

# Mount Airy Christian Academy



*International Student Program Description  
& Student Handbook*

*国际生项目及学生手册*

*2018-2019*

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## Introduction 学校简介

Congratulations on being selected to participate as an international student at Mount Airy Christian Academy! I hope that your time partnering with MACA is full of strong relationships and memorable experiences that you will carry with you for the rest of your life. We believe that your time here is one step toward God's greater purposes in your life.

Mount Airy Christian Academy is a Christian school that seeks to provide a biblically-based educational experience for all of our students. It is our desire that all students will encounter and grow in their relationship with Jesus Christ as their Lord and Savior. We seek to respect the God of the Bible and grow in our love for Him through every action of every day. While our hope is that through your time at MACA you will choose to follow God and serve Him through the remainder of your lives, we realize your religious decision is a personal one. We promise to respect that faith decision while we expect you to respect ours. We look forward to our journey together. 祝贺每位即将来 Mount Airy Christian Academy 的国际生。你们将作为我们的一员在这里度过人生最难忘的时光。相信在这里也是你们感知上帝在我们生命中的第一步。

我们是基督教会学校，以圣经为本为每一位学生提供教育。希望每一位学生在耶稣的关爱下成长。我们每一天做的每一件事都体现着对上帝圣经的尊敬和热爱。也希望你们在我校的学习及今后的生活中能跟随服务于上帝。我们尊重每个人自己的信仰选择，也希望大家尊重我们的宗教信仰。让我们一起开始这里的学习生活。

### Handbook for International Families and Students 国际生及家长手册

Guidelines that encourage student responsibility in order to maintain an atmosphere of support, cooperation, mutual respect, and personal integrity are necessary in the MACA International Student Program (ISP). The guidelines in this ISP Student Handbook are not intended to restrict students. These guidelines seek to set appropriate boundaries within which students have freedom to develop fully.

International students must know and follow the guidelines in this International Student Program Student Handbook as well as the MACA Parent Handbook, which contains guidelines applicable to all students and families of Mount Airy Christian Academy. The MACA Parent Handbook can be found on [www.macamd.org](http://www.macamd.org) under the admissions tab. The handbook contains a wealth of useful information on various topics for all students at MACA. All students, including international students, need to be familiar with the information in the MACA Parent Handbook.

国际生必须按手册遵守学校的规章。学生及家长手册可在学校网站的学籍栏浏览。

## Important Information 重要信息

School Website 学校网页: [www.macamd.org](http://www.macamd.org)

RenWeb Login: [www.renweb.com](http://www.renweb.com) (personal username and password will be provided)

School Phone Number 电话: 410.489.4321

Head of School 校长: Vicky Webster [vicky.webster@macamd.org](mailto:vicky.webster@macamd.org)

Academic Dean and ISP Coordinator 国际生负责人: Dr. Lori Sefton [lori.sefton@macamd.org](mailto:lori.sefton@macamd.org)

International Administrative Assistant 助理: Pam Proffitt [pam.proffitt@macamd.org](mailto:pam.proffitt@macamd.org)

Secondary Principal 副校长: Patrick Korn [patrick.korn@macamd.org](mailto:patrick.korn@macamd.org)

Registrar and Guidance 注册指导: Kim Parsons [kim.parsons@macamd.org](mailto:kim.parsons@macamd.org)

Finance Office 财务室: Kim Duvall [kim.duvall@macamd.org](mailto:kim.duvall@macamd.org)

Athletic Director 体育主任: Matt Brethauer [matt.brethauer@macamd.org](mailto:matt.brethauer@macamd.org)

Learning Edge Director 学习主任: Melissa Shaeffer [melissa.shaffer@macamd.org](mailto:melissa.shaffer@macamd.org)

*The policies and procedures of the Mount Airy Christian Academy International Student Program are subject to revision and change at any time as deemed appropriate by the MACA administration. Individuals will be notified of such revisions and changes in a timely manner, should they occur.*

## Mission Statements

Mount Airy Christian Academy:

Mount Airy Christian Academy exists for the purpose of maturing its students academically, physically, spiritually, and socially.

