

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 live lives
that are Christ Centered and Character Driven.

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OUR MISSION

Because we desire to follow Christ's call to transform our community and our world, we guide and educate young leaders to live lives that are Christ Centered and 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 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

Concern

Being actively involved in the welfare of others

Curiosity

Developing an interest in the world around me

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 staff and students learn, work, play, think, and communicate with each other, 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 areas of fitness 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 staff and students. 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.

Christ Centered - Character Driven is the ideal, and 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

ACCREDITATION

Portland Adventist Academy is accredited by the AdvancED® Accreditation Commission and, the National Council for Private School Accreditation (NCPSA), and the Adventist Accrediting Association.

GRADUATION REQUIREMENTS AND PLANNING

Please refer to the Academic Course Catalog on the school's website for graduation requirements and educational planning.

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.

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 Credits and Satisfactory progress toward graduation

Full-time enrollment is defined as five classes during the seven-period schedule. (Exceptions: With prior approval both part-time and full-time students are eligible to attend Bible Camp and Class Leadership Retreats; both part-and full-time students enrolled in band, choir, or orchestra are eligible to attend Music Tour.) 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 of holding a class or SA office.

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 Sunday's Commencement ceremony.

TRANSFER OF CREDIT

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

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.

GRADE REPORTING

GRADES

Parents and students are expected to regularly monitor progress in classes through the school's grade management program, RenWeb. Access information is provided during enrollment and help is available through the registrar. Parents will receive a weekly report of their student's current grades by email.

Report cards are emailed to students and parents at the end of each quarter. First and third quarters should be considered mid-term progress reports, as only the semester grades are reported on transcripts and may generate high school credit.

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%

CLASS CHANGES

All Classes at PAA are yearlong. Permission to add or drop classes must be obtained from the registrar. A *Change of Schedule* form must be completed by obtaining signatures of the instructors, and parent/guardian's involved. A change is not official until the completed form is approved by the registrar and the change is reflected in RenWeb. Attendance issues may arise if the student switches classes before these steps are completed.

ANY CLASS DROPPED AFTER THE THIRD WEEK OF SEHOOL WILL HAVE EITHER A 'WITHDREW PASSING' (WP) OR A 'WITHDREW FAILING' (WF) RECORDED ON THE STUDENT'S TRANSCRIPT.

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

Attendance is monitored by the registrar and is tracked in RenWeb. Regular attendance and punctuality to all classes are critical factors in achieving academic success at Portland Adventist Academy. Our society is highly time-dependent and students must learn to function in it. Students who are absent from classes miss a variety of significant learning experiences and may suffer a proportionate decline in academic achievement. To build responsibility in our students and reinforce good habits, the following is PAA's attendance policy:

A.M. PHONE CALLS

In order to ensure the safety of our students please call or email the registrar by 9:00 am each day your child is absent. Parents will receive an automated email notification at 9:00 am anytime their student is marked absent by their teacher for the first class of the day, including Choir or Band.

COURSEWORK

Each teacher has procedures for attendance-related grading and handling missed course work. Please refer to the class syllabi or ask the teacher(s) for clarification.

RENWEB

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

20% RULE

Any student who is absent from a class for more than 20 percent 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 the registrar.

TARDIES

Tardies will count towards the overall attendance. Too many 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 receives an attendance code of "T" for Tardy.
- A student who is more than ten minutes late receives an attendance code of "T+10"
- Five Tardies (T) will be counted as one absence. Three T+10's will be counted as one absence.

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
- 16% Notice requesting a phone conference or meeting with the parent(s)/guardian(s) and the Academic Vice Principal 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.

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 success, happiness and safety of staff and students alike. 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.

The Code of Conduct applies to all school-related functions. Additional regulations adopted by administration and publicly announced will carry the same force as those printed in the handbook.

ATTIRE (Adapted from David Douglas High School)

It is an established fact that the attire of students has an important influence on the attitude toward learning within any school. Although matters of taste should be left up to students and their parents, we feel a strong responsibility as a school to provide guidelines for parents and students to use in determining what is and is not appropriate for the school environment. Professionally appropriate coverage of the body is required. A key guideline is that dress should never relate to 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:

- Hoods and electronic devices (including ear buds/headphones) are **not allowed** during **class time, assembly or chapel**.
- **Tops:** Bare midriff, strapless tops, spaghetti straps, backless tops, or otherwise revealing tops, and exposed underwear are not allowed. Sleeveless shirts and tank tops must also meet the above requirements.
- **Bottoms:** Shorts, skirts and dresses must fall mid-thigh or longer. Leggings (including yoga style pants) **must not be see-through**. Exposed underwear and holes above mid-thigh, are not allowed.
- Footwear must be worn at all times.
- Clothing that promotes behavior violating school conduct standards are not allowed.
- Clothing, jewelry, word/graphics on clothing, unwashed clothing, or grooming that may threaten the health or safety of students and/or interferes with the learning process or school climate, or others is not allowed.
- Due to changing fads and fashions, there may be changes during the year.

