



International Handbook

Tulsa Adventist Academy gladly welcomes students from other countries to the 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 community.

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 TAA International Director, with ultimate responsibility for all disciplinary decisions resting with the school administration.
- ◆ International students at TAA 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 Oklahoma.
- ◆ We care about our students and their safety. For this reason TAA 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
 - 3) Class attendance has been regular and students have been punctual
 - 4) The students are either in the junior or senior year at TAA.
 - 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, TAA 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. TAA cannot be held responsible for monitoring this choice, but we will certainly do what we can to encourage cooperation.
- ◆ Oklahoma law prohibits use of alcohol by anyone under 21 years of age, and tobacco is illegal for anyone under age 18. Oklahoma 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.
- ◆ TAA views the International programs 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.



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◆ TAA students should dress modestly and appropriately, as outlined in the TAA student handbook. Compliance with this policy is a prerequisite to classroom attendance. Failure to comply with these principles may result in appropriate sanctions.

- 1) Modest clothing in all cases will, at least, reach to the top of the kneecap, plus the student must be able to raise arms without the midriff showing.
- 2) Clothing will not be gaudy, dirty, old, have holes, be ragged, or display inappropriate thoughts.
- 3) Shorts are allowed that come to two inches above the top of the kneecap or longer.
- 4) Nail polish, if worn, should be neat and professional and well maintained. It is at the discretion of the administration to be removed at any time.
- 5) Hair must be clean, neatly trimmed and of moderate length. At all times, boys' hair is to be above the eyebrows, above the earlobe, and off the standard collar.
- 6) Ornamentation - nose, cheek, body, and/or ear piercings; tattoos (permanent or wash-off); unnatural hair coloring; and necklaces, bracelets, etc. are not appropriate.
- 7) Hats, visors, and sunglasses are not appropriate to be worn in the buildings.
- 8) Safe, sensible shoes are required.
- 9) Footwear must be worn at all times.
- 10) Leggings are appropriate as long as they are worn under skirts and dresses which conform to the Modesty Guidelines.
- 11) Slacks, cords, and jeans (no tight fit) are acceptable for school wear if they are clean and whole. Pants are to be hemmed (cuffs are not to drag on the ground) and worn at the waist. Undergarments are not to be showing at any time. Fitted cargo pants are acceptable (no “baggy” look). No

athletic pants, nylon rip-stop material, fleece, pajama-type material, sweats, or warm-ups outside of PE.

- 12) The school does not accept breakaways or tank tops as appropriate clothing.

I have read and I understand this section: _____
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Schedule, Attendance and Grades

- ◆ International students planning to study at Tulsa Adventist 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 International students will take an English proficiency test prior to final placement in classes. The number of Advanced Placement classes 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 Bible I OR Bible II, Computer Applications and Keyboarding OR Speech and Health, Literature I OR Literature II, World History OR World Geography, PE, Choir I and Algebra I. These classes may vary depending on their interests, class availability, grade level, and English and math proficiency.
- ◆ Students are expected to maintain a full class load. This means that they will have passing grades in all classes. International students must maintain a minimum score of 70% in each class. The teacher may call a meeting with the student, agent, and host family if grades are lower than 70% or as deemed necessary.
- ◆ Students who fall below 70% in any class are required to have an additional TAA-approved tutor. The fee for this service is generally \$35 per hour and is paid directly to the tutor.



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- ◆ Students who score below 40 on the SLEP are required to have a TAA-peer tutor. Minimum time in tutorial per week will be two hours. Tutorials are held after school in the library.
- ◆ 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 International Director and your agency. In the case of illness or emergency you must bring a letter to TAA on the day you return to class from your host family and/or doctor to verify your whereabouts AND have a host parent contact the International Director or the attendance office.

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Chapels and Assemblies

- ◆ Chapel is a very important part of our program at TAA. This occurs once a week for 45 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.
- ◆ There may be various other assembly programs 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/assembly programs.

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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 on campus.

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Homestays

- ◆ All international students must live with a host family approved by the school. TAA reserves the right to refuse a host family for any reason TAA deems to be in the best interest of the student and the overall program at TAA.
- ◆ 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 TAA. Repeated failure to cooperate will result in dismissal from TAA.

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Agencies

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

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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: Soccer, Volleyball
 Winter Sports: Basketball,
 Spring Sports: Volleyball, Soccer
 Year-long Activities: Gymnastics, Orchestra, Choir, Music lessons, National Honor Society (Recognizing academic excellence and service)

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Contracts

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

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Orientation

- ◆ New International students will be expected to attend an orientation event which will provide an overview of the program at TAA.
- ◆ Students may provide official test results of a recent TOEFL exam in lieu of the test given at TAA> 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.

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Mentors

- ◆ TAA provides a quality mentor program for its international students. You will have an American student to mentor and tutor 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 TAA.
- ◆ In addition to the student mentor, each student will be paired up with an adult mentor that will meet with them at least monthly and go on outings with them. This mentor will provide encouragement, support, advice and wisdom.

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Community Service

- ◆ In keeping with our philosophy of being service-oriented, TAA requires that each student participate in 20 hours of community service per semester (40 hours per year). This requirement can be completed at school in a school sponsored avenue or individually outside of school.
- ◆ In addition to the 40 hours of outside community service time, TAA high school students are expected to participate and help lead out in church worships in the community at least four times a year. These dates are schedule on the calendar and attendance is mandatory.

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