMA will not accept online or other homeschool credit taken by any enrolled student unless the work has been previously approved by the school administration.

Online course approval is based on comparative equivalency of time, credit offered, course description, and accreditation of the online institution. A student who desires to enroll in an online class for advancement must have a current minimum grade point average of 3.0 or higher. The final grade earned in the online course must also be a letter grade of “B” or higher in order to receive credit at PMA. The maximum number of classes a student seeking advancement can take is two for the entirety of their time at PMA.

Online courses may not be taken in place of regular courses offered by PMA during that particular school year. Online courses taken during the summer should be completed before the first day of school. If, in the case of serious illness or other unforetold emergency, a student falls behind in coursework, an exception may be made. When, due to unavoidable circumstances, an online course is approved, it will count as part of the regular course load. Again, students must be in good standing prior to the unforetold emergency.

A student seeking to enroll in an online course for the purposes of credit recovery must also follow the same approval process as listed above. There is no minimum grade point average for students seeking to enroll in an online course for the purposes of credit recovery. The maximum number of classes a student seeking credit recovery can take is two for the entirety of their time at PMA. The final grade earned in the online course must also be a letter grade of “C” or higher in order to receive credit at PMA.

Students enrolled in online courses are expected to comply with all guidelines and policies of the online institution as well as Palau Mission Academy.

### **GRADING SCALE**

The letter system of grading is used as the standard grading scale.

A	94-100%	4.00	C	74-76%	2.00
A-	90-93%	3.67	C-	70-73%	1.67
B+	87-89%	3.33	D+	67-69%	1.33
B	84-86%	3.00	D	65-66%	1.00
B-	80-83%	2.67	F	0-64%	0.00
C+	77-79%	2.33			

The highest passing grade for any particular subject is 65%. Year grades will be calculated by averaging the percentage of all four quarters together.

**Example:** If a student earned a 90% in the 1st quarter, a 80% in the 2<sup>nd</sup> quarter, a 85% in the 3<sup>rd</sup> quarter and a 95% in the 4<sup>th</sup> quarter, the yearly grade would be 87.5%.

### **REPORT CARDS, PROGRESS REPORTS & PARENT/TEACHER CONFERENCES (PTC)**

The school year is divided into four periods of approximately nine weeks each. At the end of each of these periods an official report card of the student’s progress will be given to parents/guardians. At the end of the first three quarters, the report cards will be distributed at the Parent-Teacher Conferences (PTC). The final report card can be picked up by parents/guardians only at the Palau SDA Elementary School Office in Koror, approximately one week after graduation. In addition to the nine-week scholastic report cards, mid-quarter progress report will be sent home with the students at the 4-1/2 week interim. Mid-quarter reports must be signed and returned to the school office within the one week period after the reports are given to students. Students who fail to return the mid-quarter reports by the deadline will be held in the office until a parent or guardian can be contacted. Students may not make up any work they miss during the held office time.

### **PROBATION AND IN DANGER OF NOT GRADUATING/PASSING**

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, and/or cooperate with school regulations or policies. Failure to successfully complete a probationary period may be grounds for dismissal. If necessary, the student’s

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.

Students who either have, at least, 4 “D” grades or least 3 or more “F” (failing) grades on their quarter or yearly report will be placed on the “In Danger of Not Passing/Graduating” (IDNP/IDNG) list. All students on this list will have to stay after school for tutoring (3:00 - 4:00 pm), four days a week (Monday - Thursday) to work on improving their grades. Students must also use all study hall periods to work actively on assignments for their classes. Lastly, all students on this list must turn in all assignments issued by their teachers on time. Failure to comply and/or cooperate with the above requirements could result in potential disciplinary actions, such as detention or possible suspension. These students’ grades will be reevaluated at the end of each mid-quarter and the end of the quarter. If their grades improve, they will be removed from this list. If not, they will remain on the IDNP/IDNG list until their grades are reevaluated at the end of each mid-quarter or end of the quarter. This is a service that is being extended to the students so they can improve their chances of passing their classes and moving on to the next grade level. This is an attempt to help students prioritize their studies and full cooperation is expected. If a student fails to comply, disciplinary action will be taken.

