

ISP Student/Host HANDBOOK

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ISP Program Overview

All SA students and parents are asked to read and agree to the policies and procedures as outlined in our SA Secondary Handbook ([available online](#)). However, there are additional policies and procedures that impact our international students and host families only.

SALEM ACADEMY MISSION AND VISION

To provide an excellent education from a Christ-centered, biblical perspective, so that our students might know and serve God.

ISP PHILOSOPHY

The primary purpose of this program is to:

- Provide a high school education
- Improve the student's knowledge of the American culture, including the historical Christian faith and English language. This is accomplished through (a) the active participation in family life, (b) community activities, and school programs.

In order for you to have a successful and fulfilling experience, your purpose for coming needs to be the same as this Program Purpose.

ISP CONTACTS

In addition to classroom teachers, those listed below will also have contact with both ISP students and their hosts:

- **Tomiko Doten:** ISP Coordinator
- **Angela Jones:** ISP Assistant and Host Family Recruiter
- **Lindsay Brownell:** HS Principal

GUIDELINES FOR HOST HOME SUCCESS

Hosting an international student is essentially the meeting of two different cultures in a very personal way! It's an adventure where both are exploring and learning and adapting. As in any family, there are times of stress and there are times of great fun. It is all a part of the great experience where both hosts and students need to listen, explore, and learn while leaning on the Lord for wisdom, patience, and understanding. The following are policies and guidelines to help make the year a success!

BASIC HOST RESPONSIBILITIES

- Provide a loving, nurturing, comfortable home environment which supports and enhances the student's educational, social, mental, and spiritual experience. Keeping in mind the student's parents have anxieties and fears about their children going so far away and high hopes for the growth, education and success of their children. Host parents should:
 - Be kind, considerate, gentle, and patient with the student; not rigid, aloof, quick tempered, etc.
 - Be involved in the education and nurture of the student (communicate with teachers, etc.)
 - Encourage student to be involved in extra-curricular activities and participate themselves as able
 - Handle conflict with patience, care, and grace.
 - Communicate from time to time with the student's parents about how things are going.
 - Work closely with the school to resolve any issues, conflicts, and problems.
- Provide a room in the home that the student can call their own.
- Provide/arrange for transportation to SA, just as they would their own child. Students can be dropped off after 7 a.m. and should be picked up before 4 p.m.
- Provide adequate discipline when appropriate; keeping in mind they are taking care of someone else's child so any discipline should be done with great care, and in some cases after counsel with the ISP coordinator.
- Pick up the arriving student at the airport and take to the airport at the end of the year.
- Provide transportation on a regular, reasonable basis for shopping, visiting friends, school events, etc. This does not mean the host is a chauffeur, but is willing to help when needed.

FINANCES

- Host family stipend covers the months between September and May and the first 15 days of June. This stipend does not cover the period from June 16 to August 31 unless otherwise arranged.
 - The stipend is to cover costs that arise from having another person in the home.
 - Use to cover costs for meals, school lunches, heating, internet connection, family outings, etc. Be aware it may not cover all costs.
 - This is not a supplement to the host in order to cover their own family's expenses. If the family eats out together, the host should cover the ISP student's meal as well.
 - The stipend is not the student's personal money. The student will use personal money to cover personal expenses such as shopping, clothes, entertainment, etc. when it is not a family initiated activity.
- Some students may bring a lot of cash for personal spending. We encourage ISP students to open a checking account and will assist them with this during new student orientation.

HOUSEHOLD ROUTINE AND GUIDELINES

As it is written in the "ISP Terms of Understanding", which the students and their parents have read and signed, all SA ISP students agreed to abide by all the guidelines set out by the host family. Students should not expect to be treated as a vacationing guest, but as a member of the host family; therefore they need to become familiar with the host family routine and rules.

- Students should participate in the normal, daily chores, family activities, etc
- International students come to SA from varying background and may not have basic household skills (i.e. proper way to clean, cooking simple meals, etc.)

