

International Student Admissions

International Student Standards of Conduct 2018 - 2019

SCHOOL The student on a Student Visa must attend school regularly and obey all school rules. The student is expected to show an interest in his/her schoolwork and make an effort to do their best. Columbia may recommend or require a language tutor in order to help a student succeed in class.

CELL PHONES Columbia has a no cell phone campus policy. Columbia and the host family have the right to limit and/or revoke cell phone privileges when in the student's best interest. DURING SCHOOL, electronic devices (including translators and laptops) are to be used for school work only, and must be approved by each teacher. Please see Student and Parent Handbook for further guidelines.

ABSENCES & TARDIES Host families must call 503-252-8577 or email ASiler@columbiachristian.com by 8:00 am if a student will be late or absent. No notification to the school will result in an unexcused absence on the student's record. Please see Student and Parent Handbook for further guidelines.

STUDENT ACADEMIC CONTRACTS In the event that a student fails a course at the end of a term, following school notification of failure to achieve academic compliance, the agency, family, and host family will be contacted via email with an explanation of current grades and condition of return.

- Student must pass all courses in the following term
- He/she must not have any late or missing work. Otherwise student will be placed on an academic contract
- Students on academic contracts may not have any unexcused absences or tardies
- Students must continue tutoring support to ensure completion of all class work. This will need to be arranged in consultation with Mrs. Banks. If there are any additional fees required for tutoring, the natural family will make arrangements to cover the expenses.
- Please Note: If the student does not meet these expectations by conclusion of the first grading term following the contract communication, he/she will be asked to voluntarily withdraw from Columbia and there will not be any refund of fees paid. This includes tuition, registration, I-20, and hosting fees.

HOST FAMILIES International students must live with an approved relative or host family for the duration of their studies at Columbia. Columbia locates host families; agencies approve host families - students do not choose.

- Students remain with the host family placement for the duration of their program at Columbia
- Requests to change host families are made through the school and Host Family Coordinator.
- Extenuating circumstances will be reviewed by the school administrators, the host families, the natural parents, and agency.

Please Note: In the event that a student is moved from the Columbia host family by the agency or natural family (which must be in consultation with and approved by the Columbia administration) the fee is non-refundable and will remain with the Columbia host family.

SCHOOL FEES All fees including, but not restricted to, registration, I-20, tuition, and host family fee, are nonrefundable, in the event that the student is withdrawn or dismissed from school for:

- Failure to keep their agency contract
- Failure to follow behavioral expectations
- Failure to meet academic contract expectations or other academic reasons

DRIVING Because of the danger involved and the lack of liability and insurance coverage, under no circumstances may a student drive a motorized vehicle for which an operator's license is required.

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HITCHHIKING Hitchhiking is extremely dangerous. Students are not permitted to hitchhike.

PASSENGER IN A VEHICLE International students are not allowed to ride in vehicles with other students unless specific consent is obtained from the natural parents through their agency or directly from the natural parents. International students are not allowed to ride in a car with anyone that the host family does not know personally, and are not permitted to ride with any person under 21 who is not a member of the host family. Requests for driving exceptions may be pre-approved by the host family coordinator who will explain what kind of documents are needed.

DRINKING The purchase, possession and/or use of alcoholic beverages, including beer and wine, are forbidden.

SMOKING Purchase, possession, receiving, distributing, and/or use of tobacco products, including vaping, are forbidden.

DRUGS Columbia students are prohibited from using marijuana, vape products, or any other products that are illegal for minors. *If you suspect a student is partaking in any of these products please let the host family coordinator know right away.* Any student purchasing, possessing, receiving, distributing, and/or using any illegal drugs will be sent home at the natural parent's expense. Further, no student association is to be maintained with anyone involved with drug use in any way. Prescription drugs, prescribed by a physician, must be turned into the school office to be distributed by the office during the day.

LAW VIOLATIONS If a student admits to a criminal law violation, or is arrested and charged, or if reliable information is received that the student will be arrested and charged, the student will be returned to his/her home country as soon as legally possible at the natural parent's expense. Students are expected to obey all laws of the host country, state, city, community, and school.

SEX The exchange experience is not intended to be a time in which romantic attachments are formed. It is extremely important that the student's moral behavior is above reproach at all times. If it is found that a student is involved in a sexual relationship while attending Columbia, the student will be sent home at the parent's expense. If it is found that a student is pregnant or has caused a pregnancy, that student will be dismissed from the school, and sent home immediately at the natural parent's expense.

TRAVEL Students will be permitted to travel while in the host country when approved by the host family and Columbia. For travel outside of the U.S., the issuing school must sign the I-20 form before travel is permitted.

WORK AND JOBS It is against the law for an exchange student to hold a job or seek employment. Exceptions to this may be baby-sitting, lawn mowing or other odd jobs which might be offered to the student by his/her host family or the host family acquaintances.

HOST FAMILY REGULATIONS Each host family has rules and regulations which help them to function effectively. It is imperative that each student makes every effort to understand his/her family expectations. Each student must be respectful of his/her host family and the rules that govern the household. The host family must approve all activities and at all times must know where the student is, with whom, and when the student will return.