#### **EXAM PERMITS/GRADUATION**

PMA students must pay their accounts before semester exams are taken. Grades will not be released for accounts not current. Additionally, senior accounts must be paid in full before graduation diplomas and official transcripts are released.

#### **TRANSCRIPTS/DIPLOMAS**

An official 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.

#### **LANGUAGE OF INSTRUCTION**

English is the primary 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. English as a Second Language Students (ESL) are permitted to use electronic translators for homework and classwork assignments. However, electronic translators may not be used for tests and assessments. In addition, cellphones, smart watches, tablets or computers may not be used as translating devices. Only traditional electronic translators may be used and must be pre-approved by the administration.

#### **CURRICULUM**

Palau SDA Schools (Palau SDA Elementary School and Palau Mission Academy) fully comply with all Ministry of Education standards. The school is also in full compliance with the North American Division of Seventh-day Adventist Department of Education. PMA’s standards and curriculum are directly based off of Adventist Education Standards, which

is recognized worldwide as one of the highest levels of education in the world. The Seventh-day Adventist educational system is the second-largest Christian school system in the world, after the Roman Catholic system. It has a total of 7,598 educational institutions operating in over 100 countries around the world with over 1.5 million students worldwide. The denominationally based school system began in the 1870s. The church supports holistic education: "Mental, physical, social, and spiritual health, intellectual growth, and service to humanity form a core of values that are essential aspects of the Adventist education philosophy."

## **TESTING**

Palau SDA Schools administers the Iowa Test of Basic Skills (ITBS). The ITBS is administered to students from the third grade to seniors in high school. Also administered at PMA are the American College Testing Test (ACT) and the Scholastic Assessment Test (SAT). Both are required to be taken by students seeking admission to undergraduate college/universities in the United States. They determine a high school graduate's preparation for college-level work. Students can also be registered for the Test of English as a Foreign Language (TOEFL). PMA is an official registered and approved ACT and SAT testing site. Also administered are various tests such as the Armed Services Vocational Aptitude Battery (ASVAB) and the Sixteen Personality Factor Questionnaire (16PF). PMA's Guidance Counselor assists students with the college admissions process as well as registering for the aforementioned tests.

## **DESCRIPTION OF COURSES**

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

### **Computer Education**

#### **Computers**

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.

### **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 of 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 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 the skills learned in English I, II and III., but focusing specifically on British literature. Students will study longer works of literature, including the novel, the epic, and Shakespearean drama. Additionally, they will 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.

### ***Electives***

Students must complete 2 credits of electives to graduate. Most electives are 1 semester long and worth  $\frac{1}{4}$  credits. Students must have at least  $\frac{1}{2}$  credit (2 classes) of Fine Arts and 1 credit (4 classes) of Applied Arts. The remainder  $\frac{1}{2}$  credit (2 Classes) can be from either Fine or Applied arts.

### **History/Social Studies**

**American Government** 1 Credit  
A 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 the Reconstruction Era.

**World History** 1 Credit  
A course designed to acquaint students with the flow of time and events, the significant roles and contributions of the world's diverse cultures and the impact of historical events on the present.

**Geography** 1 Credit  
A course designed to give students an understanding of the key elements of geography and how to interpret geographical data. Students will also learn about diverse cultures and the dynamics of human-environment interaction for each of the major continents of the world.

### Mathematics

**Pre-Algebra** 1 Credit  
The goal of Pre-algebra is to develop fluency with rational numbers and proportional relationships. Students will extend their elementary skills and begin to learn algebra concepts that serve as a transition into formal Algebra and Geometry. Students will learn to think flexibly about relationships among fractions, decimals, and percents. Students will learn to recognize and generate equivalent expressions and solve single-variable equations and inequalities. Students will investigate and explore mathematical ideas and develop multiple strategies for analyzing complex situations. Students will analyze situations verbally, numerically, graphically, and symbolically. Students will apply mathematical skills and make meaningful connections to life's experiences.