- Hosts are recommended to write a list of “Routine and Guidelines” for their home in simple English to share with the student. The following should be considered:
 - Include a “welcome to the family” note with introduction of other family members
 - Describe household schedule (i.e. when hosts wake up, when to leave for school, regular activities, etc.)
 - Use of short, simple, and kind words to describe – not harsh or authoritarian
 - Post on refrigerator or common area to reference
- Hosts should patiently walk students through the “how to” for chores, meals, etc. and to make requests. For example, in many Asian languages the “polite command” form of words to ask a favor may not exist. As a result the student requesting something may come across “demanding” or “entitled” causing the host parent to respond negatively and cause hurt feelings. Discussing in advance how to make requests and helpful “catch phrases” may avoid future misunderstandings.
- Students are not servants, but should work alongside other family members for daily needs
- Curfews for students should be clearly established, as well as, process for requesting time to spend with friends (i.e. how much notice, expectation for transportation). A student’s ability to use city transportation for after school activities with friends may vary based on if they are new to SA or a returning student.

FOOD AND MEALS

Part of the cultural exchange piece involves students trying new food. However, students should also have easy access to foods they know and love.

- Students should be expected to eat with the family and eat the food provided
- Hosts should note foods the student enjoys
- Area grocery stores feature international foods and snacks; hosts should take time for students to shop there and create their own “stash” to access at home
- Hosts should clearly identify foods that are free for the taking and others that may be for special occasions and left alone
- Student lunches should be provided for out of host stipends whether packed or money provided to purchase lunches.

TRANSPORTATION

Salem Academy offers transportation for all families. There is an annual fee that would be covered by the host family should they choose to utilize this service. Many ISP students are comfortable and familiar with city transport and may choose to use the Salem Cherriot service. Bus passes would also be covered by the host family.

ISP students are not eligible to drive themselves while attending Salem Academy and should not ride with other students unless given specific instruction from their host. It is possible students may be given permission to obtain a learner’s permit **for training purposes only**. However, there are a variety of conditions that must be met. Please reference **Appendix B** for more details.

TECHNOLOGY USE

One of the key rules that should be considered in every host family in reference to technology use including: computers, laptops, tablets, phones, gaming systems, and more. This area has become more challenging in recent years as wireless and smart phones are more the norm in student life. Students are here for a cultural, social, and academic exchange experience – and that does not happen with the majority of time being spent on computers surfing the web or playing games. While discussing household rules for technology, hosts should express the positive reasons for limiting time for personal/social online time: studying for classes, socializing with the family, practicing English, etc.

Below are some guidelines for both hosts and students to note:

- Host should provide a clear family policy in regard to the various technology with the following considerations:
 - Age of the student
 - New or returning student: guidelines may be more conservative with a new student to establish a baseline and for trust to be built
 - Time difference for students to contact parents back home through Skype, Facetime, etc.

- For the host parent, it is recommended to utilize Google translate when discussing important topics with their student. This will help eliminate confusion on those topics that require clear understanding.
- Policies may include some or all of the following:
 - Computers/laptops/tablets kept in common areas or used in rooms only with screens clearly visible from an open door
 - Wireless network turned off at an assigned hour
 - Limited hours for playing games or online for non-school activity.

CHURCH

ISP students do not have to be Christian in order to attend Salem Academy and should not be pressured to become Christians. However, they are aware that the Christian message is a part of school life, and they will attend chapel/worship twice a week. Because the educational philosophy of Salem Academy is based on the Bible, in order to be accepted, students agree to learn about Jesus, the Bible, and the biblical worldview along with other students, as well as attend church with their host family. Church activities are another opportunity for them to meet youth and make friends outside of school. Hosts should be sensitive to:

- Religious background: although students agreed to be involved with church activities, school Bible classes, etc. hosts should keep in mind for many students this will be completely new and/or contrary to their own beliefs. Hosts should use opportunities provided to discuss as students may raise questions.
- Frequency of attendance: if the host regularly attends church 2 or 3 times a week this may feel like overload for the student and it may be appropriate for the student to stay home for one or more of the services.
- ISP students do require more time to study than the average student and the extra evenings may be needed to complete assignments well.

