



# P O R T L A N D   A D V E N T I S T   A C A D E M Y

## INTERNATIONAL STUDENT HANDBOOK

*Please carefully read and initial each section of this handbook. Bring it with you to PAA's Orientation.  
Sign and send page 5 to PAA along with your application materials.*

**Portland Adventist Academy** gladly welcomes students from other countries to a unique experience of Christ-centered, character-driven education. We have enjoyed and appreciated the perspective international students bring to our campus and consider it a privilege to be a participating school in this global opportunity.

### Discipline/Rules

- ◆ International students must always be aware of their responsibility as international ambassadors for their country and make a determined effort to represent their country in a positive manner.
- ◆ International student discipline will be coordinated through the PAA International Director, with ultimate responsibility for all disciplinary decisions resting with the school administration.
- ◆ International students at PAA are expected to obey the rules and regulations of the school. In addition, they are expected to abide by the laws of the United States and the state of Oregon.
- ◆ We care about our students and their safety. For this reason PAA has a policy with regard to driving/riding privileges. International students may **not** drive a motorized vehicle which requires a license. Exceptions to this rule might be granted at the discretion of the individual agency under the following conditions:
  - 1) Written permission is obtained from the natural parents.
  - 2) Students maintain an 80% or higher in all classes for a minimum of one semester prior to receiving permission to drive. Failure to maintain 80% in all classes may result in revocation of all driving privileges.
  - 3) Class attendance has been regular and students have been punctual.
  - 4) The students are either in the junior or senior year at PAA.
  - 5) The students have shown themselves to be reliable and trustworthy.
- ◆ Compared with adult drivers, teenage drivers have a much higher accident rate. Riding as a passenger in a car with a teenage driver poses a higher statistical risk to the passenger than if they were riding with an adult. The likelihood of an accident occurring also increases with each additional teenager in the car. For this reason, PAA requires that the natural parents sign a release form if they choose to allow their child to ride in a car with a teenage driver. PAA cannot be held responsible for monitoring this choice, but we will certainly do what we can to encourage cooperation.
- ◆ Oregon law prohibits use of alcohol by anyone under 21 years of age, and tobacco is illegal for anyone under age 18. Oregon law also prohibits anyone of any age from using illegal drugs. Any infraction of these laws may result in a student being returned to his/her country immediately at the expense of the natural parents.
- ◆ Except in the case of family emergencies, students should remain in the United States the entire school year. Exceptions may be granted under the following conditions:
  - 1) All grades are at an acceptable level and all class work is current.
  - 2) If student will be missing classes, all work must be turned in prior to leaving.



- 3) Class attendance has been regular and student has been punctual.
  - 4) Permission is obtained four to six weeks in advance.
- ◆ PAA views the ESL program as a two-part program. One half consists of the school and academics and the other half consists of the homestay and culture study. Both halves are equally important. Both halves must be carefully maintained and will be closely monitored.
  - ◆ PAA students should dress modestly and appropriately. Following are some specific guidelines. Compliance with this policy is a prerequisite to classroom attendance. Failure to comply with these principles may result in appropriate sanctions.
    - 1) Students should wear clothing that reflects positive values in the designer logos, images, wording, and the pictures on their clothing. Clothing and style of clothing must be free of association with gang or subversive cultural elements.
    - 2) Students should keep their attire appropriate to the school-related activity and school area (e.g., gym, classroom). Shoes must be worn at all times.
    - 3) Students should avoid extreme or outlandish types of dress and adornment.
    - 4) Shirts, blouses, and T-shirts will cover the student's stomach and lower back. This apparel will be long enough to tuck into a skirt, pants, or shorts.
    - 5) Shirts, blouses, T-shirts, and dresses will have modest neck-lines. If there is a question as to what is appropriate, a designated staff member may be consulted.
    - 6) Skirts, dresses, and shorts will be modest in length. If there is a question as to what is appropriate, a designated staff member may be consulted.
    - 7) Ear jewelry is limited to simple studs or small circular hoops. Ear and neck jewelry should be modest and non-violent in nature. Specifically, spikes are not acceptable.
    - 8) All other body piercing is not acceptable. Students may not cover piercings with bandages.
    - 9) Tattoos will be covered at all times.