**Algebra 1** 1 Credit  
This course covers fundamental concepts of writing, solving and graphing linear equations and functions; solving and graphing linear inequalities; solving systems of linear equations and inequalities; basic concepts of exponents and exponential functions; polynomials and factoring and general principles in quadratic equations and functions; data analysis and probability.

**Geometry** 1 Credit  
This course covers fundamental geometric concepts, postulates, theorems and principles and their applications to problem solving, proving and logical reasoning.

**Algebra 2** 1 Credit  
This course covers fundamental algebraic and functional concepts, linear systems in two variables, higher-degree equations and inequalities, exponential and logarithmic functions and their application in problem solving. This course incorporates the use of technology such as graphing calculators.

**Pre-Calculus**  
This academic elective course covers the study of coordinate geometry, advanced algebra lessons and trigonometric functions and equations.

### Palauan Studies

**Palauan Language I** 1 Credit  
This course teaches Palauan language grammar and sentence structure.

**Palauan History & Culture** 1 Credit  
This course covers Palauan culture Pre-European contact and how Palau has evolved over time. The history of Palau from the 1700's, throughout the Spanish, German, Japanese and American occupations until Independence in 1994 is covered as well.

## Physical Education

**Health** 1 Credit

A comprehensive course regarding the functions of the human body. This is a Sophomore 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 lives.

**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.

## Bible

**Bible I** 1 Credit

This course is an introduction to God and how to develop a relationship with him. God's plan of salvation for the world is explored. This course applies Seventh Day Adventists beliefs in discipleship of Christ through relationships, lifestyle and service.

**Bible II** 1 Credit

Different expressions of God's love are explored in the study of Hosea, the love of David, messages of love from the life of Jesus, and how one manifests God's love on earth as shown in the book of Acts.

**Bible III** 1 Credit

This course focuses on the history of the Bible and the Adventist Church. It also covers the prophecies as found in Daniel and Revelation.

**Bible IV** 1 Credit

This course focuses on world religions, ethics, personal relationships and the book of John.

## Science

**Physical 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 in physics and chemistry.

**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 skills as well as laboratory techniques are learned and emphasized.

## Physics

1 Credit

This academic elective course teaches physical concepts, and the relationships between matter and energy and how they interact. The student will learn to analyze physics data and be able to apply principles of physics to health, life and the physical environment.

## ACADEMIC ELECTIVES

Palau Mission Academy offers two academic electives for seniors, Pre-Calculus and Physics. Any senior who has the available course load availability can register for these classes. Any graduating senior who desires to be a candidate for Palau Mission Academy Scholar, must be enrolled in and pass Physics and Pre-Calculus (see PMA Scholar guidelines in the subsection titled Advanced Academic Diploma and PMA Scholar on page 14). Academic electives are not required unless the graduating senior desires to be a candidate for Palau Mission Academy Scholar. If students decide to withdraw from one or any of the two academic electives, they must do so before the 1<sup>st</sup> quarter, mid-quarter mark. Otherwise, students must wait until the next official mid-quarter mark or end of the quarter grade to withdraw. A student who withdraws from an academic elective after the 1<sup>st</sup> quarter, mid-quarter mark must have a passing grade in the class. The last opportunity to withdraw from an academic elective, whether passing or failing, is before the start of the second semester.

## ATTENDANCE POLICY

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. If parents do not contact the school on the day of the absence, excuse notes for absences must be brought to school ON THE DAY the student returns to classes. Excuse notes brought after the day of return will not be valid.**

### Absences

Absences and tardies **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 time

Absences and tardies **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 knows ahead of time that school will be missed for either a funeral, religious observance, or prearranged family time, parents are strongly encouraged to write an excuse note ahead of time, so the student can collect faculty signatures and get as much work as possible from their teachers.