DRESS AND GROOMING

- 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).
- Anytime a student is representing the school i.e., athletics, activities, they may 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 RenWeb.

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 addressed by a member of the administrative team. More serious issues are addressed by the Student Affairs Committee. The degree of discipline administered by the committee may be contingent upon the level of cooperation and honesty exhibited by the student and/or parents during the investigation and interviewing process following an incident.

Most discipline is accomplished in the ordinary educational environment between the teacher and student. For serious infractions, discipline may be referred to the Administration and/or Student Affairs Committee which has the option of recommending withdrawal or dismissal.

Students may be disciplined up to, and including, dismissal for one or more of the following reasons:

1. Insubordination.
2. Involvement in immoral activities.
3. The use, possession, or dealing of drugs, alcohol, or tobacco.
4. The use or possession of firearms, firecrackers, mace or pepper sprays, explosive devices, or weapons of any kind or replicas thereof.
5. Exerting a detrimental influence on other students, e.g., fighting, hazing, harassment.
6. Theft - taking, giving, or receiving property not belonging to you.
7. Fighting.
8. Exhibiting a desire to not be at Portland Adventist Academy.
9. Speech, behavior or activities that are out of harmony with the aim and philosophy of Portland Adventist Academy.
10. Failure to make sufficient academic progress toward graduation.

BULLYING

Bullying is defined as the abuse and/or mistreatment of someone. Bullying can be online (social media), physical and/or social. Bullying does not necessarily 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 recorded by the Student Affairs Committee.
- A suspension may be assessed
- Additional consequences up to, and including, expulsion may apply depending on the severity of the behavior

CELL PHONE USE

The use of cell phones and other mobile and portable devices is prohibited in classrooms, assemblies, and other academic and spiritual programs on campus unless approved by the teacher or adult in charge.

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 for minor off-campus offenses. However, when an offense is serious and has an effect on the school, the Student Affairs Committee may apply one or more of the following disciplines:

1. Student leaders may be removed from leadership positions. (Substance abuse of any kind will result in removal from office.) Any leadership honors and membership in the National Honor Society may be removed.
2. The student may be suspended, asked to withdraw, or declined readmission.
3. Criminal conduct may be reported to law enforcement officials.
4. Parents will be informed.

ACADEMIC HONESTY

Academic honesty is a manifestation of Portland Adventist Academy's core values. Instances of academic dishonesty are of particular concern because they show points of shortcoming in the character development of the student. Often, instances of cheating are clearly identifiable. At other times the line between reasonable assistance from others 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 credit in which the credit actually belongs to someone else. 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. 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 contact a parent/guardian and an administrator.
3. A student who knowingly furnishes work to another for the purpose of cheating will be referred 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 will forfeit any leadership positions currently held.

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.

STUDENT LEADERS

See **Student Office and Leadership** under Other Information and Policies section on (p. 24).

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 be placed on 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. We believe that the body is God's temple and that it should be protected and preserved for Him. We teach our students that they are not able to reach their full potential if they are using harmful chemical stimulants.

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 seen as 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

Students will receive a minimum 2-day suspension for their first violation and will not be readmitted to school until they complete a professional assessment. The student must also be enrolled in a drug treatment program prior to re-admittance and may be subject at any time to random drug testing.

Alcohol

Students will receive a 2-day suspension for their first violation and will not be readmitted to school until they complete a professional assessment. The student must also be enrolled in an assessment or treatment program prior to re-admittance and may be subject at any time to random drug testing for a period of one calendar year.

Tobacco, Smoking, Vaping

Students will receive a minimum 2-day suspension for their first violation and may be required to participate in a stop smoking program.

