

PORTLAND ADVENTIST ACADEMY
A Christian High School
ESTABLISHED 1910

STUDENT HANDBOOK

Because we desire to follow Christ's call
to transform our community and our world,
we guide and educate young leaders to be
Christ-centered and character-driven.

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OUR VISION

A high school where families long to send their children and where students love to be.

OUR MISSION

Because we desire to follow Christ's call to transform our community and our world, we guide and educate young leaders to be Christ-centered and character-driven.

OUR MOTTO

Christ-Centered – Character-Driven

OUR PRIMARY AIMS

To invite every student to consider a relationship with Jesus and to mentor them in how to live as followers of Christ

To teach a holistic Seventh-day Adventist Christian worldview that impacts every part of living

To build an environment of academic excellence in creating life-long learners

To provide an accepting and nurturing environment

To be a relevant part of our local and global community

OUR CORE VALUES

Courage

Facing my weaknesses and wrestling with my fears

Leadership

Knowing that I am always a leader of one and choosing to be a servant of others

Integrity

Striving to become truth-oriented with myself and others – being what I say I am

Curiosity

Developing an interest in the world around me

Concern

Being actively involved in the welfare of others

OUR PURPOSE

At Portland Adventist Academy we believe that God has revealed His plan for humankind, and both communion between God and humans as well as service to others constitute the real purpose and mission of the Christian life. We believe, too, that the way to enhance the mission of the school and the unique mission of the Seventh-day Adventist Church is to empower the individual: to place the student, not the institution, at the center of the learning experience.

Portland Adventist Academy provides the tools that not only improve the more conventional ways students learn, work, play, think, and communicate, but also inspires them to do things in new and creative ways. A school can only be as productive and influential as its individual members, so improving the students' school experience is at the center of everything we believe and do. The innovation and creativity of a person's thinking and performance depend entirely on the quality of his or her total experience, not just on the information he or she is asked to teach or learn.

Portland Adventist Academy offers the tools, materials and environment designed to increase the personal growth as well as the spiritual, intellectual, physical, and social experience of the individual.

The spiritual purpose of Portland Adventist Academy is to minister to the students and staff in an environment of grace and to facilitate their journey to the heart of God. We desire to focus on Christ centeredness along with the formation of character, hence the motto, Christ-Centered – Character-Driven, which we strive to live by in all that we do. Whether it be in the classroom, the athletic or music arena, student leadership, social relationships, or worship, we seek to pursue Christ first and His ideals for our lives. This includes the core values of courage, leadership, integrity, curiosity, and concern. Portland Adventist Academy is a school which pursues excellence in all that we do but we also realize that, without Christ as the cornerstone of our lives, all the achievements and knowledge we accrue are ultimately without merit. It is for this reason that the faculty and staff view themselves as ministers of God's grace first and foremost, and have the good fortune of using their spiritual gifts to dispense grace to the students while encouraging students to do likewise.

We also recognize God's call upon us, so we strive to develop the mind of Christ in students and staff. In the character development process, we learn to become responsible citizens and to be accountable to ourselves, to each other, and to God. It is our desire to make a living example of the golden rule (to treat others the way we wish to be treated).

Christ-Centered – Character-Driven is the ideal, and it serves as the umbrella that covers and provides direction for all that we do whether we are influencing the heart for Christ, molding the mind with values and information, or learning to honor each other and respect life. Most importantly, we wish to dispense grace in all things because we realize that we are in process—an unfinished work valued by Christ above all else.

ACADEMIC INFORMATION AND GRADE REPORTING

ACCREDITATION

Portland Adventist Academy is accredited by the Middle States Commissions on Elementary and Secondary Schools (MSA-CESS), the National Council for Private School Accreditation (NCPSA), and the Adventist Accrediting Association.

CLASS CHANGES

All classes at PAA are yearlong. Approval to add or drop classes must be obtained from the registrar. Students may email requests to registrar@paasda.org and copy (cc) parents. A class change is not official until a request is approved by a parent and by the registrar, and the change is reflected in the FACTS Family Portal on the Student Schedule page. Attendance issues may arise if a student attends a new class before these steps are completed.

Any class dropped after the third week of school will receive a grade of “withdrew passing” (WP) or “withdrew failing” (WF) on the official transcript. A grade of WF will be calculated in the student’s GPA, but WP will not.

CLASS MEMBERSHIP

Eligibility requirements for class membership are as follows:

Freshman	Satisfactory completion of eighth grade
Sophomore	60 semester credits
Junior	120 semester credits
Senior	180 semester credits and satisfactory progress toward graduation

Full-time enrollment is defined as five classes during the seven-period schedule. Students not enrolled full time are not considered members of a class for the purposes of participation in off-campus class activities and class trips, or for holding a class or SA office. (Exceptions: With prior approval both part-time and full-time students are eligible to attend Bible Camp and Music Tour, if enrolled in band, choir, handbells, or orchestra).

COURSES TAKEN OUTSIDE OF PAA WHILE ENROLLED AT PAA

Students must receive approval from the registrar prior to enrollment in off-campus studies (such as online school, summer school, or community college work) to have these courses reflected on their PAA transcript. PAA does not typically grant credit for work done outside of a classroom setting (music lessons, athletics, etc.). The total number of credits accepted from outside sources should not exceed 25% of the total credits required for graduation. Credits may be recovered through a pre-approved credit recovery program.

COURSES TAKEN PRIOR TO 9TH GRADE

In accordance with State of Oregon Education policy, PAA does not grant high school credit for a course taken prior to the 9th grade unless the course was taken for high school credit and is documented on an official accredited high school transcript.

FOUR YEAR COURSE

In harmony with requirements of the General Conference Department of Education and sound educational practice, each student is expected to spend four full years in high school. Summer school courses, online courses, and extra units in the regular school program will be regarded as an *enrichment* of the student's education rather than a means for acceleration.

GRADES

Parents and students are expected to regularly monitor progress in classes through the FACTS Family Portal (PAA's grade management program). Login information is provided during enrollment and help is available through the registrar. Parents will receive a progress report of their student's current grades by email each Sunday, and may receive more detailed information by changing their Preferences in the Family Portal. Questions about grades or missing assignments may be emailed to the teacher and student services.

PROGRESS

A student may be dismissed if they fail to make sufficient progress toward graduation. The director of student services can help with academic challenges. Parents and students are encouraged to ask for assistance.

Report cards are emailed to students and parents at the end of each semester.

A	93-100%	B	83-86%	C	73-76%	D	63-66%
A-	90-92%	B-	80-82%	C-	70-72%	D-	60-62%
B+	87-89%	C+	77-79%	D+	67-69%	F	0-59%

GRADUATION

To receive a diploma from PAA, a student must successfully complete all requirements, as outlined in the PAA Academic Course Catalog. Seniors must be enrolled as full-time students to receive a diploma from PAA. Students must be receiving a PAA diploma to participate in the Commencement ceremony.

GRADUATION REQUIREMENTS AND PLANNING

Please refer to the "Academic Course Catalog" on the school's website for current graduation requirements and educational planning, or contact the registrar.

TRANSFER OF CREDIT

Final evaluation of a transfer student's graduation plan cannot be made until all official transcripts have been received.