### **Tardiness**

Students who arrive late to school or who are not on time to their classes will be considered tardy. Students must bring an excuse note with them on the day they are late to school. 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 Disciplinary Policy**

#### **Level One**

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

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

This letter will state that the student owes 8 hours of campus work to the school after receiving the letter. The student will be asked to attend school on Sunday to clear their tardies. 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 tardies 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 2 days of campus work to the school. The student will be asked to attend school on Sunday to clear their tardies. A parental case conference will be held with the parents/guardians, student and administration before the student is allowed back in school.

#### **Level Four**

**Once a student has acquired five unexcused absences or fifteen unexcused tardies in a quarter, the student will be asked to withdraw from school.**

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

Late work is **NOT** accepted except after a valid approved excused absence is presented. The valid excused absence **MUST** be submitted before or on the day the student has returned to school (see page 23 under the subheading Absences for what is deemed excused). Once students return to school, they will have the same number of days that they missed to make up for any work they missed. During that time period, the unsubmitted work will be considered Pending (PEN). If the work is not submitted before the allotted time, the unsubmitted, pending grade will be changed to a zero. For pre-scheduled absences from school, students are encouraged to get as much work as they can from their teachers ahead of time.

#### **MALE/FEMALE 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 displays of affection of any kind. Failure to comply will result in disciplinary action.

#### **CHEATING/PLAGIARISM**

Students who are found to be dishonest on tests, quizzes, homework, classwork or any assignment, will be given “zero credit” for the work and will be given a three day suspension for their first offense. Any work that the student misses can be made up, but will only be able to receive a maximum of 64.9% of their scores for said work. 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/her 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 or plagiarism occurs any time during the school year, students will serve a four day suspension. (*Second offense* means the second time involved in cheating or plagiarism, not necessarily in the same class). For a third offense, students will serve a five day suspension. Cheating is a major offense and students may be required to forfeit positions of leadership and/or offices after the first offense of cheating. Continual cheating or plagiarism may lead to expulsion.

#### **CHAPEL CONDUCT**

Students are to come to the chapel in an orderly fashion. As chapel is part of the school day, any tardies and absences will be counted. Students should go to their assigned seats immediately. All belongings should be placed against the walls of the chapel and students should be attentive and ready to begin. Students must be awake, alert and sitting correctly in their chairs. As the chapel is considered a church setting/place of worship, proper reverence should be displayed.

#### **CLASSROOM CONDUCT**

Students are expected to abide by all school policies in every classroom on campus. This includes not eating in class, having water only, and following all teacher instructions. In

addition, insubordination, defiance and/or disrespect of a teacher or any staff member will not be tolerated inside or outside of the classroom. Failure to comply will result in disciplinary actions.

## **DRESS CODE 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, fit properly, 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/undershirts 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). Students are not to have designs or lines in their hair or eyebrows. Girls may not have “side shaves” or any similar hair designs during the school year. It must be grown out during the school year.

### **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 are not allowed to be worn while on school property, which includes the bus. No jewelry of any kind to include leather, rubber, or cloth bracelets may be worn. Sunglasses, hats, scarves, or any other type of head gear (including sweatshirt hoods and towels) are not allowed in the classroom. Traditional Palau money necklaces are also prohibited. Girls will be given the appropriate time to remove their necklaces by the designated family member.

## **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:

- To carpool **ONLY** with immediate family members: i.e. siblings and must be subject to written permission agreement by parents.
- To have a valid driver’s license issued by the Republic of Palau.
- To submit driver’s license and car keys **EVERY** morning to the PMA office.
- To not partake in **ANY** negative behavior such as loud music or noise, erratic driving, etc.
- To be responsible enough to leave home early enough to arrive to school on time, avoiding unnecessary tardies.