TRAVEL

While ISP students are in the U.S., opportunities may arise for them to travel outside the Salem area both with and without their host families. Please note the following:

- **With Host Family:** On normal vacations, trips, etc. with the host family, hosts are expected to take their student along and pay for it, except for personal gifts the student may want, etc. Exception may apply to more expensive excursions:
 - If the host family is traveling anywhere involving airfare, high cost accommodations, etc. the ISP student's parents should be contacted to discuss paying for their student's part.
 - If student is unable to travel with their host (due to cost or interest), hosts should make arrangements with another host family for the student to stay with them.
 - Monthly stipends will be adjusted to reflect the change in host family for that period of time
 - Hosts are to communicate all details with the ISP coordinator.
 - ISP Students are not allowed to drive at any time.
- **Student Traveling without Host:** While under the care of Salem Academy, ISP students are not to travel alone without a responsible adult and prior permission is required by completing the Travel Permission Form (**Appendix A**) providing details about where the student is going and with whom they are staying. Students must prove they will be staying with a responsible adult. Once submitted to the ISP coordinator, contact will be made with the student's parents to verify information and parent permission.

HOST HOME CHECK-IN

All host families with Salem Academy have submitted an application, and the ISP coordinator has visited each home to interview the applicants and tour the home. In addition, Salem Academy will provide monthly reports to both the student's agency and parents. These reports will include academic and behavior check-ins from a school point of view, as well as host parent check-ins to assess integration with the host family. Some of these visits will take place in person, while others may be a quick phone call.

EMPLOYMENT & MAILINGS

Conducting business, buying-selling online, shipping merchandise, etc., for profit is prohibited. Hosts should contact the ISP coordinator immediately if packages start being delivered to the home. International students may unwittingly participate in this illegal activity thinking they are “helping” a friend or acquaintance.

COMMUNICATION

Communication under normal circumstances can often be a challenge. Add to that language barrier, time differences with international parents/agencies and it can be an even greater challenge. Communication avenues for the SA international program include:

- **SA Eblasts:** In addition to all school blasts, there will be emails specifically for ISP families with key information as relates to our international students. These often will come through as “ISP Update.”
- **Monthly Visits:** Mrs. Doten (and at times Mrs. Brownell) will contact hosts for monthly reports that are sent to parents/agents. This will ensure any potential problems are quickly dealt with.
- **Agencies:** Most agencies should not be communicating directly with host families unless it relates to flight information at the beginning or end of the year. Agencies should be communicating directly with the ISP coordinator only.
- **International Parents:** In some cases the ISP student’s families back home enjoy communicating with the host parents directly and build that relationship. This can be a rewarding interaction for both parties. Should any communication be negative in nature, host families should refer the parents to SA’s ISP coordinator – keeping in mind there must be a great sense of anxiety the international parents feel may contribute to the reaction.

CONFLICT RESOLUTION AT HOME

Salem Academy strives to follow a biblical model for handling conflict. This is important in order for each party to feel respected and in order to limit possible misunderstandings and unnecessary frustration. As a result, this is the established procedure for solving problems within the host home:

- **Student/Host:** There are many reasons a conflict may arise. Sometimes it can be due solely to the language/culture barrier. An open discussion between the student and host can in many cases bridge the language/culture gap to identify the real issue and hopefully clear up any misunderstanding.
- **Student or Host/ISP Coordinator:** If an attempt has been made between the ISP student and host parent to resolve the issue with no success, the ISP Coordinator would be the next contact. Both parties may contact the ISP Coordinator to discuss the issue and the ISP Coordinator will follow up with the other party to try and help resolve the issue. If necessary, a group meeting will be called with all parties. It is possible more than one meeting may be required in order to make sure all needs are understood clearly and various solutions can be considered.
- **Host Family Change:** It is rare that a change in host family will be considered as our desire is for a difficult situation to be redeemed and a positive relationship with the student and host to be possible. A student should not request a host change. Instead, they should discuss the problem with their host family and then the ISP Coordinator to try and find resolution.
 - **Possible considerations for change:** medical/health issue (i.e. allergic reaction to pet) which must be documented or host family unable to provide for student due to a family emergency, death in the family, etc.
 - **Considerations do not include:** home is too far, poor internet connection, don’t like the family customs or rules, difficulty with food, or want to live closer to shopping area.

ISP ACADEMIC LIFE

The majority of international students attend Salem Academy for both a cultural and academic experience. This means their success in the classroom will have a direct effect on college admittance through official transcripts. For the ISP student, there can be several obstacles to maneuver in order to better ensure academic excellence. What follows are some of the areas for hosts and teachers to help walk student's through.

RENWEB

Tracking of homework and grades is essential. RenWeb is the resource available to both hosts and students to access teacher lesson plans, homework assignments, and final grades. This enables the host and student to be pro-active in monitoring any missing assignments or poor grade trends. At the same time, regular academic checks will also take place by the ISP Coordinator. See **Appendix C** for instructions on creating a RenWeb account.

