



INTERNATIONAL PROGRAM STUDENT HANDBOOK

Oak Grove Lutheran School • Fargo, North Dakota

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Visit <http://www.oakgrovelutheran.com/en/default/admissions/> , including all forms, applications and policies.

OAK GROVE LUTHERAN SCHOOL

Type of School: Oak Grove Lutheran School is a private college preparatory school affiliated with the Evangelical Lutheran Church of America. The school operates an elementary, middle and high school program on two campuses in Fargo, North Dakota.

Academics: Oak Grove's high school academic program includes Advance Placement (AP) classes and dual-credit opportunities with Concordia College.

ACT Score: Average ACT score of 24.25 over the past 5 years.

Rated as one of the "Top 50 Best Christian High Schools in America" by www.thebestschools.org!

Accreditation: Fully accredited academic program maintaining NCA-CASI accreditation with high standards for excellence since 1926. "Accredited with Commendation" from the State of North Dakota, achieving 100% of all required standards.

Location: Oak Grove Lutheran School is located in Fargo, North Dakota, which is on the state line of Minnesota and North Dakota along the Red River. The Fargo-Moorhead metro area population is 186,561. For more than 100 years, Oak Grove's campus has been located in a beautiful park-like setting. Oak Grove is within minutes of public libraries, parks, shopping centers, theaters, and several colleges and universities. The area has more than 350 restaurants, hundreds of brand-name retail stores, 32 movie screens, concerts by the biggest names in music, and minor league professional sports teams. In the past five years, the twin cities of Fargo, N.D., and Moorhead, Minn., have become one of the hottest young boomtowns in America. *Money* magazine named Fargo-Moorhead one of its top 10 cities in which to start a business or get a job, and the *Los Angeles Times* described the "other" twin cities as improbably stylish, worldly, even luxurious.

Enrollment: Oak Grove's enrolls approximately 154 High School, 115 Middle School, and 192 Elementary students annually, for a total of 461 with an average class size of 17 in the high school and an overall student-to-teacher ratio of 12:1.

Extra-curricular Offerings: Oak Grove offers a full-range of extra-curricular opportunities, including leadership opportunities, Speech, Debate, Drama, Key Club, PAY Club, Student Council, Theatre and Musical productions. Athletics: Football, Volleyball, Basketball, Track and Field, Golf. Coop Athletics: Cross Country, Tennis, Soccer, Wrestling, Hockey, Gymnastics, Baseball, Softball, Swimming and Diving.

INTERNATIONAL PROGRAM

Housing for Students: Oak Grove Lutheran School arranges friendly and welcoming host families for students accepted from other countries. Oak Grove does not have dormitories.

International Assistance: Oak Grove provides an International Coordinator to support students with daily needs, academic support, and basic communication assistance.

Flight Information: Students should arrive at Hector International Airport in Fargo (FAR), about a 10 minute drive from our campus, no earlier than 10 days and no later than 7 days before the start date of the school year. This is required for all international students, both new and returning. Students are expected to depart from Hector International Airport no later than 7 days after the last day of school.

The Minneapolis-St. Paul (MSP) International Airport is located approximately four hours away, some 230 miles, east of Fargo. Ground transportation to/from MSP can be arranged on designated dates, but additional fees will apply. Please contact the school to find out what dates shuttle services will be arranged if a great enough need arises.

School Year Calendar: Classes begin near the end of August and conclude near the end of May. International students are expected to make flight arrangements to return to their home country no later than 7 days after the last day of school. In the case of graduates who have been accepted into a post-secondary college or university prior to the last day of school at Oak Grove, they are required to leave their host family's home no later than 7 days after graduation even if they do not plan to return to their home country. Such students are responsible for arranging their own living accommodations with the school they will attend. In no way should any student make private arrangements with Oak Grove host families, outside of their high school program contract. Please visit <http://oakgrovelutheran.com/en/common-links/news/calendar-1/> for Oak Grove's complete school year calendar.

Activities and Athletics: International students are strongly encouraged to participate in activities outside the classroom. Oak Grove provides opportunities for international students to participate in numerous athletic teams, musical ensembles, academic teams, and campus ministry/mission trips. Additional fees for activities may apply. The purpose of participating in such activities is to enrich the student's cultural experience, integrate foreign students with American students, build friendships, and foster a teamwork mentality. It has been found that participating in such activities will also increase the English language acquisition process.

STUDENT APPLICATION PROCESS

International students interested in applying for admission at Oak Grove Lutheran School can download an application at <http://www.oakgrovelutheran.com/en/default/admissions/international-students/> For more information regarding admission, please contact Deb Lackmann, Director of Admissions, at deb.lackmann@oakgrovelutheran.com or 1.701.373.7114.