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:

- 1) Any activity involving an unreasonable risk of physical harm, such as: padding, beating, whipping, branding, electrical shock, sleep deprivation, exposure to weather, placement of harmful substances on the body, and participation in physically dangerous activities.
- 2) 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.
- 3) Any activity involving actions of a sexual nature or the simulation of actions of a sexual nature.
- 4) 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.
- 5) 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, expulsion may apply depending on the severity of the behavior

SEXUAL HARASSMENT

Sexual harassment includes, but is not limited to, unwelcome sexual advances, requests for sexual favors, and/or other verbal, visual, or physical conduct of a sexual nature when the conduct has the purpose or effect of creating an intimidating, hostile, or offensive educational environment.

Sexual harassment does not necessarily need to occur on campus to warrant the school's involvement. Comments, pictures, and/or material transmitted electronically between two or more students, and fitting the following descriptions, are just as harmful as if they were delivered in person.

Types of conduct which are prohibited and which may constitute sexual harassment include, but are not limited to:

1. Unwelcome sexual flirtations or propositions.
2. Sexual slurs, leering, epithets, threats, verbal abuse, derogatory comments or sexually degrading descriptions.
3. Graphic comments about an individual's body, or overly personal conversation.
4. Sexual jokes, notes, stories, drawings, pictures, or gestures.
5. Spreading sexual rumors.
6. Touching an individual's body or clothes in a sexual way.
7. Displaying sexually suggestive objects.

Discipline: Sexual harassment 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
- Additional consequences up to, and including, expulsion may apply depending on the severity of the behavior

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.

Our true cost of educating one student is \$13,805. PAA charges less tuition than the true cost in an effort to keep tuition lower by offering each student a grant for the difference.

<u>YEARLY TUITION CHARGES</u>	<u>TUITION</u>
Tuition	\$11,400
*Oregon Conference Member Discount (\$870)	\$10,530
*Constituent Church Member <u>Additional</u> Discount (\$495)	\$10,035
International Student (TOEFL > 70) – Due in full August 11, 2018	\$13,250
International Student (TOEFL < 71) – Due in full August 11, 2018	\$14,250
<small>*Tuition discounts are subsidized by entities</small>	

FEES

Feb. 28 or earlier

March 1 or later

Application Fee (New & Returning Students)

\$50

\$175

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.

A La Carte Tuition Rates - 1 to 4 classes

➤ 10 Credit Class

Semester Charge

\$1,004

Full Year Charge

\$2,008

PAYMENT PLAN

Tuition is divided into ten equal payments. Payments are due on the 20th of each month beginning in August; Payment plans require ACH auto withdrawal, however the following payment options are available. See the Vice Principal of Finance for more information.

ALTERNATIVE PAYMENT OPTIONS

1. Twelve Month Plan: Tuition is divided by twelve. The first payment is due July 20. The remaining eleven payments are due by the 20th of each month. Any additional charges (e.g., special class fees, late charges) are payable as incurred.
2. Semester Plan: Two equal tuition payments are due by August 31st and January 22nd. Additional charges are payable as incurred. This is the minimum payment plan required for international students. A 2% tuition discount applies. International students are ineligible for this discount.
3. Single Payment Plan: One payment is due by August 31st. Additional charges are payable as incurred. A 5% tuition discount applies. International students are ineligible for this discount.

IN THE SPIRIT OF ADVENTIST EDUCATION

Seventh day Adventists have always held in high regard the education of all people, regardless of race, social class or financial resources, believing that each student is unique and of inestimable value. Adventist education seeks to restore in all students the image of their Maker, promoting the development of the whole person; body, mind, and soul, so that each students' divine purpose might be realized. This has been the object of Adventist education, the great object of life, since its early beginnings. Portland Adventist Academy works to honor this heritage by making Adventist education as affordable as possible by charging tuition below our true cost, offering each student a "grant" for the difference, and providing financial assistance to those in need.

Maintaining Portland Adventist Academy's quality of education requires the work of the entire community. Providing unparalleled co-curricular programs, supporting technology, compensating quality teachers, maintaining facilities, and granting financial aid to those with need all create significant financial pressure.

Full Education Cost: \$13,805 Standard Tuition: \$11,200 Value of Grant: \$2,605

2018-19 Heritage Partnership

In keeping with our Adventist ideals, the 2018-19 tuition will again be set well below the full cost. The gap requires more than \$730,000 dollars in fundraising support from parents, alumni and church to balance our budget. We ask families who are able to pay \$2,605 to cover the difference between the subsidized tuition rates and the full cost of education.