COMPUTER RESOURCES

Many of the international students may not come with MS Office loaded on their laptops. Instead they have programs specific to their country that may prevent correct file transfer and incorrect English translation. It is important to have them load MS Office student edition (i.e. available at Best Buy) on their laptops.

MAGAZINES AND BOOKS

Magazines and books in the student's native language interfere with their English education and can distract others. These should not be brought to school.

CONTROVERSIAL TOPICS

There are many ideas, understandings, and beliefs that we hold to be true which may differ greatly from how an international student will approach the same topics. This is most evident when dealing with history/politics and the Bible. Hosts, teachers, and both American and international students should be thoughtful when discussing these topics. Posing questions to better understand each person's perspective and utilizing language that is non-confrontational can go a long way to build mutual trust and respect.

ESL DESIGNATION

In the event that an international student is unable to do class work in a particular class on the same level as native speakers of English, a student may choose to do work on an easier "ESL" level (English as a Second Language). The decision to change to an ESL level in any class will be made by the student after careful counsel with the teacher, student's parents, and the ISP Coordinator.

If a student chooses to take a course at the "ESL" level, the student's course would have the designation "ESL" added to the course name. For example, "U.S. History" would become "ESL U.S. History." This designation remains on the student's transcript and cannot be removed.

The decision to take a course at the "ESL" level is not mandatory. Teachers will not force a student to become an ESL student. The choice is the student's. If a student decides to take a course at the "ESL" level, the teacher will do one or more of the following:

- Simplify the grading scale
- Simplify the assignments, tests, etc.

If the student experiences significant difficulty in any class, this ESL grading option will again be explained to the student so that an appropriate decision can be made. The decision to change to an ESL level in any class will be made by the student after careful counsel with the teacher and the ISP Coordinator.

An “ESL” designation for any course may or may not affect entrance into college. Colleges have different requirements. However, most international students have to go through the same process of taking the TOEFL test, etc. Each college has its own entrance requirements. To find out what a college requires (required high school courses, SAT scores, TOEFL scores, etc.); you will need to make an inquiry to the college. For more information see the Senior Year section below.

SENIOR ACADEMIC YEAR

Senior year can be difficult to navigate for any student, but especially for our international students. Salem Academy’s guidance counselor and the ISP Coordinator are ready to assist in this process. Host parents also need to be pro-active by participating in any senior parent meetings scheduled throughout the year and reading in detail any senior mailings. In addition to traditional SAT’s, any international students interested in attending college in the U.S. are also required to take the TOEFL test. Hosts should contact the guidance counselor for more information on upcoming dates for both SAT and TOEFL tests.

ISP SCHOOL LIFE

Many of the items discussed to this point involve the host home/parent interaction with the student. What follows are some of the unique components of ISP student life while at school. First let's review the basic behavioral guidelines for success as outlined in the Secondary Parent/Student Handbook,

BEHAVIORAL GUIDELINES FOR SUCCESS

Respect For

- School's mission, policies, and guidelines
- Yourself
- Your peers
- People in authority
- Other people's belongings
- School property and equipment

Responsibility

- Be on time
- Meet deadlines for assignments and other responsibilities given
- Choose right over wrong
- Exercise good judgment
- Be kind and considerate to others

Integrity

- Speak the truth
- Be reliable and trustworthy
- Choose to do right even when no one is looking

DRESS AND APPEARANCE

You will find an extensive overview of Dress and Appearance in the [Secondary Parent/Student Handbook](#). However, there are some common occurrences that we find may present more in our ISP community. This is often the case as ISP students experience a sense of freedom from typical uniform attire in their home country. Specifics for hosts to clearly discuss with ISP students:

- **Modesty:** Skirts and dresses in particular should not be more than 4" above the knee and all clothing should be sized properly and not tight-fitting.
- **Neat and Tidy:** No holes in jeans where skin is visible through; and all athletic wear is restricted to special theme days as determined in advance and promoted by student councils
- **Inappropriate Emblems:** Clothing and other apparel that may be profane, vulgar, offensive in nature, or represent bands/institutions that do not reflect strong moral value are not acceptable.
- **Hair Color:** Students may color their hair as long as they choose a "natural" hair color.