Completed application and application materials can be sent to:

Oak Grove Lutheran School
124 North Terrace
Fargo, ND 58102 USA

International Students are required to have taken the SLEP or Toefl Jr. tests prior to applying for admissions. Test scores must be received prior to scheduling the webcam interview. These test assist in the admission process, helping Oak Grove's Administration determine whether or not a student is prepared for English immersion. SLEP or Toefl Jr. test information and testing locations can be obtained Oak Grove upon request. Additional testing will be administered upon arrival to Oak Grove.

Students must undertake the following to be considered for the international program:

- Provide SLEP or Toefl Jr. tests documentation and score
- Complete Oak Grove Lutheran School's International Student Application Form, Health Physical Form, and Computer Release Contract Form
- Provide official academic transcripts for the past 3 years, both in native language and an officially translated English copy, and complete Oak Grove's Grade and Attendance Forms
- Provide certificate of health and immunization history both in native language and an officially translated English copy
- Provide a minimum of 2 teacher recommendations
- Provide proof of international medical insurance (this can be obtained upon arrival in the U.S.)
- Provide application fee
- Complete a Skype interview with Oak Grove Administration

INTERNATIONAL STUDENT INFORMATION

Coming to Oak Grove

- Oak Grove recommends students have an eye and dental exam and complete any dental work before coming to the United States.
- Students need to pack clothing for cold winter weather. The average temperature in September is 20°C, January is -15°C, May is 20°C, and July is 30°C.
- Before travel arrangements are made, travel dates and times must be approved by Oak Grove's International Coordinator. International students are to arrive no more than 7-10 days prior to the start of the school year and expected to leave within one week after school is out. Other arrangements beyond those terms will not be arranged or accepted by Oak Grove or any person involved with Oak Grove's international program, including but not limited to Oak Grove students, past or present host families, or other parents involved at any capacity with Oak Grove.
- Immunization documentation must be provided before the start date of the first school year international students attend Oak Grove. Students may not start school before these documents are received and approved. This is for the health and safety of the international students, as well as other Oak Grove students. Please refer to the "International Student Immunization Requirement" section for more information. If the student does not meet the immunization requirements, the required immunization must be provided locally and at the student's expense.
- Students must have a physical examination completed before arriving in the United States. An official record or proof of the examination, which is signed by the physician, must be submitted to Oak Grove Administration. If this is not done prior to the student's arrival, a physical will be provided at the student's expense for medical clearance. If the student does not pass the medical exam or has a medical condition that is not conducive to continuing at Oak Grove, the student will be sent home and tuition will not be refunded.
- A tuberculosis (TB) skin test will be administered to students arriving from any country designated as high-risk for TB. This test needs to be administered in the United States and not in the student's home country. If the tuberculosis test is positive, a chest x-ray must be performed to rule out active tuberculosis. A student with a positive tuberculosis chest and a negative chest x-ray will be required to complete a course of treatment for latent tuberculosis. It is the student's responsibility to complete the course of treatment; not complying with or completing treatment for TB is grounds for dismissal from Oak Grove's International Program. If the chest x-ray is positive, the student has active tuberculosis and will not be allowed to attend Oak Grove until they are determined to be noninfectious. TB testing is required to be completed before the start of each new school year for both new and returning students from specified countries. Please contact Oak Grove's International Coordinator with any questions.
- Once on campus, students who scored satisfactory on both the SLEP test and the ND ESL placement test will register for classes with Oak Grove's Guidance Counselor. Translated transcripts and course descriptions must be provided for this process. These documents will be used to aid in proper class

- selections. Students who scored below satisfactory on either test will have classes assigned that best suit their individual needs; such students are unable to change their schedules.

Expectations of International Students

- International students are expected to perform academically, and act appropriately and respectfully at all times while attending Oak Grove, in accordance with the *Student Handbook*, and while living with a host family. Students are to obey by all policies and procedures within the *Student Handbook* and the *International Program Student and Host Family Handbook*.
- Oak Grove Lutheran School arranges for international students to live with a host family. The host family provides students with room and board (a home and meals), and a loving atmosphere. They are also there to answer questions students have about life in the USA.
- All international students are required to provide proof of current and valid international medical insurance or to enroll in an insurance program upon arrival in the United States. Additional fees to enroll in an insurance program will apply. Students who purchase insurance once in the United States and attend Oak Grove for more than one year must hold their insurance policy on a 12-month basis (no lapses in insurance coverage may occur.)
- Students must pay for all medical bills (not covered by their insurance) and all long distance telephone charges. All students should use Oak Grove's school address as their mailing address for any business mail (i.e. hospital, bank, cell phone, health insurance, etc.) If a student leaves with outstanding debts, the student/student's natural family is responsible for immediate payment of these debts. Transcripts and school records will not be released until all debt is paid.
- Students must have access to appropriate spending money for their time in the United States. A minimum of \$500 should be in a bank account or accessible at all times in case of an emergency. Activities, fees and other expenses are the responsibility of the student, not the host family. International students are encouraged to come with a Visa or MasterCard, which provides access to money for such expenses.
- Students must behave with respect and reflect a positive attitude toward their host family, and Oak Grove faculty and staff at all times. Failure to show respectable behavior and/or attitude may result in a probation letter. Failure to make acceptable changes as outlined in the probation letter may result in termination from the program. See "Probation" section for more information. Oak Grove does not reimburse program fees for students who have been terminated from the program for disciplinary reasons.
- Students will obey all host family house rules; this includes, but is not limited to curfew, internet use, telephone use, chores and all other reasonable house rules. Students must obey host family rules regarding the use of the internet and/or phone.
- Oak Grove's International Program tuition and fees are to be paid prior to a student's arrival in the United States. Please contact Oak Grove's Director of Finance Nicky Bogenreif at 1.701.373.7146 or nicky.bogenreif@oakgrovelutheran.com for more information. Money wiring instructions can be provided upon request and they are on the Oak Grove website as well.