I have read and I understand this section: \_\_\_\_\_  
Initials

### Schedule, Attendance, and Grades

- ◆ First year students should arrive in Portland at least two weeks prior to the beginning of school.
- ◆ International students planning to study at PAA for only one year should understand that limited English proficiency will limit the choice of subjects they will be able to take. Conversely, greater English proficiency widens the student's options.
- ◆ **All** ESL students will take an English proficiency test prior to final placement in classes. The number of ESL classes required will depend on the level of proficiency the student demonstrates. Students will be retested at the end of each semester. Typically, a first year student will enroll in **five ESL classes** their first year. These ESL classes are Grammar/Speaking, US History, Writing, Bible, and Computer Applications. Students will then have two or more non-ESL classes they may enroll in, depending on interests, class availability, grade level, and English proficiency.
- ◆ Students will only be required to take two ESL classes under 2 conditions:
  - 1) They score 60 or higher on the SLEP Test or
  - 2) They score 57-59 on the SLEP Test and have recommendations from the ESL Department and one other department. To get such a recommendation, a student must actively participate in the home and school communities.
- ◆ A minimum score of 71 on the internet-based TOEFL (iBT) allows a student to graduate from ESL classes. Until that time, 2<sup>nd</sup> year students and beyond are **required** to take TOEFL Preparation class. Students who are not demonstrating sufficient academic growth on the TOEFL exam may not be allowed to continue in the program.
- ◆ Students are expected to maintain a full class load. This means that they will have passing grades in at least six classes. International students must maintain a **minimum score of 70% in each ESL class.**



In addition, they must also maintain a cumulative C average in all other courses. The teacher may call a meeting with the student, agent, and host family if grades are lower than 70% at each 3-week progress report, or as deemed necessary.

- ◆ **Students who fall below 70% in any ESL or non-ESL class are required to have a PAA-approved tutor.** The fee for this service is generally \$35 per hour and is paid directly to the tutor.
- ◆ Students who are accepted on academic probation are required to have a PAA-approved tutor. Minimum time in tutorial per week will be two hours.
- ◆ This is an academic program. Students are expected to be punctual in class each school day. All absences, other than illness or emergency, are expected to be pre-arranged with the vice-principal. In the case of illness or emergency you must bring a letter to PAA on the day you return to class from your host family and/or doctor to verify your whereabouts.

I have read and I understand this section: \_\_\_\_\_  
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### Chapels and Assemblies

- ◆ Chapel is a very important part of our program at PAA. This occurs once a week for 50 minutes. During this time we will sing Christian songs, and listen to stories from the Bible or with Christian values. While students are not expected to adopt the values being taught, they are expected to show respect to the speakers. Understanding Christianity can be an important part of learning about American culture.
- ◆ Various other assembly programs occur throughout the week. Attendance is mandatory. We ask that you show respect by arriving on time and not talking during the programs.
- ◆ You must sit with an American student and not with someone who speaks your first language during chapel programs.

I have read and I understand this section: \_\_\_\_\_  
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### English Immersion

- ◆ Your progress in English will improve only as you use and practice it. For this reason, you may not use your native language while you are on the PAA campus.

I have read and I understand this section: \_\_\_\_\_  
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### Homestays

- ◆ All international students must live with a host family approved by the school. PAA reserves the right to refuse a host family for any reason PAA deems to be in the best interest of the student and the overall program at PAA.
- ◆ International students are expected to provide full cooperation with their host families. They must show respect and abide by all house rules. Students should fully integrate with the host family by voluntarily helping with family chores and spending time with the family. Students should not discuss the private affairs of their host family with others. Students who are disobedient, disrespectful, or cause other disruptive behaviors with the host family, may receive disciplinary action at PAA. Repeated failure to cooperate will result in dismissal from PAA.