- **Why should I give?**

Giving a gift above tuition is your opportunity to help keep tuition lower, enrich the student experience, and ensure teaching excellence. Without our fundraising efforts, tuition would be over \$13,800 this year. All contributions are fully tax-deductible to the extent allowed by law.

- **How much should I give?**

We ask that as you reflect on your family's financial situation, you seriously consider the following question: "If the school charged \$13,805 rather than \$11,200 as its tuition, would you need financial assistance to enroll your daughter/son?" If the answer to this question is "no," we ask that you bridge the gap and make a tax-deductible gift of \$2,605. Some families generously give more to cover the gaps of both their student and another student on financial aid, while others cover a portion of the gift. We just ask that you give to the best of your ability. Remember, a gift

of any size is appreciated.

- **What are the benefits of your gift?**

Your gift directly and immediately benefits PAA students, faculty, and programs. In addition, with a \$2,605 gift we will send your family a sports pass for admission into all PAA regular season home games and 4 tickets to our Portland Adventist Academy Student Scholarship (PAASS) Auction held in the fall.

- **How can I make a donation?**

You may choose a monthly, quarterly, semi-annual, or annual installment schedule. For your convenience, the following payment methods are available: check, cash and Visa/MC/AE/Discover through our online giving site.

<https://app.etapestry.com/hosted/PortlandAdventistAcademy/OnlineGiving.html>. A link is provided on our website, under the tab “About PAA”. Please consider a matching gift if your employer has a matching gift program to maximize your impact to Portland Adventist Academy. PAA is a 501(c) (3) organization and will benefit twice from your generosity with a matching gift.

MISCELLANEOUS FINANCIAL INFORMATION

Late Payments

Accounts more than two months past due may be cause for student dismissal. 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 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.

Source 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. Students should also take advantage of work opportunities available on campus. Application for campus work should be completed at the time of registration to help ensure securing a position for the year.
3. PAASS Program (Portland Adventist Academy Student Scholarship) is the school student assistance fund. Before applicants will be considered for scholarship funds, both the school financial agreement and the PAASS application must be completed and recipients must meet the eligibility requirements. The PAASS 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.

DISCOUNTS (Non-international)

Pre-Pay Discount:

A 5% tuition discount applies for non-international families who pre-pay the tuition for the year by August 31st.

A 2% tuition discount applies for non-international families who pre-pay the semester by August 31st and January 20th.

Travel Discount:

When a student travels more than 30 miles one way, each day, a travel discount is available. The discount will be applied to the account at the end of the school year. The travel discount is \$200 per year per student not to exceed \$300 maximum per family. Travel Voucher forms are available at the office or online. It is the family's responsibility to secure, complete, and submit the voucher to the office if your student qualifies for the discount. Only those students who travel more than 30 miles one way, each day, will be eligible for the travel discount.

Family Discount (non-international):

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

When 2 students from the same immediate family are enrolled full-time for the entire school year, a one-time annual discount of 2% for each student will be credited at the end of the school year.

BOOKS - NOT RETURNED OR DAMAGED

A replacement charge will be assessed for lost or damaged textbooks and library books.

STUDENT WORKERS

PAA offers a limited variety of work opportunities. Those jobs are reserved for students requiring financial assistance, enabling students to contribute those earnings to their educational costs. All students seeking employment at the school must complete a work application yearly. Work applications are available at the front office. Completed applications must be submitted and cleared by the business office before a student can start work. Students employed at school must be prompt and reliable. Students receiving Portland Adventist Academy Student Scholarship (PAASS) funds need to actively seek employment on or off campus and may lose their scholarships if dismissed from work.

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.

ATHLETIC ELIGIBILITY

A student eligible to participate in PAA's sports program must be enrolled 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 administration.

The team rosters will be circulated each quarter (or at the beginning of a particular sports season) to each staff member for academic review and annotation. A student who is failing in any one (1) class, or has more than 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 a 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 his 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, whether excused or unexcused. Exceptions may be granted by the athletic director when a request is submitted by a parent or guardian *prior* to the absence.

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

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

BUILDING HOURS

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

8:00 a.m. – 4:00 p.m. Monday – Thursday

8:00 a.m. – 1:00 p.m. Friday

The school building and Library hours are as follows:

7:00 a.m. - 5:00 p.m. Monday through Thursday

7:00 a.m. – 1:00 p.m. Friday

Students attending after-school activities are expected to stay in the area of the activity and leave campus when the activity ends.

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 the school day.** Students who leave campus during the day must provide evidence of parental permission to administration. After obtaining permission to leave campus, the student 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 which typically includes restriction of lunch leave privileges.