GOALS FOR CURRICULUM IN SEVENTH-DAY ADVENTIST SCHOOLS **IN THE NORTH AMERICAN DIVISION**

Each student will:

1. Acceptance of God
Surrender one's whole life to God; develop a relationship with Jesus Christ; and allow the Holy Spirit to work in one's life.
2. Commitment to the Church
Desire to know, live and share the message and mission of the Seventh-day Adventist Church.
3. Interpersonal Relationships
Develop a sense of self-worth, skills in interpersonal relationships, an understanding of the responsibilities of family membership and the ability to respond with sensitivity to the needs of others.
4. Responsible Citizenship
Develop an understanding of cultural and historical heritages, affirm a belief in the dignity and worth of others and accept responsibility for local, national and global environments.
5. Healthy Balanced Living
Accept personal responsibility for achieving and maintaining optimum physical, mental and spiritual health.
6. Intellectual Development
Adopt a systematic, logical and biblically-based approach to decision-making and problem-solving when applied to a developing body of knowledge.
7. Communication Skills
Recognize the importance of effective communication and develop the requisite skills.
8. Personal Management
Function responsibly in the everyday world using Christian principles of stewardship, economy and personal management.
9. Aesthetic Appreciation
Develop an appreciation of the beautiful, both in God's creation and in human expression, while nurturing individual ability in the fine arts.
10. Career and Service
Develop a Christian work ethic with an appreciation for the dignity of service.

ATTENDANCE

Regular attendance and punctuality to all classes are critical factors in achieving academic success at Portland Adventist Academy. Students who are absent from or late to classes miss a variety of significant learning experiences and may suffer a proportionate decline in academic achievement. The following is PAA's attendance policy:

20% RULE

High school credit is, in part, awarded based on the number of hours of class. Any student who is absent from a class for more than 20% of the periods in a semester for any reason, except for school-related activities, will not receive credit in that class and a WP (withdrew passing) or WF (withdrew failing) will be recorded on the student's transcript. Where special circumstances exist please contact student services.

TARDIES

Tardies will count against the overall attendance. Tardies have a negative impact on a student's learning. Tardies are a part of the 20% Rule.

- A student who is one to ten minutes late for class or out of class without permission receives an attendance code of "T" for Tardy.
- A student who misses more than ten minutes of class receives an attendance code of "T10"
- Five T's will be counted as one absence. Three T10's will be counted as one absence.

Students are encouraged to use bathrooms before or after school, at lunch, and during passing periods to minimize missing class time.

REPORTING ABSENCES TO STUDENT SERVICES

In order to ensure the safety of our students please text or call student services at 503-519-6868 by 9:30 a.m. if your child will be absent. Parents will receive an automated email notification when their student is marked absent for the first class of the day, including Alegria, Choir, Hand Bells or Band.

ILLNESS

PAA requires students to stay home when they have symptoms of illness. Text or call student services at 503-519-6868 to report the absence.

MISSED ASSIGNMENTS

Each teacher has procedures for handling missed coursework. Please refer to the class syllabus or ask the teacher(s) for clarification. Students are responsible for contacting the teacher about missed assignments. Student services can help with this process.

FACTS FAMILY PORTAL

Students and parents can monitor attendance records in the FACTS Family Portal, and are encouraged to notify **the teacher** immediately if they see a discrepancy.

NOTIFICATION

When a student's absences in a class reach the following intervals, an automated email will be sent notifying parent(s)/guardian(s) of their student's attendance status. Further action may be required.

- 8% - Notice that a student has missed enough class to warrant monitoring of the situation
- 12% - Notice that the problem may become more serious if the student misses any more class in the current semester
- 16% - Notice requesting a phone conference or meeting with the parent(s)/guardian(s) and an Administrator to discuss the consequences of continued absences
- 20% - Notice informing the parent(s)/guardian(s) that their student has been dropped from the class (es) impacted by excessive absences and will be receiving a WP or WF on their transcript.

SPORTS

A student shall not participate in practice sessions or participate in a game on a day when he or she was absent from school. Exceptions may be granted by the athletic director when a request is submitted by a parent or guardian *prior* to the absence.

CODE OF CONDUCT

Portland Adventist Academy believes that an organization can function properly only if its members agree on a predetermined set of behavior standards that accurately represent the organization. In the school setting, rules and discipline are essential for the success, happiness and safety of staff and students alike.

The Code of Conduct applies to all school-related functions and student behavior, both on and off campus. Additional regulations adopted by administration and publicly announced will carry the same force as those in the handbook.

ANONYMOUS INCIDENT REPORTING

Students are encouraged to speak with administration or a trusted staff member if they have a safety concern. For students who prefer to remain anonymous, under Contact Us on the PAA website (paasda.org) there is a [reporting form](#).

ACADEMIC HONESTY

Academic honesty is a manifestation of Portland Adventist Academy's core values. Instances of academic dishonesty are of particular concern. Often, instances of cheating are clearly identifiable. At other times the line between reasonable assistance and cheating is difficult to determine. The teacher will establish when academic dishonesty is deemed to have occurred. The teacher may ask administration to assist in this process.

Definitions

Cheating involves presenting work or answers for which the credit actually belongs to someone else, including AI (artificial intelligence). Students providing their work for others to use may receive the same consequences as the students using the work. Plagiarism is a specific type of cheating in which the work of another is copied and submitted without acknowledging the original source.

Requirements

All student work must be properly credited, including AI. Working in teams is allowed as specifically permitted by the teacher.

Consequences

The following general outcomes may apply.

1. The student will receive no credit for the quiz, test, lab, or assignment.
2. The teacher will record the incident in FACTS SIS and contact a parent/guardian and an administrator.
3. A student who knowingly furnishes work to another for the purpose of cheating will be referred to an administrator for further discipline.
4. The student's semester grade may be reduced by one letter.

Repeat Offense

A second offense, be it in the same or a different class, may result in a minimum of a one school day, disciplinary suspension. If the second offense is in the same class, the student may be dropped from the class with a semester grade of "F". The student may forfeit any leadership positions currently held.

ACCEPTABLE USE POLICY

PAA will provide and assign students a Chromebook for use at school and at home to support learning. While the Chromebook is considered school property, it is each student's responsibility to bring it to school each day charged and in good working condition. School Chromebooks are to be used as a tool for schoolwork and not for personal or entertainment purposes.

School employees and network administrators and their authorized contractors monitor the use of information technology resources to help ensure that users are secure and in conformity with school policies. Teachers and administrators reserve the right to examine, use, and disclose any data found on the school's information networks in order to further the health, safety, discipline, or security of any student or another person, or to protect property. They may also use this information in disciplinary actions and will furnish evidence of crime to law enforcement. PAA has the right to address and discipline any student misconduct, including electronic misconduct with any device on or off campus.

PAA is not responsible for any loss resulting from the use of PAA-issued technology and makes no guarantees that the technology or the PAA network systems that support student use will be available at all times. Should all terms of this Acceptable Use Policy not be faithfully honored, access to Chromebooks, the Internet, and other electronic media may be denied in the future. Appropriate interventions and corrections will be made when students use the technology inappropriately or irresponsibly. A violation could result in disciplinary actions.