“...Jesus grew in wisdom and stature, and in favor with God and men.” —*Luke 2:52*

Vision Statement:

Graduates of Mount Airy Christian Academy (MACA) will have acquired academic knowledge, self-discipline, and biblical wisdom preparing them for future studies toward a lifetime ministry of serving for the glory of God.

MACA International Student Program:

Within the mission and vision of Mount Airy Christian Academy, the purpose of the International Student Program is to introduce students from all nations to Jesus Christ while providing excellent academics from a Christian Worldview.

# General Program Information 综合信息

## Application 申请

International students must complete AND submit the MACA International Student Application available on the MACA website, [www.macamd.org](http://www.macamd.org), under the Admissions/International Student Program tab. A completed application must include:

国际生的申请需要在学校网站 [www.macamd.org](http://www.macamd.org) 的学籍/国际生栏填写完成和提交:

- A copy of an official TOEFL (or alternate approved assessment) score report from a certified test center. (Proficiency requirements listed under International Student Program Regulations) See page 5 in this handbook for more info.  
托福或其它英语资格考试成绩单（英语程度要求详见国际生项目管理栏）。
- Financial statements demonstrating the family's ability to provide tuition and living expenses while their student is attending MACA 存款证明
- Immunization records showing immunizations required by the state of Maryland. Without these immunizations the student will not be able to attend class until we have the documentation that the immunizations have been received. This will be at the family's expense with a \$50 administrative fee and a \$50 per trip fee if a MACA employee is required to take the student to get the immunizations. 疫苗接种记录，需要达到马里兰州的要求。
- Information regarding access to and potential dates for the admissions SKYPE (or alternate video interview option) interview. A picture ID must be proved to MACA before the video interview and the interview must be completed before a final admission decision can be made. 视频面试，学生需出示身份证明。

## Admission 录取

Once admitted, international students must submit all required documents on the International Student Application Checklist, which is found at [www.macamd.org](http://www.macamd.org). 学生被录取时需要按要求提交所有材料。

These documents will include copies of the following 材料包括:

- Copy of Passport 护照复印件.
- Copy of Student Visa (submitted first day on campus) 签证复印件（报到时提交）
- Contact information (including email address and phone number) for their international family AND their host family 联系方式（邮箱和电话）
- Copy of 901 receipt（签证时 901 表的缴费记录）
- Translated academic transcripts from any previously attended high school. International students in grade 9 will start a high school transcript from grade 9 at MACA, even if the student already completed 9th grade elsewhere. Grades and/or credits from any previously completed high school coursework will not be used. Students in grades 10, 11,

and 12 will have all grades from high school coursework recorded on their MACA high school transcript. Actual class of enrollment will depend upon an evaluation of records compared to MACA graduation requirements. 英文版所有高中成绩单

(MACA has been approved to issue I-20 documents for international students who have been accepted by MACA and are applying for F-1 visas. Once a student has been offered admission to MACA, they need to send a non-refundable \$2,000 deposit to MACA Finance Department in order to confirm their intent to enroll. Once the school has received this deposit, the student will have secured enrollment at MACA. This deposit will be credited toward the student's tuition. MACA will issue the official letter of acceptance and the student's I-20 after this deposit has been received).

学生被录取后，需立即缴纳 2000 美元押金，学校才发放正式录取通知和签证所需要的材料 I-20。此押金不退还，学生入学后将补进学费中。

## **English Proficiency Requirements 英语水平要求**

International students must demonstrate a high level of English proficiency in order to be accepted and enrolled at MACA and to be successful in future undergraduate and graduate studies. Students are expected to show continual improvement in their English proficiency levels from the time of arrival at MACA until graduation. MACA expects all students to be adequately prepared for the next phase of their education.

学校要求国际生有较高的英语水平以保证在校的学习。

Admission requirements for international students at MACA include at least a minimum English proficiency level. English proficiency levels are determined for admission through the Test of English as a Foreign Language (TOEFL iBT, TOEFL-PB, or TOEFL Jr), or the International Test of English Proficiency Secondary Level Assessment Test of English (iTEP SLATE). Students must submit official records of one of these scores to be considered for admission. To assure progress, MACA may administer the iTEP SLATE to all international students after their first semester of study and again after their first complete year of study at MACA. In order to help the MACA guidance office with college and university placements, all international students are required to officially submit their TOEFL iBT scores to Mount Airy Christian Academy (Code 210760) each time they take the TOEFL iBT or any other English proficiency exam.