- After **TWO** late arrivals to forfeit their privilege to drive to school for the entire school year.
- To **NOT** access vehicles once the car is parked and keys have been submitted to the office until students have finished their classes and are permitted to leave school.
- To honor the daily schedule and **NOT** to leave, except in case of an emergency, which must be cleared **FIRST** by the administration.
- To use only the parking space at the front of the administrative building by the stairway.
- PMA has right to search vehicles for any contraband/paraphernalia (or any items or content that may violate the Student Handbook) at any time.
- To maintain a good academic standing and a GPA of at least 2.5 and no “F” grades in any classes and to avoid any minor or major offences.
- If any student is not eligible at the beginning of the school year, they must wait until the next **mid-quarter** point or at the **end of the quarter** grades are released. At that point they can appeal for driving privileges.
- The **final** opportunity to apply for driving eligibility will be at the **3<sup>rd</sup> Mid-Quarter**.

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

### **ELECTRONIC EQUIPMENT & CELL PHONES**

Student use of audio equipment such as headphones, ear buds, air pods, etc. is not permitted on school property during school hours. If such equipment is found, the equipment may be confiscated until the end of the school year. Student use of cell phones and other similar forms of electronic equipment is not permitted on the campus during school hours. Phones may be kept in lockers and backpacks on silent mode **ONLY** and must not be taken out during the school day. Cell phones will be confiscated if found. The first time a cell phone is taken, it will be returned at the end of the day. After the second offense, the phone will be returned after a one-week period. If a third offense occurs, the phone will be confiscated and returned at the end of the school year.

Smart watches are allowed on campus but must only be used for the purpose of telling time.

Tablets or laptop computers can only be used if they have been previously approved by administration. Upon approval, students must submit the tablets or laptop computers to the office at the start of the day and may be picked up to be used only for the approved, designated class(s). Once the device is done being used, it must be returned to the office and picked up at the end of the school day.

## **DICPLINARY ACTIONS**

### **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 lifestyle is intrinsic to this policy. Therefore, it is PMA's policy that the manufacture, distribution, possession, and/or use of tobacco, all electronic smoking devices, 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 major offences 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
- Physical, verbal or any form of bullying or intimidation for any students or staff member
- Any form of violation of school guidelines or policy committed online through any platform of media
- Drinking or possessing alcoholic beverages
- Gambling, betting, possession of playing cards, or other gambling devices
- Participating in dishonesty including theft, cheating, plagiarism, lying, and willful deception regarding violation of school regulations in any phase of schoolwork or business whether online or inside of the classroom
- 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
- 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
- Acting in 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 them (If something does not belong to that person, it needs to be turned into the office as “lost and found”)
- Any conduct that may not be listed which the school deems inappropriate
- General unsatisfactory progress or conduct, displaying a detrimental influence or spirit out of harmony with the standards of the school

## **Disciplinary Levels**

### **Minor Offenses**

Students will serve detention for the following reasons but are not limited to what is listed below:

- Disrupting class
- Sleeping in school, which includes chapel service and inside the classroom
- Dress code violation
- Skipping class
- Inappropriate contact between a male/female
- Insubordination
- Being outside of classrooms without a hall pass
- Shouting on campus
- Swearing
- Vandalism
- Other inappropriate behavior

Students who receive a detention slip for minor offenses 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 then be subject to the consequences of a major offense.

## **Major Offenses**

Unacceptable conduct and behavior will not be tolerated at Palau Mission Academy. The following is a list of, but is not limited to, major offenses:

- Fighting
- Cheating/Plagiarism
- Possession of a weapon
- Drug use or possession of a substance
- Theft

Other unacceptable conduct/offenses are referenced on page 28 and 29 under the subheading Unacceptable Conduct.

A student's first major offense may result in a three day suspension. A second offense may result in a four day suspension. A third offense may result in a five day suspension. Upon recommendation of the administration, suspensions may be served in school. On the fourth offense, a student may be recommended to the school board for expulsion. Depending on the severity of the offense the school has the right to take the student's name to the School Board immediately for recommendation of expulsion.