Student Responsibilities

Portland Adventist Academy's use of information technology resources, including email, internet access, and Chromebooks are for educational purposes. The use of technology is a privilege and not a right. In order to maintain these privileges, responsibility must be taken by the users of these technologies to maintain their integrity. We expect students to think critically, behave safely, and participate responsibly both online and offline, both on campus and off. Students will not photograph or video other students or staff members without their consent. Students will participate in digital citizenship lessons throughout the school year. As a PAA student and user of technology, students agree that:

- It is my responsibility and privilege to honor this Acceptable Use Policy and uphold PAA values both online, offline, at school and at home.
- I understand that my actions can affect others and that I will be held accountable for my behavior.
- I am committed to living up to these responsibilities as described below.
 - I will respect and protect the PAA Chromebook and only use it for schoolwork.
 - I will not use the PAA Chromebook to play games, music, videos, or visit websites unless assigned by a teacher.
 - I will respect and protect the privacy of others.
 - I will not share my PAA Chromebook or login information with anyone.
 - I will respect and protect the integrity, availability, and security of all educational technology resources.
 - I will not mark or place stickers on or remove any manufacturer/ID stickers from the PAA Chromebook.
 - I will not take the PAA Chromebook apart or open any sealed/secured parts.
 - I will respect my own and others' right to learn in a distraction-free environment.
 - I will respect and protect the intellectual property of others.
 - I will respect and practice the principles of the community.

Parent Responsibilities

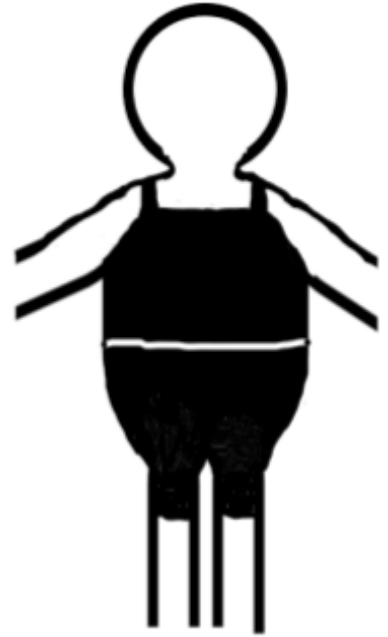
Portland Adventist Academy seeks to partner with parents in educating children in the appropriate use of digital technologies. Specifically, PAA requests that parents will:

- Support PAA and its policies.
- Talk with their student(s) regarding PAA policies, including the appropriate use of Chromebooks and digital technologies at home and within the classroom and school setting.

ATTIRE

It is an established fact that the attire of students has an important influence on the attitude toward learning within any school. Professionally appropriate coverage of the body is required. A key guideline is that dress should never support intimidating behavior, or interfere with anyone's right to learn or teach, or endanger health or safety. Due to current fashion trends, we believe it is important to emphasize the following dress guidelines for our students:

- Please wear clothing that covers the areas shown in the image.
- Hoods are not to be worn during class, assembly or chapel.
- Footwear must be worn at all times.
- Clothing that promotes behavior violating school conduct standards is not allowed.
- Clothing, jewelry, words/graphics on clothing, unwashed clothing, or grooming that may threaten the health or safety of students and/or interfere with the learning process or school climate is not allowed.
- Due to changing fads and fashions, there may be changes to the dress code during the year.
- In the event that a school staff member prescribes modification in dress or appearance, the student will not be allowed to attend classes until these requirements are met (e.g., shoes must be worn at all times). Students may need to change, go home to change, or have clothes brought to them.
- Anytime a student is representing the school (e.g., athletics, activities) they will be required to dress appropriately. If the student does not meet the dress or grooming requirements of the activity, **he/she will be removed from the program.**
- Student dress code violations will be reported in FACTS SIS after a staff member speaks with a student. Multiple dress code violations become a behavior and discipline matter.



BEHAVIOR AND DISCIPLINE

Portland Adventist Academy is a private Christian school and expects all who are associated with the school to live in harmony with Christian values. Minor deviations from expected behavior are typically noted in FACTS SIS and addressed by a staff member. Many situations are handled by an administrator. More serious issues are addressed by the Student Affairs Committee which has the option of recommending withdrawal or dismissal. The degree of discipline administered by the committee may be contingent upon the level of cooperation and honesty exhibited by the student and/or guardians during the investigation and interviewing process following an incident. Discipline is only effective when administered in love and for the purpose of helping each student choose healthy and life-affirming behaviors. The administration will only engage in discipline with this intent in mind. At all times, PAA's disciplinary focus is restorative. Students may be disciplined up to, and including, dismissal for one or more of the following reasons:

- Insubordination.
- The use, possession, or dealing of drugs, alcohol, or tobacco.

- The use or possession of firearms, firecrackers, mace or pepper sprays, explosive devices, or weapons of any kind or replicas thereof.
- Exerting a detrimental influence on other students, e.g., fighting, hazing, harassment.
- Theft - taking, giving, or receiving property not belonging to them.
- Use of inappropriate language such as racially or culturally demeaning statements, cursing and slurs, including on social media.
- Fighting.
- Exhibiting a desire to not be at Portland Adventist Academy.
- Speech, behavior or activities that are out of harmony with the aim and philosophy of Portland Adventist Academy.
- Using personal electronic devices, including cell phones, gaming devices, earbud/headphones, smart watches, etc. from arrival at school until the final dismissal bell at the end of the day.

BULLYING

Bullying is defined as the abuse and/or mistreatment of someone. Bullying can be online (including social media), physical and/or social. Bullying does not need to occur on campus to warrant the school's involvement.

Discipline: Bullying is not tolerated at any level at Portland Adventist Academy, and will be dealt with accordingly:

- All verified incidents will be reported to and addressed by the Student Affairs Committee.
- A suspension may be assessed
- Additional consequences up to, and including, removal from student leadership, revoking of club membership, restriction from performing, and expulsion may apply depending on the severity of the behavior.

CELL PHONE USE

Phones and personal electronic devices (including earbuds, smart watches, gaming devices, etc.) are not to be used during school. Every student is assigned a personal Yondr pouch. While the Yondr pouch is considered school property, it is each student's responsibility to bring their pouch with them to school every day and keep it in good working condition. When not in use, the Yondr pouch should be stored locked.

Daily Process

As students **Arrive at School**, they will:

- Turn their phone off.
- Place their phone (and any other personal electronic devices, including earbuds, smart watches, etc.) inside their pouch and secure it in front of school staff.
- Store their pouch in their backpack or locker for the day.

At the end of the day, students will:

- Open their pouch, remove their phone, and lock their pouch
- Place their locked pouch in their backpack

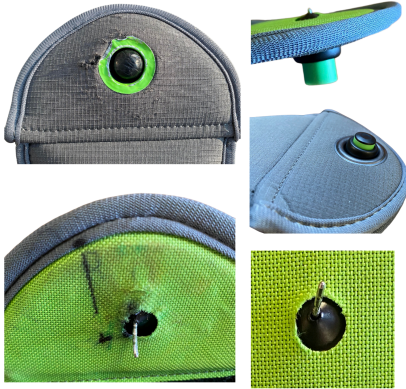
Students must bring their pouch to school with them each day. *Students arriving late or leaving early will pouch/unpouch their phones in the front office.

Violations

Pouch Damage / Lost Pouch / Using Phone During School

- If a student is using their phone (or other personal electronic device) during prohibited times, Administration will collect the device and record the violation in FACTS SIS.
- \$30 pouch replacement fee must be paid to replace any pouch that is damaged, lost, or stolen.

Examples of damage:



- Deep scratches on the globe and on the green ring around it
- Intentional pen marks on the inside of the Pouch
- Bent pins
- Pin and button not fully recessing, due to pin damage

Forgotten Pouch

- If a student forgets their Pouch, their phone will be collected and held by administration. The phone will be returned to the student at dismissal.
- If a student consistently forgets their pouch, it is considered Lost. Refer to the Lost Pouch policy above.

HATE LANGUAGE

Hate language is defined as any form of expression through which the speaker intends to vilify, humiliate, or incite hatred against a group or class of persons on the basis of race, religion, skin color, sexual identity, gender identity, ethnicity, disability, or national origin. Hate language can occur online or in-person. Hate language does not need to occur on campus to warrant the school's involvement.