申请时需要提交托福 iBT, 托福-PB, 托福 Jr, iTEP SLATE 考试的正式成绩单。

In an effort to realistically inform MACA international students of their progress toward college readiness related to English proficiency, MACA has adopted the specific standards outlined below for grade level determination.

以下是学校对各种英语考试成绩的具体要求：

Grade Level* 申请年级	Minimum TOEFL iBT 托福最低要求	Minimum iTEP SLATE 最低要求	TOEFL Jr 托福 Jr 最低要求
12th	100	5.0	875
11th	80	4.5	845
10th	70	4.0	820
9th	61	3.5	790
8th	46	2.8	745
7th	32	2.4	700

*\*MACA reserves the right to classify a student below the grade level indicated in the above chart if a student's credits toward graduation will not fulfill specific graduation requirements before the student's projected graduation date.*

Before a student can register for classes classified at a grade level listed above, the student must (1) provide evidence that he or she has attained at least the minimum TOEFL iBT, iTEP SLATE, or TOEFL Jr score AND (2) provide official transcripts from the student's prior school(s) demonstrating coursework that would allow a timely completion of MACA graduation requirements. Students may obtain information on specific graduation requirements from the MACA guidance office or on the MACA website under Academic/Guidance/HS Program and Course Description Guide.

## Housing Arrangements 寄宿安排

MACA international students are encouraged to take every opportunity to experience life in America including living with an American family. This is the best way to become proficient in the English language. MACA international students may use one of the following three options for living arrangements: 国际生最好能有机会寄宿在美国家庭里，这样可以尽快提高英语熟练程度。一下是三种寄宿安排：

1. Contact the MACA International Program office to discuss the possibility of living with a MACA family. We cannot guarantee placement, but we will investigate the possibility.  
国际生办公室可以协助寻找与学校相关的寄宿家庭
2. Use an agency that will work to place the student with an agency selected family.  
学生可以寄宿在中介选择的家庭
3. Stay with an American family through contacts from the student's family and friends.

学生可以寄宿在家长或友人选择的美国家庭

Due to the arrangements being made outside of MACA, the school will be unable to assist students who choose to use options two or three above should issues with the host family arise.

对选择第二和第三种寄宿家庭的，学校不负责协调学生和寄宿家庭的关系。

All MACA international students are required to live throughout the school year with at least one parent or legal guardian or with an approved host family. Host family homes will be subject to regular home visits by the MACA International Program staff.

所有国际生需要跟家长或监护人一起生活，或寄宿在学校人员访问过并认可的寄宿家庭。

Host families agree to work collaboratively with MACA and attend all mandatory meetings (Parent Orientation, Back -to-School Night, etc.). Host families will complete and submit to MACA monthly updates on the status of each international student regarding English use and behavior and will communicate regularly with the international family or the agent depending on the arrangements for each international student in their home.

寄宿家庭需要于学校合作，参加学校的各种会议，并每月汇报学生的英语，行为等情况。

MACA international students must keep MACA updated regarding their living arrangements and provide the International Program office with current contact information during their enrollment at MACA. If an international student moves to a new home during the school year, students must notify the MACA International Program office immediately to enable MACA to keep the student's SEVIS information updated in compliance with the United States government requirements. 国际生需要保持跟管理办公室的联系，如果换寄宿家庭，需立即通知学校。这也是美国管理局的规定。