BEHAVIOR

You will find an extensive overview of behavior in the Secondary Parent/Student Handbook. However, there are some common occurrences that we find may present more in our ISP community.

- **Plagiarism/Cheating:** Being in a new country where the language is confusing can be a catalyst for students to look for short cuts on classroom assignments. In some instances, it may be a lack of understanding about the seriousness of plagiarism/cheating. Some things for hosts and students to discuss in depth:
 - **Definitions:** Presenting or paraphrasing, in whole or in part, someone else's words, idea, product, or data as one's own, completing school work in a dishonest way, or by having improper access to answers.

- **Common Avenues:** Google or other search engines, Wikipedia, another student's work, etc. Copying and pasting or re-writing someone else's exact words can be easily identified and have extreme consequences.
- **Skipping Class/Leaving Campus:** Salem Academy is situated on a campus very near bus stops, restaurants, and coffee shops. ISP students, especially in their first year, may take advantage of this by leaving campus without permission during a class period or assembly. Hosts and students should discuss clearly that once they arrive at school, they are to remain on campus until school dismisses. The exception to this is for seniors and NHS members who have off-campus lunch privileges daily and juniors on Friday. In all cases, permission must be given by the host parent at the beginning of the school year and students must sign in/out with the office.
- **Nationality Segregation and Bullying:** As discussed earlier, ISP students are here for not only an academic exchange, but cultural/social as well. ISP students should be encouraged to build relationships not only with American students, but also other ISP students from other countries. Seeking to bridge those gaps and build relationships will help to limit the "clique" mentality and potential bullying across cultures.
- **Banned Substances:** All Salem Academy students agree to not use tobacco, alcohol or any other drugs and to not remain at any activity where drugs, alcohol, or tobacco are being illegally used. For our ISP students, this may be an important reminder as the legal age may vary from country to country. Despite their age or where they come from, Salem Academy's policy is clear – no use ever, either at school or away from school.

CONFLICT RESOLUTION AT SCHOOL

Similar to the policy with conflict in the host home, students are expected to follow the established procedure for solving problems at school or in the classroom:

- **Student/Student or Teacher:** The first step would be for the student to speak directly with whoever they are in conflict with; whether that is another student or a teacher.
- **Student/ISP Coordinator:** If an attempt has been made between the ISP student and the other party to resolve the issue with no success, the ISP coordinator would be the next contact. Both parties may contact the ISP coordinator to discuss the issue and the ISP coordinator will follow up with the other party to try and help resolve the issue. If necessary, a group meeting will be called with all parties. It is possible more than one meeting may be required in order to make sure all needs are understood clearly and various solutions can be considered.

ELECTRONIC DEVICES

Electronic devices are permitted during school hours on a limited basis as noted below:

- Electronic devices are not to be in use at school from 8 a.m. to 3:15 p.m., except during lunch and during passing times between classes.
- Electronic devices may be permitted for classroom use as determined by the individual teachers. This may include the need for a translator for ISP students. However, this will be monitored to insure that it is being used for that purpose only during class time.
- Any personal electronic equipment is brought on campus at the risk of the owner, and Salem Academy is not responsible for theft or damage.

Noncompliance with the above standards and expectations will likely result in the confiscation of the device that is being used inappropriately. The period of time that the device will be held will likely be based on the seriousness of the infraction, the attitude of the student involved, and the frequency of such infractions.

CO-CURRICULAR ACTIVITIES

There are a variety of co-curricular activities for ISP students to participate in at Salem Academy. Some of these may have unique requirements for international students or extra costs that students should be aware of before committing to them.

ATHLETICS

Most international students will not be eligible to participate in OSAA sanctioned sports until they have attended Salem Academy for one full year. Exceptions are made for those who come through particular agencies on a "cultural visa." However, Salem Academy does currently offer racquetball which is a club sport and many of our ISP students enjoy participating each year. More information on athletics is available on SA's website or contact the ISP Coordinator.

FINE ARTS

Beyond the classroom, our fine arts department (choir, band, and drama) give students the opportunity to participate in a variety of events each year. These will require additional commitment from the host parent to transport for rehearsals and events. There may also be additional fees for outfits.