Discipline: Hate language is not tolerated at any level at Portland Adventist Academy, and will be dealt with accordingly:

- All verified incidents will be reported to and addressed by the Student Affairs Committee.
- A suspension may be assessed
- Additional consequences up to, and including, removal from student leadership, revoking of club membership, restriction from performing, and expulsion may apply depending on the severity of the behavior.

HAZING

Hazing occurs when an act is committed against a student or a student is coerced into committing an act that creates a substantial risk or harm to the student or to any third party in order for the student to be initiated into or affiliated with a school group, club, athletic team, grade level, activity or organization.

Hazing includes but is not limited to:

- Any activity involving an unreasonable risk of physical harm, such as: paddling, beating, whipping, branding, electrical shock, sleep deprivation, exposure to weather, placement of harmful substances on the body, and participation in physically dangerous activities.
- Any activity involving the consumption of alcohol, drugs, tobacco products. Any activity

involving food, liquid, or other substance that subjects the student to an unreasonable risk of physical harm.

- Any activity involving actions of a sexual nature or the simulation of actions of a sexual nature.
- Any activity that subjects a student to an extreme and unreasonable level of embarrassment, shame, or humiliation or which creates a hostile, abusive, or intimidating environment, including online and through social media.
- Any activity involving any violation of federal, state or local law or any violations of school policies and regulations.

Discipline: Hazing is not tolerated at any level at Portland Adventist Academy, and will be dealt with accordingly:

- All verified incidents will be reported to and recorded by the Student Affairs Committee.
- A minimum 2-day suspension will be assessed
- A minimum 2-game suspension will be assessed for athletes
- Additional consequences up to, and including, removal from student leadership, revoking of club membership, restriction from performing, and expulsion may apply depending on the severity of the behavior.

INCLUSIVITY

Portland Adventist Academy is committed to fostering an environment of diversity, equity, and inclusion. Our diversity makes us stronger. We desire to nurture an inclusive staff and student body. As followers of Christ, our greatest desire is to love like Jesus by recognizing the value of every person. We strive to treat all humanity with unconditional dignity, respect, and love, while celebrating our differences. We pray to live out God's kingdom by doing all within our power to create an environment where every student experiences safety, belonging, inclusion, and love. Therefore, it is unacceptable to tolerate or propagate slurs or jokes that target others. Furthermore, we promote a culture where no one remains silent when others suffer, are victimized, or marginalized. At Portland Adventist Academy, we will not tolerate any form of racism, discrimination, bullying, harassment, hatred, or bigotry.

OFF-CAMPUS BEHAVIOR

The school expects students to live in harmony with the Christian values and standards defined by the school handbook both on campus and off. The school generally does not discipline students for minor off-campus offenses. However, when an offense is serious and has an effect on the school and/or other students, the Student Affairs Committee may apply one or more of the following consequences:

- Parents will be informed.
- Student leaders may be removed from leadership positions. Any leadership honors and membership in the National Honor Society may be removed.
- The student may be suspended, asked to withdraw, or declined readmission.
- Criminal conduct may be reported to law enforcement officials.

PUBLIC DISPLAY OF AFFECTION

Students are encouraged to cultivate healthy relationships and maintain proper decorum at school and at school-sponsored events. Students are asked not to display inappropriate outward affection toward one another in ways that cause others to feel uncomfortable. Students who demonstrate inappropriate public affection will be addressed.

In addition, encouraging or advocating any form of inappropriate sexual behavior undermines the Christian identity and faith mission of Portland Adventist Academy and the Seventh-day Adventist

Church. Engaging in such behavior will result in a conference with parents, student, and school administration to evaluate the student's willingness to support school policies.

SEXUAL HARASSMENT

Portland Adventist Academy prohibits unlawful discrimination and harassment of any kind. This policy defines these terms and provides a complaint procedure for all persons described in subsection (5)(b) of Senate Bill 197 (SB197) who believe they have been victims of prohibited conduct.

This policy includes sexual harassment of students by students or staff members; sexual harassment of staff members by students or other staff members; and sexual harassment of persons described in subsection (5)(b) of SB197 by students or staff members. It may also encompass any conduct that a reasonable person in the individual's circumstances would consider unwelcome, hostile, intimidating, threatening, humiliating, abusive, offensive, or violent behavior that is not necessarily illegal, but is still prohibited by this policy.

Discrimination and Harassment

It is the Portland Adventist Academy policy to provide a learning environment free from discrimination or harassment on the basis of race, color, religion, sex, national origin, marital status, age, or physical or mental disability, or any other characteristic protected by federal or state law. Beyond the legal requirements, it is the expectation for all members of our school community that we follow Biblical counsel and Jesus' example to respect and affirm every person as made in the image of God and loved deeply by Him.

It is our policy that all students, staff members, volunteers, and visitors to the school are entitled to a respectful and productive learning environment free from behavior, action, or language that constitutes harassment or discrimination. The "school" includes when any individual is on school premises, at a school-sponsored off-site event, traveling on behalf of the school, or conducting school business, regardless of location.

Sexual Harassment

Sexual harassment is a form of harassment and includes, but is not limited to 1) unwelcome sexual advances, requests for sexual favors, or other conduct of a sexual nature, explicit or implicit; 2) unwelcome verbal or physical conduct that is sufficiently severe or pervasive to have the purpose or effect of unreasonably interfering with performance or creating a hostile, intimidating or offensive environment.

Sexual Abuse or Assault

Sexual Abuse or Assault is 1) conduct of a sexual nature directed toward a person younger than the age of consent or a person who is unable to give consent; 2) unwanted conduct of a sexual nature that is inflicted upon a person or compelled through the use of physical force, psychological or emotional manipulation, threat, or intimidation.

Prohibited Conduct

This policy prohibits conduct based on an individual's protected status. The following examples, while not comprehensive, represent prohibited behavior:

- Physical harassment, including but not limited to unwelcome physical contact such as touching, impeding or blocking movement, or any physical interference;
- Verbal harassment, including but not limited to disparaging or disrespectful comments, jokes, slurs, innuendoes, teasing, and other sexual talk such as jokes, personal inquiries, persistent unwanted courting and derogatory insults;
- Nonverbal harassment, including but not limited to suggestive or insulting sounds, obscene gestures, leering or whistling;
- Visual harassment, including but not limited to displays of explicit or offensive calendars, circulation of derogatory content, posters, pictures, drawings or cartoons that reflect disparagingly upon a class of persons or a particular person;
- Sexual harassment, as described above, including but not limited to unwelcome sexual advances or requests for favors in exchange for conduct of a sexual nature;
- Sharing, requesting, or having possession of inappropriate photos of a sexual nature. (Sexting is the sending of nude or sexually explicit images by cell phone, smartphone, or other electronic devices. Teenagers in Oregon who share nude or sexual images of minors may be prosecuted under the state’s child pornography laws.)

Disciplinary Action

Portland Adventist Academy will not tolerate discriminatory conduct, harassment, or sexual assault. Any individual found to have engaged in such conduct may face disciplinary action, up to and including expulsion.

Protection Against Retaliation

Portland Adventist Academy prohibits retaliation against any individual for filing a complaint regarding conduct in violation of this policy. Portland Adventist Academy will not tolerate retaliation against any student or staff member for raising a good faith concern, for providing information related to a concern, or for otherwise cooperating in an investigation of a reported violation of this policy.