- International students are not to make any life or body-altering decisions/choices while a part of Oak Grove's International Program, including but not limited to: tattoos, body piercings, illegal social behaviors, or sexual activity/pregnancy.

Student Travel

- Oak Grove's provides outings and field trip for the students for the school year.
- Overnight vacations require advance written permission from both natural parents and host parents. Oak Grove Administration must approve, in advance, trips involving absence from school.
- Travel within the United States outside of official school functions must be with an approved group or to visit persons known both to the student and natural parents. Oak Grove's International Coordinator must receive written approval from natural parents for student travel.
- Students traveling with their host families should expect to pay their own way. A host family who invites or plans a family trip with the student should be very clear (from the earliest planning stages of the trip) regarding the cost of the trip. Host families are encouraged to take international students on family trips.
- Students of any age may not travel alone or with underage friends while in the U.S. Any absence from school or from the host family must be reported to the school's administration and may be grounds for disciplinary action.
- Unauthorized travel may be cause for dismissal from the program.

Note: When traveling, international students must carry their F-1 Visa and passport as well as their current, valid I-20 with them at all times.

Moving a Student

Oak Grove Lutheran School understands that not all problems can be resolved to everyone's satisfaction. Should problems persist between the student and the host family, it may be necessary to move the student from their host family's home. This move may be at the request of the student or host family, and must be submitted in writing explaining the situation of concern in detail. Any written requests must be signed, dated, and submitted to the International Coordinator prior to moving the student. Oak Grove's International Coordinator must be involved in any moving of a student. Host families may not dismiss a student from their home without first contacting the International Coordinator. Students may not leave the home without first contacting the International Coordinator. Oak Grove will make every effort to find a new placement for a student as soon as possible. However, if a situation arises in which either party feels threatened, appropriate measures will take place immediately by Oak Grove.

Probation

International students are expected to perform academically, and act appropriately and respectfully at all times while attending Oak Grove, in accordance with the *Student Handbook*, and while living with a host family. An international student will be placed on probation if academic or disciplinary issues arise and will be given time to show improvement. Probation is a period in which Oak Grove will determine whether or not the student will make behavioral or academic changes deemed necessary to stay within the program. A probation letter will outline expectations, while giving a time frame for improvement, giving the student every opportunity to do so. Probation letters will be signed by the international student; refusal to sign a probation letter will result in immediate termination of the student from the Oak Grove International Program. The conditions and length of probation is determined by Oak Grove Administration. A copy will be provided to the student, host family, foreign partner office and natural family.

If all conditions of the probation letter have been met during the probation period, the international student will return to good academic or disciplinary standing and will be allowed to continue in the International Program. If the student does not meet the conditions of the probation letter by the end of the probationary period and has not shown improvement, further actions may be taken in regard to their enrollment in the international program at Oak Grove.

Dismissal

International students can be dismissed for any unacceptable behavior or violation of Oak Grove's *Student Handbook* or the *International Program Student and Host Family Handbook* that the Administration deems appropriate. Student dismissal is a decision of the Oak Grove Administration. Notification of dismissal will be forwarded to the student's natural family, whereupon the student's F-1 Visa will be terminated and the student will be requested to return to his/her country. In most cases, the international student and natural family will receive warning about possible dismissal from the program or the student being placed on probation. However, Oak Grove reserves the right to dismiss a student immediately if the Administration deems it appropriate.

Dismissal may occur in any of the following cases:

- Use of illegal drugs or alcohol
- Violation of city, state or federal laws
- Poor grades with no effort made by student toward improvement
- Inappropriate behavior toward the host family or within the host family home
- Serious violation of Oak Grove's *Student Handbook* or the Respect & Protect Policy

Please refer to the *Student Handbook* for all school rules and regulations. **Please note** – in all cases of dismissal, Oak Grove will make every effort to support the student, during this timeframe, thus ensuring that students have been given a fair opportunity to remain in the program.