STUDENT GOVERNMENT

Each year an ISP student is chosen to represent their peers on ASB (Associated Student Body). In addition, students are eligible to campaign and have the opportunity to be voted in to their class councils or ASB. If selected, this will also require additional after hours involvement.

SOCIAL ACTIVITIES

There are a variety of activities hosted by the ASB Council or school staff throughout the year. Highlights of those are listed below by student eligibility. As always, we encourage our ISP students to participate in as many as possible. Additional information is available in the Secondary Parent/Student Handbook.

- **All High School Students**
 - **Fall-In:** overnight event sponsored by the school at the beginning of each school year and in which grades 9-12 go for 2 days of fun activities off-campus.
 - **Homecoming:** event sponsored by ASB during the football season with pre-game and half-time events, including the court presentation and crowning of Homecoming King and Queen.
 - **Black Tie:** evening banquet sponsored by ASB where gentlemen ask out the ladies.
- **Upperclassmen**
 - **Junior/Senior Banquet:** sponsored by the Junior Student Council; this is an evening banquet honoring the senior class.
- **Seniors Only:** Hosts of senior students pay close attention to any senior info mailings or emails to make sure and help their student navigate through these special events.
 - **Senior Night at Fall-In:** The seniors will go out for Fall-In on Sunday night for a special time of bonding as a class before the rest of the students arrive on Monday.
 - **Senior Skip Day:** sponsored by the senior class or parents, students go off-campus for a time of senior fun. This can be one day or an overnight event. This event is paid for by the senior parents so host families should be in touch with their student's parents or the student directly to make payment arrangements while honoring any surprise factor.
 - **Senior Breakfast:** hosted by high school faculty the morning of graduation.
 - **Grad Party:** following the graduation ceremony, senior parents organize an event for graduates and parents to come together for one more evening. This even is also paid for by senior parents and once again will require the host families communicating with student's parents or the student directly to make payment arrangements while honoring any surprise factor.

APPENDIX

Appendix A: Salem Academy ISP Travel Permission Form

To ensure approval in time for travel, this form must be completed and submitted one month prior to departure date All SA ISP students who travel apart from host families, must be accompanied the entire period by a responsible **Adult/Chaperone (AC)** who is pre-approved by Salem Academy. Ideally, the AC must be at least 21 years of age and not a college student. The AC must be someone Salem Academy deems to be a host-like individual or family and who is considered capable of being fully responsible for the safety and welfare of the student.

The Adult/Chaperone's **Name, address, phone number, and email must be provided.** The AC will be contacted and confirmed, and a copy of a **photo ID** requested.

The Natural Parents will also be requested to send a **letter** granting permission to travel. The letter must include the travel dates, the destination, and the AC's name.

STUDENT NAME _____

Reason for Travel _____

Destination: _____

Travel Dates: Departure: _____ **Return:** _____

Adult/Chaperone (AC) with whom the student will be traveling or staying:

Name _____

Address _____

Phone _____

Email _____

Means of travel: (Circle One) Car, Bus, Train, Plane, Boat, Bicycle, Other: _____

If by car, who will be driving? _____

Name and age of driver: _____

Address of driver: _____

Driver's Cell Phone: _____ Email: _____

Host Parents' Signature: _____

I have read and understand all the above. I understand that I will not be allowed to travel without SA permission.

Student's signature _____ **Date** _____

ISP Office only:

_____ Student submitted form to ISP. Date _____

_____ Host parent signature.

_____ Letter from natural parent received. Date _____

_____ Responsible adult contacted and confirmed.

_____ Photo ID Received

_____ Permission Granted Date _____

Appendix B: Request for Permission to Get a Learner's Permit/Driver's License

*Eligible students:

1. Seniors who are not with an agency that restricts driving,
2. In good standing (have a record of positive, good behavior),
3. Maintaining a GPA of 2.5 or higher,
4. Attended Salem Academy during their Junior year,
5. Have proof of appropriate and adequate insurance, and
6. Required to take an approved driver training course.

(These conditions are subject to change/waiver if deemed necessary by the administration.)

Student's Name _____ **Age** _____ **Date of Birth** _____

Date Entered SA _____ **Date of Request** _____ **Date of Graduation** _____

ISP Student's Parent's Permission and Release

We give permission for our son/daughter to apply for a learner's permit/driver's license and begin the learning process through an approved driver training course. We understand that our son/daughter will only be permitted to drive for training purposes only. Driving will only be allowed with an adult (25 or older) until graduation.