Reporting Procedure

1. Any student or staff member aware of or experiencing discrimination, harassment, or sexual assault at school or participating in school-related activities should report that information immediately and may make the report verbally or in writing to an immediate supervisor or school administration.
2. The school administrator/principal shall contact his/her superintendent to report any information or incident he/she becomes aware of regarding discrimination, harassment, or sexual assault.
3. If the report is of sexual abuse or assault and involves a student, the staff member shall also immediately fulfill his or her duties as a mandatory reporter by contacting either local law enforcement or the Child Abuse Hotline for their state.
4. The Oregon Conference will work in cooperation with the principal to coordinate efforts to ensure the student/staff is protected and to promote a non hostile learning environment by:
 - a. providing resources for support measures to the student/staff
 - b. taking any action necessary to remove future impact on the student/staff
 - c. investigating and document all complaints

- d. communicating with involved students/staff and parents. The individual who initiated the complaint and, if applicable, the student's parents shall be notified:
 - i. when an investigation is initiated
 - ii. of the protected rights of the student reporting
 - iii. when an investigation is concluded and whether a violation of this policy was found to have occurred
 - e. documenting action(s) taken.
5. Local law enforcement may be involved if required by the facts of the incident.

Time Limitations

Nothing in this policy precludes any person from filing a formal grievance to the Bureau of Labor and Industries' Civil Rights Division or the Equal Employment Opportunity Commission. Note that Oregon state law requires that any legal action taken on alleged discriminatory conduct (specifically that prohibited by ORS 659A.030, 659A.082 or 659A.112) commence **no later than five years** after the occurrence of the violation. Other applicable laws may have a shorter time limitation on filing."

SUBSTANCE ABUSE AND PREVENTION

Portland Adventist Academy does not condone the use of tobacco, alcohol, or drugs outside of those prescribed by a physician. Students who choose to use these products either on or away from campus will face school discipline and may be required to enroll in an intervention program. In some cases, the student may be asked to withdraw from school. It is the position of the school to use a variety of resources in an attempt to discourage its students from using harmful substances. PAA reserves the right to perform substance use testing on any student. We believe that our bodies are the temple of the Holy Spirit and we are to care for them intelligently. We believe our students are not able to reach their full potential if they are using harmful chemical substances.

There are three components to the program:

1. The first aims at prevention. The school uses a variety of programs and methods to communicate with students and parents to dissuade students from using or experimenting with harmful substances.
2. The second part relates to those students who are using or experimenting with harmful and/or addictive substances and aims at interrupting these habits and patterns of usage. When this is discovered by the school, the student is placed on suspension from school and the matter is investigated.
It is critical in this phase of the program that students are confronted with their usage problem, acknowledge their involvement, and show a desire to make changes in their lives. This is important for them to remain as students at PAA. Those who deny use and obstruct the investigations may be asked to withdraw from school. In all cases, the school desires to be caring and understanding in dealing with the students while at the same time holding a firm line and standard of abstinence.
3. The aftercare phase provides a component that attempts to keep students who have been diagnosed as users/abusers and who have gone through treatment, from returning to tobacco, drug and/or alcohol use. The following discipline applies for students with substance abuse on or off campus.

Drugs

A minimum 2-day suspension will be assessed for their first violation and the student may not be readmitted to school until they complete a professional assessment. The student may also be

required to be enrolled in a drug treatment program prior to re-admittance and may be subject to random drug testing.

Alcohol

A minimum 2-day suspension will be assessed for their first violation and the student may not be readmitted to school until they complete a professional assessment. The student may also be required to be enrolled in a treatment program prior to re-admittance and may be subject to random drug testing.

Tobacco

A minimum 2-day suspension will be assessed for their first violation and the student may be required to participate in a treatment program.

VIRTUAL PARTICIPATION ETIQUETTE FOR ONLINE MEETINGS/CLASSES

- Be on time.
- Secure a quiet, distraction-free physical location to attend your meeting.
- Avoid laying in your bed.
- Make sure your device is charged.
- Test your Wi-Fi and immediately inform student services if you run into problems.
- Test the light and sound before meeting.
- If possible, use headphones with a mic. Headphones will help block distractions around you.
- Avoid having more than one computer or device within earshot logged into the same meeting, as it may cause a distracting echo effect for ALL participants in the session.
- Dress the part. Clothes are not optional!
- Avoid eating, talking on your cellphone or to other people, texting, or grooming while online.
- Keep your video live during each meeting.
- Make sure that your entire face is visible during the meeting.
- Make sure you are muted when not talking and unmuted when talking.
- Utilize the raise your hand feature if wanting to ask a question live in a large meeting.
- Be yourself and respect others.

FINANCES

Portland Adventist Academy takes pride in the wide variety of educational opportunities we offer our students. We respect our students and strive to provide them with the best education our resources allow. In return, we ask that families respect our school and understand that maintaining a quality education is dependent on families keeping their tuition payments current.

A non-refundable application/reapplication fee is due at the time of application. Course fees are listed in the Academic Catalog and will be billed after the third week of school. Course fees, along with any other costs or fees incurred, are due within 30 days of billing.

<u>TUITION</u>	<u>RATE</u>
Annual Tuition	\$15,300
Annual Oregon Conference* Member Tuition	\$14,100
Annual Constituent Church* Member Tuition	\$13,500

*Tuition discounts are subsidized by the respective entities

FEES

Application/ReEnrollment Fee	\$230
Application/ReEnrollment Fee with Early Bird Discount (by March 15th)	\$130

Elective Course Fees

AP Class Fee	\$100.00
Music Class Fee (Alegria, Handbells, PASO)	\$160.00
Music Tour	Approx. \$350.00
Music Uniform	\$90.00
Outdoor Leadership Class Fee	\$200.00
Science/Math Lab Books:	
Chemistry	\$45.00
A&P	\$300.00
Calculus, Intro & AP	\$25.00
PE Class Fee (shirt)	\$15.00
Senior Class Fees (approximate)	
Graduation Cap & Gown	\$40.00
Graduation Class Pictures	\$40.00
Senior Trip	\$150.00

Additional fees may be charged for athletics, club dues, and extracurricular activities. Please direct inquiries to the business office.

PART TIME STUDENT – A La Carte Enrollment

Portland Adventist Academy is pleased to offer the option of A La Carte Enrollment for students who wish to supplement a home school or online school program with courses from PAA. It is our desire to serve our constituency in as many ways as possible, and to this end PAA offers enrollment opportunities

for students on a part time basis. Students enrolled in A La Carte classes must be simultaneously enrolled in Bible Class for their grade level, as part of the A La Carte Package. Space may be limited in some classes, so priority for placement is given to full-time enrolled students. Students taking 5 or more classes are considered full time. Students taking 1-4 classes will be charged according to the following schedule.

<u>A La Carte Tuition Rates - 1 to 4 classes</u>	<u>Semester Charge</u>	<u>Full Year Charge</u>
10 Credit Class	\$1,530	\$3,060

BOOKS - NOT RETURNED OR DAMAGED

A replacement charge will be added to the student account for lost or damaged textbooks and library books.

CHROMEBOOKS - NOT RETURNED OR DAMAGED

Parents/Students will be charged the cost of any repairs (minimum of \$50) for devices that are damaged due to misuse, neglect, or abuse.

Examples of damage due to misuse, neglect, and abuse include, but not limited to:

- Cracked screen
- Liquid spills
- Any foreign object or material inside the input ports ie. food, wax, etc.
- Physical damage to chromebook ie. cracked case

Parents/Students will be charged for the replacement cost of a device (not to exceed \$400) in the following situations:

- Device is lost, stolen, or destroyed.
- The physical structure of the device has been tampered with including the keys, manufacturer sticker, screen cover, and plastic casing (removing the screws). Doing so will void the warranty.
- Device has not been returned at the end of the school year.