The school is not responsible for nor does it monitor with whom the student leaves campus. Students may leave campus with a PAA staff member without parental permission if accompanied by the staff member throughout the time that the student is off campus.

*** Juniors and seniors are allowed to leave campus during lunch with written parental permission.** Administration may adjust lunch leave privileges to reflect availability of on-campus hot food service. Students must sign out/in with the staff member on duty at the front or back entrances.

To be eligible for Lunch Leave privileges, students must have no "F"'s and no more than 1 "D" in their classes. Lunch Leave privileges will be revoked for 1 week if a student becomes academically ineligible. Students will be reinstated for Lunch Leaves the week after they become academically eligible again.

** Tuesday's are CLOSED CAMPUS days the entire year for all students to leave during lunch. Also, the first two weeks of school will be closed campus during the lunch period.*

COMMUNICATION

RenWeb 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. It is important to have current info for all family members.

The system can be used to deliver **routine messages** (class, sports, and schedules) as well as **weather related school closures** and **emergency messages** sent to all students and their families. It is a powerful tool that will enable administrators and teachers to deliver thousands of messages in minutes.

E-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 an eLearning day. Students are required to attend and participate in classes remotely. Students must check into each class scheduled for the day in the manner outlined in the class syllabus (email, RenWeb, online forum, etc.). Students should plan on at least four hours of class, study, or assignment time for each eLearning day. In order to be counted present for the day, and receive full academic credit, the student must participate in each class's activities and submit assigned work, as directed by each teacher, generally by 4 pm (2 pm on a Friday) unless extraordinary circumstances prevent this (ie. power outages).

ILLNESS

PLEASE KEEP STUDENTS HOME FROM SCHOOL IF THEY HAVE ANY OF THE FOLLOWING SYMPTOMS:

- Fever greater than 100.5 F (They can't return until it's lower than 100.5 un-medicated)
- Vomiting
- Stiff neck or headache with fever

- Any rash with or without fever
- Unusual behavior change, such as irritability, lethargy or somnolence
- Jaundice (yellow color of skin or eyes)
- Diarrhea (3 watery or loose stools in one day with or without fever)
- Skin lesions that are “weepy” (fluid- or pus-filled)
- Colored drainage from eyes
- Brown/green drainage from nose with fever of greater than 100.5 F
- Difficulty breathing or shortness of breath: serious, sustained cough
- Symptoms or complaints that prevent the child from participating in his/her usual activities such as persistent cough, with or without presence of fever
- Child requires more care than the school/staff can safely provide

Only a licensed health care provider can determine a diagnosis, prescribe treatment and provide instructions regarding your student’s return to school.

INTERNET

Portland Adventist Academy provides employees and students with Network/Internet access. This system has a limited educational purpose: to assist in preparing students for success in life and work in the 21st-century by providing them with access to a wide range of information and the ability to communicate with people throughout the world. The Portland Adventist Academy Acceptable Use Policy will govern all use of the system. Copies of the Acceptable Use Policy are available upon request.

Users have a limited privacy expectation in the contents of their personal files on the PAA system. Portland Adventist Academy makes no warranties of any kind, either expressed or implied, that the functions or the service provided by or through the system will be error-free or without defect.

Portland Adventist Academy will cooperate fully with local, state, or federal officials in any investigation concerning or relating to any illegal activities conducted through the PAA system. In the event there is an allegation that a student has violated the Portland Adventist Academy Acceptable Use Policy, the student will be provided with an opportunity to be heard by the System Administrator or the Student Affairs Committee.

The Acceptable Use Policy may be revised or amended at any time at the discretion of Portland Adventist Academy’s administration.

PROPERTY - PERSONAL

Students are discouraged from bringing personal property on campus. Personal listening devices, cellular phones, electronic games, or any other electronic device that presents a disruption to the learning environment are subject to confiscation. 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 has been destroyed or damaged willfully or foolishly. Climbing the school fence is prohibited. Unauthorized possession of library materials is not allowed. Skateboards, skates and scooters are not to be used on campus.

Because of security, school appearance, 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.

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.

REPORTING OF ABUSE

Portland Adventist Academy complies with state regulations and guidelines regarding the reporting of physical or sexual abuse of students.