INTERNATIONAL STUDENT MEDICAL RELEASE FORM

In case of illness, accident or injury, I/we grant permission to Oak Grove Lutheran School, its administration, representatives, host parents, faculty, or staff to authorize examination and treatment for my/our child, _____ (student's name), by qualified medical personnel.

I/we also grant Oak Grove Lutheran School, its administration, representatives, host parents, faculty, or staff all necessary permissions to act as legal guardians, especially in emergencies, whether medical or other, including surgical operations or any other treatment.

I/we accept full financial responsibility for any medical attention needed for my/our child.

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 for participation in any Oak Grove Lutheran School program. This medical release authorization shall be valid for the entire duration of my/our child's enrollment at Oak Grove Lutheran School.

Signature of Natural Father or Legal Guardian

Date

Signature of Natural Mother or Legal Guardian

Date

LIABILITY RELEASE AND PARENT CONSENT FORM

We, the undersigned, as the participant, and the natural parent(s)/legal guardian(s) of a participant in a program organized and directed by Oak Grove Lutheran School, hereby release Oak Grove Lutheran School, its Board of Regents, administration, faculty, coordinators, host parents, and staff, 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 participant for the duration of the participant's enrollment in any program at Oak Grove Lutheran School, whether covered by insurance or not. We further understand and agree we are responsible for any loss, damage or injury caused by the participant in the programs at Oak Grove Lutheran School. *We understand and agree that the participant will be subject to authorities and faculty of the school and host family, and that he/she must follow the rules, as set forth by the Oak Grove Lutheran School and host family.*

As the parent(s) or legal guardian(s) of the participant, we agree to supply our child with sufficient spending money to cover his/her needs and expenses for the duration of his/her program at Oak Grove Lutheran School. We understand and agree that Oak Grove Lutheran School is not responsible for my/our child's money or personal property, whether lost or stolen, while he/she is participating in any program at Oak Grove Lutheran School. *We grant Oak Grove Lutheran School permission to use photographs, or any other materials, in which the participant may appear, for promotion or publicity of the school's programs.*

Signature of Student

Date

Signature of Natural Father or Legal Guardian

Date

Signature of Natural Mother or Legal Guardian

Date

INTERNATIONAL STUDENT BEHAVIORAL CONTRACT

- Students attending school on an F-1 Visa must obey all school rules and regulations; a failure to do so, will result in termination without a refund of program fees paid. Oak Grove will not provide a replacement family if the international student is not cooperative and respectful to the host family and/or is creating difficulties for the host family.
- Students are expected to perform academically, and act appropriately and respectfully at all times while attending Oak Grove, in accordance with the *Student Handbook*, and while living with a host family. Students are to obey by all policies and procedures within the *Student Handbook* and the *International Program Student and Host Family Handbook*.
- Students must be enrolled in high school as a full time student. School attendance is mandatory. Students are expected to maintain a C average at the end of each quarter. If a student demonstrates a lack of effort in any class and is failing this subject, he/she may risk termination of his/her F-1 Visa by Oak Grove. If deemed necessary, the student will then be automatically terminated from the Oak Grove International Program and will be returned to their home country at the expense of their natural family. Please refer to academic eligibility in Oak Grove's *Student Handbook*.
- Students must abide by all local, state and federal laws. If a student breaks any of these laws he/she is subject to immediate return to home country, with no refund of tuition and fees.
- Drinking alcoholic beverages, including beer and wine, or use of tobacco products is prohibited by all Oak Grove students, regardless of legal smoking or drinking ages. All illegal use, purchase, or possession of alcohol, drugs, or other harmful controlled substances is prohibited. Purchasing such items with intent to distribute is also forbidden and grounds for dismissal from Oak Grove. Refer to pages 7 & 8 "Expectations of International Students" for the rest of the rules.
- International students are not allowed to take a job during their stay. The only exceptions are occasional jobs, such as yard work or baby-sitting, for which a U.S. social security number is not needed. Any such jobs must not interfere with schoolwork and are only allowed with the host family's permission.
- All international students are to arrive no earlier than 10 days before the start of school. Students must leave no later than 7 days after the last day of school.

By signing below, we understand that our child is responsible for upholding all of Oak Grove's program rules throughout the duration of the program. We, and our child, will respect all decisions made by the Oak Grove Administration. Failure to uphold these rules may result in early return to the home country at our expense and without refund of program fees. We also acknowledge that we have received, read, and understand the Oak Grove International Program Student and Host Family Handbook in its entirety.

SIGNATURES:

Natural Father _____ Natural Mother _____

Student _____ Date _____