## Schedule & Travel Information 学期日程

International Student Arrival Date: ..... Thursday, August 10, 2017

All International Student Orientation: ..... Monday, August 14,

2017 MACA New Parent Orientation: ..... Monday, August 14,

2017 Student Registration: ..... Tuesday, August 15, 2017

First Day of School (1st Semester): ..... Thursday, August 17,

2017 Last Day of School (1st Semester): ..... Wednesday, December  
20, 2017

First Day of School (2nd Semester): ..... Wednesday, January 10, 2018

Last Day of School (2nd Semester): ..... Thursday, May 31, 2018

Graduation Ceremony: ..... Friday, June 1, 2018

### School Holidays:



Labor Day: ..... Monday, September 4, 2017  
 Parent/Teacher Conference Day: ..... Thursday, October 19, 2017  
 Teacher Workday: ..... Friday, October 20, 2017  
 Thanksgiving Break: ..... Wednesday - Friday, November 22 - 24, 2017  
 Christmas Break: ..... Thurs., December 21 - Tues., January 2, 2018  
 Martin Luther King, Jr. Day: ..... Monday, January 15, 2018  
 Teacher Workday: ..... Friday, February 16, 2018  
 President's Day: ..... Monday, February 19, 2018  
 Inclement Weather Make-up: ..... March 2, 2018  
 Easter Break: ..... March 30 - April 6, 2018  
 International Student Departure Dat.... Fri., June 1, 2018 (Graduating Seniors: Sat., June 2, 2018)  
 School Hours: ..... 8:15 a.m.-2:50 p.m.

## **International Student Orientation 国际生开学式**

All international students and host families are required to participate in the annual International Student Orientation. The orientation program will include an overview of all international student program policies & procedures as well as a review of all school policies and procedures. This orientation is hosted on campus during the week prior to the start of school. 所有国际生及寄宿家庭要参加在正式上课前一周举行的开学式。这期间，新生还要进行一次英语测试。如果学生的英语程度过低，无法保证此校的学习，学校将辞退学生，家长负担学生的返回。

All new international students will retake the TOEFL (or alternate English skills assessment) during the International Student Orientation. The main purpose of this test is to help with placement in proper classes and to ensure adequate language skills for academic success. If it becomes apparent that the student's English proficiency is too weak to be successful at MACA, the student may be dismissed from MACA. Our program is designed for advanced ESL students and we are not equipped to assist lower skilled students. Lower skilled students will have a significant problem being successful in the classroom. If a student is dismissed from MACA, the parents are responsible for the cost of return airfare. If a newly admitted student does not attend the orientation and, therefore, they do not complete the scheduled English proficiency test may be assessed a \$100 fee for an alternate administration date.

## **Academics 学科**

### **Suggested Schedules for international students 国际生学科进度参考**

Because international students have transferred from schools overseas, it may be necessary for the guidance office to execute changes from these suggested schedules in order for the student to graduate on time, but the following may be used as a guide:

9th Grade (9 年级)	10th Grade (10 年级)	11th Grade (11 年级)
<ul style="list-style-type: none"> <li>- ESL 1 国际生英语 1</li> <li>- World History 世界历史</li> <li>- Bible Basics 基础圣经</li> <li>- Earth and Space Science 科学</li> <li>- Math as indicated by placement Testing 数学</li> <li>- Study Hall 自习</li> <li>- Art 绘画</li> </ul>	<ul style="list-style-type: none"> <li>- ESL 2 or English 10 国际生英语 2, 10 年级英语</li> <li>- US History 美国历史</li> <li>- Old Testament/New Testament</li> <li>- Biology 生物</li> <li>- Math 数学</li> <li>- Study Hall 自习</li> <li>- Health 体育</li> </ul>	<ul style="list-style-type: none"> <li>- English 11, 11 年级英语</li> <li>- American Government 行政学</li> <li>- Comparative Religions 圣经</li> <li>- Chemistry 化学</li> <li>- Math 数学</li> <li>- Elective 选修课</li> <li>- PE 体育</li> </ul>

All MACA international students will enroll in ESL and Bible Basics during their first year of MACA enrollment. Because international students are fluent in their home language, they are not required to take foreign language classes as a graduation requirement, but they are able to do so if desired.

## Academic Expectations 学科成绩要求

All MACA students are expected to:

- Obtain and maintain grades appropriate for their skill level.
- Present their own work when testing or submitting homework, tests, quizzes, reports, or projects.
- Request help when they are in need of assistance.
- Act in a moral and ethical manner when presenting or submitting homework, research, reports, tests, reports or projects.
- Act in a responsible and appropriate manner in class and strive to enhance the learning environment.
- Speak in English while at school and MACA sponsored events unless a teacher or an administrator gives specific permission to a student.

Additional academic expectations for students can be found in the MACA Parent Handbook.