RESIDENT REQUIREMENTS FOR STUDENTS

Students must live with their parent or legal guardian. Exceptions must be approved by the Administrative Council. Candidates for graduation in a North Pacific Union Conference academy are expected to be in residence during the second semester of their senior year in order to participate in the commencement exercises. Exceptions to this policy are to be based on a planned program worked out between the school and the student in consultation with the parents/guardians.

SEARCH AND SEIZURE

Portland Adventist Academy reserves the right to search student lockers, vehicles, electronic 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. The search and seizure policy includes drug and alcohol screening when, in the opinion of school administration, it is deemed necessary.

SECURITY

Portland Adventist Academy does what it can to secure the campus and make it as safe as possible. However, PAA is not responsible for lost, stolen or damaged items.

STUDENT OFFICE AND LEADERSHIP

Student leaders are required to uphold and demonstrate by practice in their own lives the principles of the school and to maintain a reputation of freedom from all forms of substance abuse. Student leaders are required to avoid situations where substance abuse or underage drinking occurs. See the sections on Academic Honesty and Off-Campus Behavior in the Behavior and Discipline section for other expectations of student leaders.

GPA eligibility is based on the grades from the previous quarter. 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

Eligibility for any student officer requires citizenship clearance from the principal or vice principal of academics. 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. To attend the Senior Class Trip, students must have met all graduation requirements. Deposits for trips may or may not be refundable.

UNSUPERVISED ACTIVITIES

There are to be no student activities in the classrooms, gym, other physical education facilities, practice rooms and labs without direct faculty 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 used 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. See Search and Seizure section for vehicle search policies.

The parking lot speed limit is 15 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 including parents and former students, must check in at the front office and get a **Visitor Pass**.

If a student wishes to have a visitor at school during class time, they must fill out a **Visitor Request Form** (available in the front office) and get permission from administration and then from each teacher whose class will be visited.

All visitors must obey the rules of the school or they will be asked to leave campus. Students are responsible for the conduct of their visitors.

WEATHER RELATED SCHOOL CLOSURES

See E-Learning Day and Communication procedures on (p.21).

STUDENT ACTIVITIES

BASKETBALL - User Fee

The basketball season starts in November and runs through February. PAA has two boys' teams and two girls' teams. There are around 18-22 Junior Varsity games and up to 24 Varsity games.

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. Men and women 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 – User Fee

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. Auditions/try-outs will be held at the beginning of each semester. Each member is responsible for learning the selected songs, knowing their words, being present at rehearsals and performances.

GOLF - BOYS - 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.

INTRAMURAL SPORTS

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 1st semester of their junior year, if they have achieved a total of three consecutive or four non-consecutive semesters of a 3.50 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. Annual peer tutoring is also a requirement for membership.

ROCK CLIMBING CLUB – User Fee

PAA’s Rock Climbing Club provides a non-competitive sports option. The Club climbs at the Portland Rock Gym one or two days per week, after school on Tuesdays from 3:30 – 6:30 pm and on Thursdays from 3:40 – 6:30 pm. The Club makes occasional trips to outdoor sites. Membership dues vary according to negotiated rates with Portland Rock Gym. Transportation to the Portland Rock Gym is by school vehicle. Supervision is not provided after return to school from the gym.

SOFTBALL - GIRLS - User Fee

The girls’ 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. 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. Practices are scheduled to begin August 2018.

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 – GIRLS – Use Fee

The volleyball season starts in August and runs through October. There are 18 matches each season. Knee pads are required. PAA has Varsity and Junior Varsity teams. Practices are scheduled to begin August 2018.

TESTING PROGRAM

All freshmen and sophomores are required to take the IOWA Assessments in September. The test, which measures academic achievement and identifies strengths and weaknesses, is administered on-campus during the regular school week.

In October, all PAA juniors will take the PSAT/NMSQT® (Preliminary SAT/National Merit Scholarship Qualifying Test), an important step along the path to college and an opportunity to qualify for merit scholarships. In the spring, all PAA sophomores will take the PSAT10® (Preliminary SAT).

PAA is a Sunday test center for both the SAT (Scholastic Aptitude Test) and ACT (American College Test). These tests are offered multiple times during the school year. It is recommended that all college-bound juniors take the exams in the spring. This gives students a baseline score along with valuable test-taking experience for those who repeat their senior year. Registration information and deadlines can be found on the school website and posted in the school Library. Students are responsible for following sign-up and payment schedules. ACT registration can be done at ACT.org and application packets for the SAT are available in the library, along with a letter required for Sunday testing. Contact the school registrar/testing supervisor for further information.