## **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.

## **VANDALISM**

Students, who damage school property, including, but not limited to, writing on desks or walls, are subject to a minimum fine of \$100.00 plus restitution. A fine of \$100 plus the cost to repair the damage 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.

## **LEAVING CAMPUS**

Students may not leave campus without permission from the office. If students 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.

## **ONLINE CITIZENSHIP POLICY**

### **Online Misconduct**

All students must follow all school guidelines and policies when using the Internet through any media platform. These guidelines and policies are not only expected to be followed in

the classroom but online as well. Digital bullying, intimidation or any form of misconduct toward any student or staff member is unacceptable and will result in disciplinary actions.

**Acceptable Internet Use Policy**

Palau Mission Academy offers online Internet access for students using the computer class and approved devices (see the ELECTRONIC EQUIPMENT & CELL PHONES section on page 27 for details). While connected to student access, students are only allowed to use the Internet for the specific purposes of the issued assignment. Students are never allowed to access any Internet connection besides the student access, once given pre-approved access. Students are also not permitted to use their own Internet access or data while on campus (see the ELECTRONIC EQUIPMENT & CELL PHONES section on page 27 for details). Any violation to this policy will prevent the student from being able to use the student access and will result in disciplinary actions.

**Online Academic Honesty**

Students are expected to abide by the same academic guidelines and policies inside the classroom and while online. Dishonesty is not accepted from students at PMA. The guidelines and policies detailed on page 25 under the CHEATING/PLAGIARISM section will also apply to all work done online.

**OTHER REGULATIONS**

Other policies may be voted and announced by the faculty as additions to or modifications of those published in this bulletin. Such additions and/or modifications will be disseminated by written form and distributed to parents/guardians.

**CONTACT INFORMATION**

Please feel free to contact Palau Mission Academy for any inquires. During the school year, on Monday through Thursday, the office staff is available from 7:15 am to 5:00 pm. On Friday the office staff is available from 7:15 am to 12:15 pm. Office and administration contact numbers and emails are as followed:

PMA Main Office	680-587-2165
PMA Principal’s Office	680-587-2152
PMA Cafeteria	680-587-2156
PMA Fax	680-587-2291
Principal Abner Sanchez’s Cell	680-778-5132 (text if there is no answer)
PMA Office Email	office@palaumissionacademy.org
Principal Abner Sanchez’s Email	principalsanchez@palaumissionacademy.org



**PARENT AND STUDENT CONTRACT**

The school board, administration, faculty and staff of Palau Mission Academy are committed to providing the best environment for our students to succeed mentally, physically, academically and spiritually. As our mission statement reads, we are dedicated to “Striving to restore God’s image in every student”. The success of all students can be best achieved with the cooperation of our school family and our home family. This includes, but is not limited to, teacher/parent/guardian communication, attendance of scheduled Parent-Teacher Conferences (PTC), familiarity of the school calendar and events, and being aware of school standards and policies as stated in the Student Handbook.

By signing this Parent and Student Contract,

I \_\_\_\_\_ **(printed name of parent),**

parent/guardian of \_\_\_\_\_ **(printed name of**

**student)**, am committing to a partnership with the Palau Mission Academy school family

to ensure the best possible outcome for my child. I am also acknowledging that I will

familiarize myself with the Palau Mission Academy Student Handbook (July 2020

revision) and will have it readily available when needed to be referenced. I understand

that my student and I will be held to the guidelines and policies of Palau Mission

Academy as stated in the Student Handbook (July 2020 revision).

\_\_\_\_\_

Parent Signature

\_\_\_\_\_

Student Signature

\_\_\_\_\_

Date

This Parent and Student Contract should be signed and submitted upon registration at the Palau SDA Elementary School main office. A copy of the signed contract will be returned to the parent. The original will be kept in the student’s file.