

# *International Student 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. This section of the Sourcebook outlines information specific to international students.

## **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 and the International Student Committee, 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 less than 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.

## **HOMESTAYS**

AA views the International 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. At some point in the semester, the host family and international student can expect a home visit by a member of the International Student Committee to do a Student Environment Evaluation for health and safety. Other items of concern can be addressed during that visit as well.

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 Andrews Academy.

Occasionally, a student and their host family may decide they are not a good fit for each other.

Students may NOT change their host family by themselves. Students wishing to change must make a request to the International Student Director who will bring the request to the International Student Committee. The committee will then work on the case to come to a satisfactory resolution.

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### **TRAVEL PLANS**

When making plans to attend Andrews Academy, students should plan their travel itinerary to arrive at the closest International Airport in South Bend, Indiana. Host families will be able to pick up their students from this airport. Students arriving in Chicago should not expect

their host family to be able to come get them from those airports. Connections from Chicago to South Bend include air, train, and bus companies.

Students are expected to stay in the care of their guardians during all school breaks, unless permission to travel has been granted by the International Student Committee. (See number four [4] below.)

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 with the International Student Committee Travel Request Form.

This form is required whenever the international student plans to leave their guardian's care to travel, whether in the U.S. or overseas, in a non-school function capacity.

### **DRESS AND SCHOOL UNIFORM RULES**

AA students should dress modestly and appropriately. International students should **be aware of the rules as outlined in the Sourcebook, and be ready to follow them beginning on the first day of school. Compliance with this policy is a prerequisite to classroom attendance.** Failure to comply with these principles may result in appropriate sanctions.

## **SCHEDULE, ATTENDANCE, AND GRADES**

**Students must arrive one week before classes begin to accommodate testing and orientation. They must complete testing prior to creating a class schedule.** 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 incoming international students who speak English as a second or foreign language 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 and second semester** of high school in the United States. These classes are ESL Language Arts I and II for two class periods per day, 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.

The ESL Language Arts Level I and II classes fulfill the College Preparatory graduation requirement for Modern Language. International students must **maintain a minimum score of 70% in each ESL class. In order to pass the levels of ESL, the student must achieve an 80% total score. 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-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.

## **CHAPELS, ASSEMBLIES, AND VESPERS**

Chapel is a very important part of our program at Andrews Academy. 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.

Andrews Academy also holds a variety of spiritual activities outside of the school day. Andrews Academy expects that each international student will attend a minimum of five spiritual activities outside of school

time per semester. These include, but are not limited to, class vespers, international student vespers, Student Association vespers, and Satellite vespers. Besides these, the students are expected to follow family rules in regards to church attendance each weekend.

### **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 except with teacher permission. Bilingual dictionaries are permitted.

### **AGENCIES**

All international students not living with immediate family (Mother or Father) must have their chosen 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.

### **CONTRACTS**

International 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.

### **ORIENTATION**

New international students will be expected to attend an orientation event which will provide an overview of the program at AA. Students must arrive one week before classes begin to accommodate testing and orientation. They must complete testing prior to creating a class schedule. One week before registration, students will be given their written and or

al 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.

Orientations for ALL international students and guardian families, new and returning, will be held periodically as deemed necessary by the International Student Committee to review policies, answer questions and concerns, and build a supportive sense of community.

### **PARENTAL AND STUDENT COMMITMENT**

Parents, guardians, and international students will be asked to sign a copy of the International Student Handbook before the international student will be considered completely registered to begin classes at Andrews Academy.