



ANDREWS ACADEMY

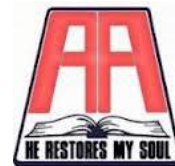


ESL HANDBOOK

Andrews 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 AA International Director, with ultimate responsibility for all disciplinary decisions resting with the school administration.
- ◆ International students at AA 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 Michigan.
- ◆ We care about our students and their safety. For this reason AA has a policy with regard to driving/riding privileges. International students may **not** drive a motorized vehicle which requires a license. This policy follows the guidelines from the United States Department of State policy for international exchange students.
- ◆ 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, AA requires that the natural parents sign a release form if they choose to allow their child to ride in a car with an American teenage driver. AA cannot be held responsible for monitoring this choice, but we will certainly do what we can to encourage cooperation.
- ◆ Michigan law prohibits use of alcohol by anyone under 21 years of age, and tobacco is illegal for anyone under age 18. Andrews University forbids any student to abuse any substance either on campus or off campus. Michigan 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 expect to remain in the United States during the entire school year. Exceptions to this 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.
- ◆ AA 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 both halves will be closely monitored by the international director.
- ◆ I have read and I understand this section: _____
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Dress and School Uniform Rules

- ◆ AA 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, hairstyles, and adornment.
 - 4) Lands' End is the provider for our school logo uniform tops. You will need to create an account and choose your school shirts, blouses, jackets or sweaters from this company. See the sourcebook for more information.
 - 5) 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. Shirts, blouses, T-shirts, and dresses will have modest necklines. 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) Hats and other head coverings may not be worn indoors during school hours.
 - 8) Jewelry such as earrings, non-medical bracelets or necklaces, and rings are not acceptable.
 - 9) All other body piercing is not acceptable. Students may not cover piercings with bandages.
 - 10) Tattoos will be covered at all times.

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Schedule, Attendance, and Grades

- ◆ First year students should arrive in Berrien

Springs, MI at least ten days prior to the beginning of school. This is to facilitate placement testing and orientation.

- ◆ International students planning to study at Andrews Academy for only one year should understand that limited English proficiency will necessarily limit the choice of subjects that 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 **three ESL classes** their first semester of high school in the United States. These classes are ESL Language Arts, American Culture, and ESL Introduction to the Bible. Students will then have three or more non-ESL classes they may enroll in, depending on their interests, class availability, grade level, and English proficiency.
- ◆ 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 order to **pass out of ESL**, the student must achieve an **85% total score**. Otherwise the student will be required to take an additional semester of ESL Language Arts instruction. In addition, they must also maintain a cumulative C average (70%) 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 progress report, or as deemed necessary.
- ◆ **Students who fall below 70% in any ESL or non-ESL class are required to have an AA-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 an AA-



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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. In the case of illness or emergency you must bring a letter to AA on the day you return to class from your host family and/or doctor to verify where you were while absent.

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 AA. This occurs daily. During this time we will sing Christian songs, and listen to stories from the Bible or with Christian values. Understanding Christianity is an important part of learning about American culture.
- ◆ Various other assembly programs occur throughout the school year. Attendance is required. We ask that you show respect by arriving on time and not talking during the programs.
- ◆ You must sit in your assigned seat.

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English Immersion

- ◆ Your progress in English will improve only as you use and practice it. For this reason, you will not use your native language during class time. Bilingual dictionaries are permitted.

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. AA reserves the right to refuse a host family for any reason AA deems to be in the best interest of the student and the overall program at AA.
- ◆ 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 AA. Repeated failure to cooperate will result in dismissal from AA.

I have read and I understand this section: _____
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Agencies

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

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Contracts

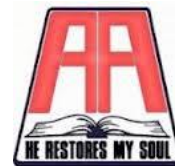
- ◆ International ESL students, agents, and host families are expected to understand and sign an agreement to abide by the policies at AA. This contract will be presented either at registration or the orientation prior to the first day of school.

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 AA.
- ◆ One week before registration students will be given their written and oral English placement exam.
- ◆ The student contract will also be signed at this time. Orientation and testing will be held each semester, usually during the week before school begins.

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Mentors

- ♦ AA 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 AA.

I have read and I understand this section: _____
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Community Service

In keeping with our philosophy of being service-oriented, AA requires that each student participate in a credit procedure promoting active and responsible involvement in employment and/or volunteer activities. The experience is intended to acquaint the student with the world of work, positive attitudes and work habits, the value and dignity of labor, interpersonal relationships and the skills that will help meet the practical duties of life. This credit meets the work experience requirement for graduation. Registration for this credit takes place at the conclusion of the work/volunteer program. The employer must fill out the work experience documentation and evaluation form and submit it to the Director of Admissions and Records to validate the student's experience and

Parental Commitment

- ☐ We recognize that Andrews Academy exists to provide a Christian educational environment where students and staff will grow in Christ, challenged to put forth their best effort.
- ☐ We have read and understood the ESL Handbook. We agree to the conditions set forth in it.
- ☐ We agree to support AA'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 AA in accordance with AA guidelines if our student does not abide by AA's rules.
- ☐ We understand that this handbook is a supplement to the AA Sourcebook, and all rules and regulations of the Sourcebook also apply to our student.

Parent Signature

Date

Parent Signature

Date

verify the credit earned. Credit will then be registered in the computer and is normally granted at .5 unit for a total of 180 paid hours or 90 hours volunteer work. Our ESL teachers are committed to doing as much as possible to assist the international students in getting connected with an appropriate service opportunity.

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Work Opportunities

- ♦ The type of visa that students receive in order to study in the United States does not allow for access to a work permit. Students are expected to concentrate on their studies and be full-time students. However, in keeping with U.S. law, AA is pleased to be able to provide a work scholarship option for a limited number of international students per year. The law, however, does not allow for an international student to participate in a work-study program their first year at AA. The maximum scholarship available is \$1000.00 per academic year. Under the conditions of this scholarship, students would be required to work at AA one hour per school day.

I have read and I understand this section: _____
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Student Commitment

- ☐ I recognize that Andrews Academy exists to provide a Christian educational environment where students and staff will grow in Christ, challenged to put forth their best effort.
- ☐ I have read and understood the ESL 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.
- ☐ I understand that this handbook is a supplement to the AA Sourcebook, and all rules and regulations of the Sourcebook also apply to me.

Student Name (Print)

Student Signature

Date