In the event of accident, injury, or death, we will not hold the host family or Salem Academy liable in any way. We take full responsibility for all expenses associated with driving including costs involved in obtaining a license, driver training, the purchase of a car, insurance, gas, oil, repairs, and any other costs including those related to traffic fines, accidents, property damage, injuries or death. etc.

We will reimburse to the host family any costs they cover that are incurred by our son/daughter that are related to driving. We understand that driving privileges may be regulated or suspended by the host family as seems wise and in the best interest of the student.

We understand that driving privileges may be suspended or revoked at any time if the school administration deems it necessary due to unacceptable behavior, poor grades, or any other factor which the school administration deems relevant.

We also understand that this privilege also depends on host's situation and circumstances.

Parent's Name _____

Parent's Signature _____ **Date** _____

Parent's Emergency Phone Number _____

Host's Name _____ **Host Signature** _____

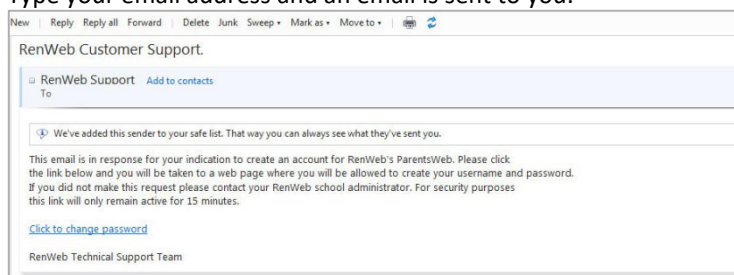
Appendix C: Creating a RenWeb Account

If you are new to Salem Academy or a returning family who has not previously set-up a RenWeb account, please read through the information below for access to ParentsWeb.

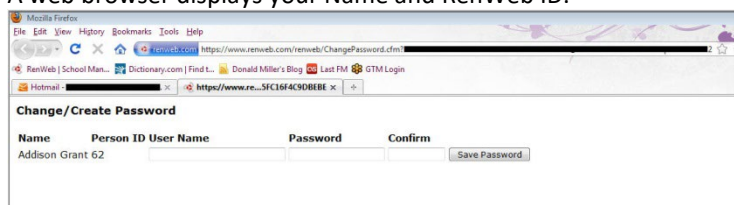
ParentsWeb is a private and secure parents' portal that will allow parents to view academic information specific to their children, while protecting their children's information from others. You can see your child's grades, attendance, homework and conduct, as well as other useful school information. You can also communicate with teachers and other school staff online whenever necessary. Salem Academy will also post announcements for our families eyes only through ParentsWeb (i.e. registration info, board minutes, etc.). Students may also create an account to view lesson plans, homework assignments, and grades.

All you need is an Internet-capable computer. Here's how to access our easy-to-use **RenWeb ParentsWeb**:

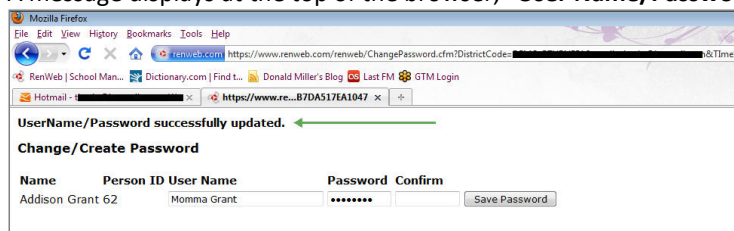
- First, you need to make sure that the school has your email address in RenWeb. If your e-mail is not valid when attempting to log-in, please call your campus office.
- Next, go to www.salemacademy.org and click the **RenWeb** logo.
- Select PARENT or STUDENT button.
- Click **Create New ParentsWeb Account**.
- Type your school's **District Code: SA-OR**
- Type your email address and an email is sent to you.



- Click the **Click to change password** link. This link is only valid for 30 minutes.
- A web browser displays your Name and RenWeb ID.



- Type a **User Name**, **Password** and **Confirm** the password.
 - Click **Save Password**.
- A message displays at the top of the browser, "**User Name/Password successfully updated.**"



- You can now log into ParentsWeb using your new User Name and Password. We look forward to your participation. Together we can continue to improve our children's academic development as well as communication between our school and your home.