I have read and I understand this section: \_\_\_\_\_  
Initials

### Agencies

- ◆ **All** International students not living with immediate family (Mother or Father) **must** have a local agency approved by the school. PAA reserves the right to refuse an agency for any reason PAA deems to be in the best interest of the student and the overall program at PAA.
- ◆ International students must obey all rules of the local agent.

I have read and I understand this section: \_\_\_\_\_  
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## Activities

- ◆ We welcome and encourage you to get involved in extra-curricular activities at school. They are as follows:

**Fall Sports:** Cross Country, Soccer, Volleyball (girls)

**Winter Sports:** Basketball, Ski Club

**Spring Sports:** Golf, Fast-pitch Softball (girls)

**Year-long Activities:** Band, Choir, Alegria, Drama Club, Rock Climbing Club, National Honor Society (recognizing academic excellence and service)

**Note:** *Students who are newly enrolling, but not a participant in a CSJET-approved program may not be eligible to participate in extra-curricular sports until they have been at PAA for one year.*

**I have read and I understand this section:** \_\_\_\_\_  
Initials

## Contracts

- ◆ International ESL students, agents, and host families are expected to understand and sign an agreement to abide by the policies at PAA. This contract will be presented either at registration time or the ESL potluck prior to the first day of school.

**I have read and I understand this section:** \_\_\_\_\_  
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## Orientation

- ◆ International students enrolled in ESL will be expected to attend an orientation event which will provide an overview of the program at PAA. At this time students will be given their English proficiency exam.

- ◆ **Students may provide official test results of a recent TOEFL exam in lieu of the test given at PAA.** The student contract will also be signed at this time. Orientation and testing will be held in the fall, usually during the week before school begins. PAA's fall start date is often the third Monday in August.

**I have read and I understand this section:** \_\_\_\_\_  
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## Mentors

- ◆ PAA provides a quality mentor program for its international students. You will have an American student to mentor you. We will go on excursions and have other parties and get-togethers. Mostly, however, this mentor will be someone to be your friend and assist you as much as possible in becoming fully integrated in the academic and social life at PAA.

**I have read and I understand this section:** \_\_\_\_\_  
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## Community Service

- ◆ In keeping with our philosophy of being service-oriented, PAA requires that each ESL student participate in 48 hours of community service per school year. Each quarter the student must turn in 12 hours of approved community service. Summer volunteer hours can be counted for the following semester only. Our ESL teachers are committed to doing as much as possible to assist the international students in getting connected with an appropriate service opportunity.

**I have read and I understand this section:** \_\_\_\_\_  
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# INTERNATIONAL STUDENT HANDBOOK COMMITMENT

## Parental Commitment

- ❖ We recognize that Portland Adventist Academy exists to provide an educational environment where students and staff will grow in Christ, challenged to put forth their best effort.
- ❖ We have read and understood the International Student Handbook. We agree to the conditions set forth in it.
- ❖ We agree to support PAA's policies and encourage our student to abide by the rules. In addition, we understand that our student may be dismissed from school for not following these guidelines.
- ❖ We understand that our student may receive disciplinary action by PAA in accordance with PAA guidelines if our student does not abide by PAA's rules.

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Parent Signature

Date

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Parent Signature

Date

## Student Commitment

- ❖ I recognize that Portland Adventist Academy exists to provide an educational environment where students and staff will grow in Christ, challenged to put forth their best effort.
- ❖ I have read and understood the International Student Handbook. I agree to the conditions set forth in it.
- ❖ I will cooperate with school policies, teachers, and school authorities.
- ❖ I understand that my purpose for being here is to study and learn. I will do my best academically, faithfully doing the assigned homework and in-class assignments.

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Student Name (Print)

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Student Signature

Date

**Please fill out this page & return it with the application.**