Circumstances will be evaluated on a case-by-case basis and charges may be reduced.

Replacement chargers may be purchased for \$15. Cases should not be removed from devices. Cases lost or broken will incur a \$20 fee.

COURSE AND OTHER FEES

Will be added to a student's account as they are accrued, and are not eligible for financial aid.

DECLINED PAYMENTS

Declined payments may incur charges up to \$35 per instance.

DISCOUNTS (Non-international)

Pre-Pay Discount:

A 5% tuition discount applies for non-international families who pre-pay the tuition for the year by the first day of school.

A 2.5% tuition discount applies for non-international families who pre-pay each semester by the first day of school and January 20th.

Family Discount:

When three or more students from the same immediate family are enrolled full-time for the entire school year, a discount of 5% for each student will be credited. When two students from the same immediate family are enrolled full-time for the entire school year, a discount of 2.5% for each student will be credited.

FINANCIAL ASSISTANCE

All financial assistance applicants must complete a FACTS Grant and Aid Assessment before any financial aid may be awarded. The FACTS Assessment can be found on PAA's website.

Sources of Assistance

1. The first source to explore is your local church. Even if tuition assistance funds are not available, your pastor may know someone that is interested in assisting you. Friends or family members may also wish to sponsor your family.
2. PAASS Program (Portland Adventist Academy Student Scholarship) is the school student assistance fund. Before applicants will be considered for scholarship funds, both the student financial agreement and the FACTS application must be completed and recipients must meet the eligibility requirements. The FACTS application is available on the PAA website. The Academy cannot guarantee the availability of any scholarship funds as distributed funds depend entirely on the generosity of donors.

GRADUATE BALANCES

All outstanding tuition, course fees and other fees must be paid in full prior to receiving your diploma.

LATE PAYMENTS

Statements will be emailed **by the 5th** of the month. Accounts that are not kept current will be considered past due. Families with past due accounts will be contacted by phone, email, text or mailed correspondence. Accounts that fall two months past due may be cause for student financial suspension. Any account holders with accounts two months or more past due must meet with the Business Manager to arrange a new financial contract and payment plan. All accounts must be paid in full or approved payment plans in place before students can begin the next semester or next school year. All accounts must be paid in full before transcripts or diplomas are released, except as required by law.

Interest charges of up to 2.5% may be applied to all accounts owing a balance at the end of the school year.

If an account is sent to a collection agency, PAA reserves the right to add the collection fee to the principal amount due.

Students who enroll late or who are absent for a period of time but receive grades and credits may be charged full tuition.

PAYMENT PLAN

Tuition is divided into ten equal payments or as arranged in the students' financial agreement, as our default payment plan for families **not** on financial aid. Payments are due by the 20th of each month beginning in August and ending in May, however alternative payment options are available. Statements will be emailed **by the 5th** of each month. Payments that are received after the 20th could be reflected in the statement for the next month's billing cycle. Any additional charges (e.g., special class fees, late charges) are due by the 20th of month. See the business manager for more information.

Alternative Payment Options

1. **Eleven Month Plan:** Tuition is divided by eleven. The first payment is due by the 1st day of school. The remaining 10 payments are due by the 20th of each month. The final payment is due by June 20.
2. **Semester Plan:** Two equal tuition payments are due by the first day of school and January 20th. Additional charges are payable within 30 days of billing. This is the minimum payment plan required for international students. A 2.5% tuition discount applies, after all other scholarships, aid, and discounts have been applied. International students are ineligible for this discount.
3. **Single Payment Plan:** One payment is due by the first day of school. Additional charges are payable by the 20th of the month. A 5% tuition discount applies, after all other scholarships, aid, and discounts have been applied. International students are ineligible for this discount.

Automatic withdrawal, coming out on the 5th or 20th of each month, is required for all families on a ten or eleven month payment plan.

OTHER INFORMATION AND POLICIES

ASBESTOS

There is friable asbestos in the boiler room. This material is adequately contained and students have no contact with it.

ANONYMOUS REPORTING

If you do not feel comfortable reporting any concern to a staff member, anonymous reports may be made under Contact Us on the PAA website (paasda.org).

ATHLETIC ELIGIBILITY

A student eligible to participate in PAA's sports program must be enrolled full-time at Portland Adventist Academy, have regular attendance, and receive passing grades in subjects equivalent to at least twenty-five (25) semester credits of work, and (if enrolled during the immediate preceding semester) have passed subjects equivalent to at least twenty-five (25) semester credits of work during the preceding semester.

The student must be making satisfactory progress towards the school's graduation requirements as determined by the registrar.

Academic and citizenship monitoring will be processed through the athletic director.

The team rosters will be shared at the beginning of each particular sports season with the registrar for academic review and annotation. A student who is failing in any one (1) class, or has more than one (1) D, will be declared ineligible and suspended from participation in games. The athlete will be able to practice with the coach's permission but will not be able to suit up for games.

A student will be reinstated to the program when *all* academic deficiencies have been removed. When an academic suspension occurs, the student, the athletic director, and the teacher will work together towards restoring the student's eligibility. Academic suspension will not be lifted until the student raises their grade or grades to a passing level.

A student under disciplinary suspension will miss *at minimum* all games scheduled during the term of the suspension.

A student shall not participate in practice sessions or participate in a game on a day when he or she was absent from school. Exceptions may be granted by the athletic director when a request is submitted by a parent or guardian *prior* to the absence.

Any request for specific exception to this policy must be submitted by the athletic director to the administrative team.

BUILDING HOURS

Office Hours: Holiday and vacation hours will vary and will be posted on the office door.

8:30 a.m. - 4:30 p.m. Monday-Thursday

8:30 a.m. - 2:30 p.m. Friday

Building and Library hours:

7:30 a.m. - 4:30 p.m. Monday-Thursday

7:30 a.m. - 2:30 p.m. Friday

Gates:

South parking lot gates open at 7:25am and are locked at 9:11am. They are opened 10 minutes before dismissal and locked again 15 minutes after dismissal. The gate closest to the turf field is open for athletic practices, games, PASO, Gospel Choir, etc.

The Admin parking lot near the front office opens at 8:30am and closes at 4:30pm (2:30pm on Fridays).

Students should remain in supervised areas at all times.

Students attending after-school activities or meetings will be under the supervision of that activity/meeting leader. Students not involved in after school activities or meetings can be in the library until the end of building hours.

CAMPUS LEAVES

Portland Adventist Academy has a closed campus policy once the school day has begun. Once students arrive, they are required to stay on campus until the end of their school day. **Students who need to leave campus during the day must provide evidence of parental permission to student services.** They need to **park** in the front office parking lot in the morning, and obtain a parking pass from the front office.

Students with permission to leave campus must sign out at the front office. When arriving back on campus during the school day, the student must check back in. Violation of the school's closed campus policy will result in disciplinary action.

The school is not responsible for nor does it monitor with whom the student leaves campus.

Students whose schedules include an early release or a late start must park in the administrative parking lot on SE 96th Avenue and have a parking permit clearly visible on the dashboard. Students with a late start should not arrive at school until 5 minutes before their class begins. Students with an early release should leave school within 5 minutes of their class ending or check in with student services before the bell rings at the start of the next period.