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TRANSPORTATION It is the responsibility of the host family to transport the student to and from school. This could include driving, carpooling, or providing bus passes. If a student wants to go places other than school activities, 24 hours advance notice to the host parent is required. Some agencies prohibit the use of Uber; please check with your agent.

INTERNET AND E-MAIL While the use of the Internet and e-mail is generally deemed acceptable, it may be detrimental to a student's studies. Students must respect and abide by host family and school rules in the use of computers, Internet, online gaming and e-mail. The host family may determine the amount of time a student uses a computer at home. Viewing pornography of any kind is strictly forbidden.

MONEY Each student is responsible to purchase his or her own personal items, clothing, entertainment, etc. Students are responsible for their own spending money and Columbia is not responsible for any lost or stolen money. No student may lend or borrow money from their host family.

BANK ACCOUNT Host families are not allowed to sign their name on a student's bank account.

MALE & FEMALE Columbia does not allow male and female international students to live with the same host family unless there is administrative approval.

AGENCIES If an international student is admitted through the services of an agency, that student must fulfill their contract obligations to that agency. Although an agent is not required for a student to enroll at Columbia, the school will not take on the role of agent, act as guardian, or assume responsibilities for a student outside normal school activities. If a family chooses to terminate an agent contract, the student's enrollment at Columbia Christian will be reevaluated by school administration.

VISITS FROM RELATIVES AND FRIENDS Visits from relatives and friends are permitted. Permission from the host family must be obtained in advance if visitors want to stay with the student in the host home.

HEALTHCARE It is the responsibility of the agency or natural family to secure insurance coverage for their child. Columbia does not provide health insurance, but can provide some information for students to purchase health insurance. Please see the link on the International page of the website. There are also some ISP agencies online that provide this.

CURFEW International students must abide by Oregon State Law:

- Under 18 weekday curfew: 10:15 PM in the City of Portland
- Under 18 weekend curfew: 12:00 AM in the City of Portland
- Students over 18 must still abide by house rules

During fall, winter and early spring, it gets dark much earlier than in the summer months. All students need to be aware that there are many places that are not safe after dark. With this in mind, plan ahead so that students are not out navigating public transportation or walking in the dark. If there is an event or activity that ends after dark, please make a plan so everyone feels safe. Talk with your host family coordinator if there are challenges with this.

FINAL AUTHORITY Students must respect all decisions made by Columbia and abide by the Student Handbook. Columbia reserves the right to dismiss a student from the school should the student violate school policies or for other disciplinary problems.

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Standards of Conduct Agreement

We, the student and parent(s) or legal guardian, have read and understand all of the above. We agree to obey these rules and understand that disobeying them will result in the student's dismissal from the school and being returned to his/her home country at the natural parents expense. We understand and agree that the participant will be subject to Columbia Christian School authorities and teachers and that he/she must follow the rules set forth by the Columbia Student Handbook and the Host Family with whom he/she lives. We have read and understand the Columbia Student Handbook and agree that the student must follow and abide by these rules and regulations as outlined.

Student Signature _____ Date _____

Father or Legal Guardian Signature _____ Date _____

Mother or Legal Guardian Signature _____ Date _____

Liability Release

We the undersigned as the student, and the parent(s) or legal guardian(s) of the student, hereby release Columbia Christian School, its Board of Directors, staff, volunteers, and host families, from any and all current and future claims, charges, costs and/or causes of action for loss of property, personal injury, illness, accident or death sustained by the student whether covered by insurance or not. We further understand and agree we are responsible for any loss, damage, or injury caused by the student while attending Columbia Christian School.

As the parent(s) or legal guardian(s) of the student, we agree to supply our child with money to cover his/her needs and expenses for the duration of his/her exchange program and return home. We understand and agree that Columbia is not responsible for my/our child's money or personal property, whether lost or stolen. Further, we understand and agree that should there be a geographical move of my/our child, for any reason whatsoever, the cost of transportation shall be borne by the student.

We grant Columbia permission to use photographs, or any other materials in which the student may appear, for promotion or publicity of the school.

Student Signature _____ Date _____

Father or Legal Guardian Signature _____ Date _____

Mother or Legal Guardian Signature _____ Date _____

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Travel Authorization

I/We authorize Columbia Christian School and my/our child's Host Family to allow my/our child to travel, within guidelines as established by Columbia and their Host Family.

Father or Legal Guardian Signature _____ Date _____

Mother or Legal Guardian Signature _____ Date _____

Medical Release

In case of illness, accident or injury, I/we grant permission to Columbia Christian School, and/or my/our child's Host Family to authorize examination and treatment for my/our child, by qualified medical personnel.

I/We also grant Columbia Christian School and his/her Host Family, all necessary permissions to act as legal guardians, especially in emergencies, whether medical or other, including surgical operations or any other treatment.

This authorization also grants permission to release information regarding my/our child in order to receive any and all inoculations or immunizations required by federal, state and/or school authorities.

This Medical Release Authorization shall be valid for the entire duration of attendance at Columbia. All medical expenses will be the responsibility of the parents.

Student Signature _____ Date _____

Father or Legal Guardian Signature _____ Date _____

Mother or Legal Guardian Signature _____ Date _____