To be eligible for early release or late start privileges, students must have no "F"s and no more than one "D" in their classes. Privileges will be revoked for one week if a student becomes academically ineligible. Privileges will be reinstated the week after they become academically eligible again.

COMMUNICATION

FACTS SIS has a web-based notification system that enables us to communicate directly and quickly with everyone in our identified community via voice messaging, text and email. Portland Adventist Academy will use this system to communicate between school and home. Therefore, it is important for families to keep their information current in the **FACTS Family Portal** for each family member.

FACTS SIS will be used to deliver routine messages (class, sports, weekly Cougar Tracks and schedules)

as well as weather related school closures and emergency messages to all students and their families.

DISTANCE LEARNING DAYS (AND WEATHER RELATED SCHOOL CLOSURES)

In the event that PAA is unexpectedly closed for a scheduled school day, students will continue to learn and participate in school through distance learning. Families will be notified by 6:30 am.

Students must check into each class scheduled for the day in the manner outlined in the class syllabus (email, Google Classroom, FACTS Family Portal, etc.). Students should plan on three to four hours of class study or assignment time for each distance learning day. In order to be counted present for the day, and receive full academic credit, the student must respond and participate in each class's activity, as directed by each teacher by 3:30 pm (2 pm on a Friday). In the case of extraordinary circumstances which prevent this (ie. power outages), please notify student services as soon as you are able.

If distance learning extends beyond a couple of days, PAA may switch to synchronous learning. Your teacher may plan a Google Meet class. The schedule would be:

Odd Class Days

9:00 am 1st period
10:00 am 3rd period
11:00 am 5th period
12:00 pm 7th period

Even Class Days

9:00 am 2nd period
10:00 am 4th period
11:00 am 6th period

FOOD DELIVERY

Food deliveries (ie. UberEats, GrubHub, Postmates, Doordash, etc.) are not allowed during school hours. Deliveries will not be accepted, including during lunch time.

HEALTH PROTOCOLS (subject to change per state and local guidelines)

- [PAA's Communicable Disease Management Plan](#) describes all the measures in place to limit the spread of illness within the school. It is available on the school website at paasda.org.
- Anyone with symptoms of illness should report them to student services and should NOT come to school.
- Handwashing/sanitizing is encouraged before entering classrooms, as well as before and after eating, and after using the restroom.
- High-touch surfaces are sanitized during the day, and janitorial staff cleans/disinfects every evening.
- Classrooms use air purifiers when students are present and windows are open for ventilation, as feasible.
- Students who must miss school due to illness will be able to access assignments in the FACTS Family Portal and/or through Google Classroom, and communicate with teachers via email. Additional support is coordinated by the student services director.

ILLNESS

PLEASE NOTIFY STUDENT SERVICES AND KEEP STUDENTS HOME FROM SCHOOL IF THEY HAVE ANY OF THE FOLLOWING SYMPTOMS:

- fever - temperature of 100.4°F or higher
- cough or difficulty breathing
- diarrhea
- vomiting
- headache, accompanied by a stiff neck and fever
- sore throat
- nasal congestion, runny nose
- skin rash or sores
- eye redness and drainage

If a student presents any of these symptoms while at school they will be sent home, so please don't send them in the first place - EVEN IF THEY HAVE A VERY IMPORTANT TEST OR ACTIVITY THAT DAY.

Parents should contact student services to discuss symptoms, attendance, and academic support for students who are ill.

LOCKERS

PAA assigns combination lockers to every student, please only use the combination lock provided.

LUNCH

Lunch may be ordered from Cooper's Cafe through a link on PAA's website. Lunch orders must be made at least one day before. Parents may prepay any amount of lunches through the website. Ordered lunches will be available in the cafeteria at the beginning of each lunch period.

All students should wash hands or use sanitizer before eating. There are microwaves in the cafeteria, library, and in classrooms for student use, which should be wiped down by the student after he or she uses it. Sharing food, drink, or utensils is prohibited.

PROPERTY - PERSONAL

Students are discouraged from bringing personal property on campus. Portland Adventist Academy accepts no responsibility for the loss of personal items.

PROPERTY - SCHOOL

Students must protect and care for all property. Students are responsible for the care of their lockers. Only authorized material may be kept in lockers. Items inside of lockers should be consistent with the philosophy of the school. There may be periodic locker checks. Personal padlocks are not acceptable.

The student will pay for or replace all property which they have destroyed or damaged willfully or foolishly. Climbing the school fence is prohibited. Skateboards, skates, and scooters are not to be used on campus by students or visitors, **including the parking lot.**

Because of security and student safety concerns, students are not to leave books or bags in the halls. If

students require extra storage space for school items, they may request an additional locker. **Items found on the floor in the hallway will be moved to the front office.**

RECORDS AND PRIVACY

Portland Adventist Academy operates in compliance with the *Family Educational Rights and Privacy Act* (FERPA). It is our goal to maintain confidentiality regarding student information and records. Student information and records will not be disseminated without parental permission.

SEARCH AND SEIZURE

Portland Adventist Academy reserves the right to search student lockers, vehicles, digital media and files, and personal belongings for objects or materials deemed noncompliant with the school's rules and regulations or which threaten the safety of the school or its students. Confiscated property will be returned at the discretion of the school administration. Situations involving social media or technology may require students to share access to personal accounts, posts, texts, communications, photos, or devices with administration. The search and seizure policy includes drug and alcohol testing when, in the opinion of school administration, it is deemed necessary.

SECURITY

The safety and security of each student is our highest priority at PAA. The perimeter of the campus is fenced, and gates accessing the main campus are locked during school hours. External and internal doors are kept locked throughout the day. Video monitoring is used in public areas throughout the campus. Videos are stored for less than 30 days. Any school recording is the property of the school and not available for public viewing. During the school day, all visitors must enter through the secure administrative entrance, sign in, and are then allowed entrance with a visible visitor pass.

STUDENT OFFICE AND LEADERSHIP

Student leaders are required to uphold and demonstrate by practice in their own lives the principles of the school.

GPA eligibility is based on the grades from the previous semester. A GPA of 2.0 is required for all minor offices, and a GPA of 2.5 is required for all major offices. The student officer is required to maintain this minimum GPA and attendance standards during the entire tenure of office. Major offices are:

1. Class presidents and senior and junior class vice-presidents
2. Student Association president and vice-presidents
3. Yearbook editor

Eligibility for any student office requires citizenship clearance from the principal or vice principal. Acceptable citizenship must be maintained throughout a student's continuance in office.

An officer may be removed from office for reasons defined in the SA Constitution which include:

1. Failure to carry out the duties of the office.
2. Failure to maintain academic eligibility or acceptable attendance.
3. Major disciplinary action.

TRANSPORTATION

Portland Adventist Academy is not responsible for the safety of students using any means of

transportation other than that provided by the school.

TRIPS

To participate in off-campus school activities a student must be a full-time student in good academic standing, maintain good citizenship, and attend classes regularly. In addition, students must have met all graduation requirements to attend the Senior Class Trip. Deposits for trips may not be refundable.

UNSUPERVISED ACTIVITIES

There are to be no student activities in the classrooms, chapel, gym, field, other physical education facilities, practice rooms or labs without direct staff supervision. The school cannot assume responsibility for student activities on campus unless they are under the direct supervision of an authorized adult.

VEHICLES

All student-driven vehicles must be registered with the school if they are to be parked on campus. Students must submit proof of liability insurance at the time of registration. A student's vehicle must be parked in an appropriate space and left there during the school day. Sitting in or loitering around the vehicles in the parking lot is prohibited. Students should use their lockers to store items needed during the school day to avoid accessing their vehicles before school ends. See *Search and Seizure* section for vehicle search policies.

The parking lot speed limit is 10 mph. Drivers are to proceed with caution while on campus. Speeding or reckless driving may result in significant consequences including loss of privilege to drive or park on campus.

VISITORS

All visitors during school hours must check in at the front office and get a **Visitor Pass**. (see Security)

STUDENT ACTIVITIES

BASKETBALL - User Fee

The basketball season starts in November and runs through February. PAA has a Junior Varsity (JV) and Varsity (V) team for both boys and girls, as student numbers permit. There are 18-22 JV games and up to 24 V games in a season.

CROSS COUNTRY - User Fee

The cross country season starts the latter part of August when school starts and continues until the end of October. Cross country is a co-education non-contact sport that builds aerobic capacities and encourages life-long commitment to the benefits of running. Boys and girls train together but run in separate events at meets. Each race is 5 kilometers (3.1 miles) but every course is different. As the name of the sport implies, the race course is run over varied terrain.

There is usually room on the team for all who want to participate (18-20 members). The required equipment for this sport is a good pair of running shoes and an assortment of running shorts, shirts and socks.

GOSPEL CHOIR – Membership Dues

The purpose of the PAA Gospel Choir is to lift up the name of Jesus through song. We also want to encourage, inspire, and minister to our school and greater community. This club is open to all PAA students and staff. Each member is responsible for learning the selected songs, knowing their words, being present at rehearsals and performances. Transportation to and from performances will not be provided. **Rehearsals for the 2024-2025 school year will be during lunch on the first and third Fridays of each month, beginning in October.**

GOLF – User Fee

The Golf season starts in March and ends in May. PAA has both a JV and Varsity team. The teams play approximately 12-16 matches. This is a competitive sport with the opportunity for beginning golfers to become involved and play on the JV team. Golf is both a team and individual sport and is a great way to develop new skills and spend time with your friends. Both boys and girls are eligible to play on the golf team.

INTRAMURAL SPORTS – No Fee

Intramural sports are organized by the Student Association and Athletic Director for play during lunchtime as interest warrants.

NATIONAL HONOR SOCIETY - Annual Dues

PAA holds a chapter in the National Honor Society. Membership is based on scholarship, service, leadership, and character. Students are invited to apply for membership after the first semester of their junior year, if they have achieved a total of three consecutive or four non-consecutive semesters of a 3.40 GPA or better. The applicants are then considered for membership by the staff and the chapter faculty council, in the areas of service, leadership, and character.

ROCK CLIMBING CLUB – Membership Dues

PAA's Rock Climbing Club provides a non-competitive sports option where students have a protected environment to build skills and friendships. The Club climbs at a local rock climbing gym twice per week, typically after school on Tuesdays from 3:30 - 6:30 and Thursdays from 4:00 – 6:45. The Club makes occasional trips to outdoor sites. Membership dues vary according to negotiated rates with the rock climbing gym. Transportation to and from the rock climbing gym is provided.

SKI/SNOWBOARD CLUB – User Fee

Ski/Snowboard Club provides an opportunity for students to participate in the educational ski /snowboard program provided through Mt Hood Meadows. The club attends the program once a week for five weeks during the months of January & February. Student user fees vary and can be found on the Mt Hood Meadows website, www.skihood.com. In addition, grade eligibility is required for participation and will be evaluated weekly. Bus transportation will also be provided.

SOFTBALL – (GIRLS) - User Fee

The softball season starts in March and runs through May, playing up to 18 games per season. Cleats and gloves are needed to participate.

SOCCER - User Fee

PAA has both a boys and girls soccer team, as student numbers permit. The soccer season starts in late August and runs through October. Participants play up to 14 games each season mainly in the Portland area. Cleats and shin-guards are required.

SOCIEDAD HONORARIA HISPÁNICA - Annual Dues

PAA holds a chapter of the Sociedad Honoraria Hispánica (SHH), an international honor society for high school students enrolled in upper level Spanish classes (Spanish III or higher). Besides academic achievement, the SHH encourages social activities using the Spanish language and involvement in the Spanish-speaking community locally and globally. Eligible students are invited to apply at the beginning of each school year.

STUDENT ASSOCIATION

PAA has an active Student Association. Election for office occurs in May for the following year. SA operates in accordance with the Student Association Constitution.

VOLLEYBALL – User Fee

The girls volleyball season starts in August and runs through October. Boys begins in March and runs into May. Participants play up to 18 matches each season. Knee pads are required. PAA has Varsity and Junior Varsity teams. Girls practices are scheduled to begin in **August**.

TESTING PROGRAM

IN-SCHOOL TESTING

PSAT: 9th and 10th grade students will take the PSAT (Practice Scholastic Aptitude Test) in the spring. The test is administered on campus, during regular school hours. PAA covers the cost of this required testing.

PSAT/NMSQT: 11th grade students will take the PSAT/NMSQT (Practice Scholastic Aptitude Test/National Merit Scholarship Qualifying Test) in the fall. The test is administered on campus, during regular school hours. PAA covers the cost of this required testing.

SAT: 12th grade students will take the SAT during school hours in the fall. Fees are paid by the student. Information about SAT Fee Waivers can be found [here](#).

AP Exams: Students who enroll in AP classes at PAA are required to take the exams in May. Many colleges and universities will award credit or advanced placement for high scores on the AP exam. Details may be found on each college's specific website or on BigFuture.org

STAMP 4S: A student with prior second language experience may test to receive high school credit, providing an appropriate test is available for that language. The [Avant STAMP 4S](#) is offered each year in the spring, and is available in a variety of languages. Fees are paid by the student.

SUNDAY TESTING

PAA is a Sunday test center for both the SAT (Scholastic Aptitude Test) and ACT (American College Test). These tests are offered on limited Sundays during the school year. Students who want to take the ACT or SAT in addition to the one offered on a school day in the fall may register online at the respective websites: act.org and sat.collegeboard.org. Registration information, deadlines, and a letter for Sunday testing may be found on the school website. Students are responsible for registration and fees. Contact the testing coordinator for assistance.

ACT

ACT registration can be done online at ACT.org. The [ACT](#) contains multiple-choice tests in four areas: english, mathematics, reading, and science, as well as an optional writing test. Individual scores are given for each part of the test on a scale of 1-36, plus a composite score (the average of the four scores). The ACT exam is approximately 2 hours and 55 minutes long (or 3 hours and 35 minutes with the Writing section). The ACT test preparation booklet can be found [here](#) which includes a full-length practice test and test-taking strategies.

Dates and registration information for the ACT exam can be found [here](#). Information about ACT Fee Waivers can be found [here](#).

SAT

SAT registration can be done online at sat.collegeboard.org. The [SAT](#) consists of two sections, Math and Evidenced-based Reading & Writing (ERW). The Math and ERW are scored on a scale of 1-800, with a composite score of both sections. The SAT exam is approximately 3 hours long. Full-length practice tests can be found [here](#).

Information about SAT Fee Waivers can be found [here](#).

Students can use this [table](#) to compare their ACT and SAT scores.

FREE ONLINE SAT/ACT TEST PREPARATION

[Khan Academy](#): Free, online SAT preparation from College Board

[ACT Learning Resources](#): Free, online ACT preparation from ACT Student

[Free Online Practice Tests](#) (need Multnomah County Library Card). Search “Learning Express Library” for practice tests and resources.

[Chegg](#) Test Prep for [ACT](#) and [SAT](#)

[Online Test Prep](#)