## Character Expectations 行为要求

Mount Airy Christian Academy is a Christian school and, as such, is an ambassador for Christ and His kingdom. All MACA students are expected to behave honestly, ethically, and morally, striving to remain above suspicion to be pleasing to God. The following guidelines are meant to provide examples of expected behavior, but are not exhaustive.

Mount Airy Christian Academy students have **RESPECT** for others, authority, self, and property.

Mount Airy Christian Academy students are open to differences in others (cultural, age, gender, religion, etc.) and purpose to interact with all types of people while taking care to communicate respectfully (Philippians 2:3).

Mount Airy Christian Academy students practice **RESPONSIBILITY** for their own behavior and learning, exercising self-control over their actions and words. Mount Airy Christian Academy students voluntarily follow MACA rules, willingly devote themselves to learning, and fulfill their household responsibilities without being asked or reminded regardless of whether they will be held accountable for their actions. Mount Airy Christian Academy students respond to both correction and consequence with a repentant attitude when correction is necessary (2 Timothy 1:7).

Mount Airy Christian Academy students demonstrate personal **INTEGRITY** by pursuing a wholeness of character, action, and thought, filtering personal choices through the lens of what is morally and justly right. Mount Airy Christian Academy students do not lie, cheat, or steal, and they show moral integrity in their relationships with others including matters of sexual purity and propriety (Proverbs 22:1)

All MACA students are expected to:

- Treat all persons with respect and acceptance.
- Use appropriate language free of critical or derogatory remarks, curse words, and inappropriate sexual talk.
- Respect and support school staff, the MACA community, and other individuals/groups with whom they interact.
- Not cheat, lie, or steal.
- Act in a cooperative manner to achieve personal and school goals.
- Not engage in any sexual immorality.
- Obey all expectations set by MACA.
- Refrain from public displays of affection with members of the opposite sex.
- Not drive or seek a driver's license while in the United States.
- Not work or seek work while in the United States.
- Not smoke, drink alcohol, or use illegal drugs.

Appropriate attire is expected at all times, whether at home or at school. Please consult the MACA Parent Handbook for specific guidelines regarding dress at school and school-related functions. Failure to comply with these expectations will result in disciplinary action as outlined in the MACA Parent Handbook. (pp 20-22).

## **Attendance 考勤**

All students are expected to attend school from the first school day to the last scheduled day of each school term including of their final exams as indicated on the school calendar.

- For new enrollees, students should make arrangements to arrive in the United States at least five days BEFORE the first scheduled day of classes to attend the International Student

Orientation session and complete the required entrance tests and pre-enrollment English proficiency exam.

- Returning students are expected to report to MACA on the first day of school as indicated on the school calendar. Failure to report to classes on the first day may result in the student receiving a zero (0) for all work missed (e.g. classwork, homework assignments, quizzes, tests, etc.).
- Every year, the entire high school attends a high school retreat off campus. This is **mandatory** and all high school students are expected to attend. The cost for this retreat is included in tuition and fees.
- Students leaving prior to the completion of their coursework and exams will receive a zero (0) for each assignment, project, test, quiz and exam missed. These zeros will be calculated in the second and fourth quarters and midterm average, second semester grade, as well as the final grade. Students granted “special exception” to this policy are required to provide a written explanation validating the exception from a parent, guardian or agent representing that student **4 weeks prior** to the start of midterms or finals week and will be assessed an administration fee of \$125 per class that must be paid prior to receiving alternate work, quizzes, tests and/or exams. End of term and exam dates are posted on the calendar on the website.
- Any student with 20% or more of absences (excused or unexcused) in a semester or a yearlong course will most likely lose credit for that course. See the MACA Parent Handbook for a more detailed explanation of this policy. (MACA Parent Handbook, pg. 13).

## Student Internships 学生实习

Mount Airy Christian Academy offers an outstanding opportunity for 11th and 12th grade students to gain insight into the American workplace and into their vocational gifts and interests through a week-long internship program. These experiences can be a great way to network with individuals who may be able to offer a student future employment and/or college recommendation letters. They will also provide students with the opportunity to begin to determine if their chosen field of study is right for them – or not – both of which are valuable things to learn.

MACA students enrolled in grades 11 and 12 are required to participate in a 35 hour unpaid internship in the field or business of their choosing as approved by the MACA administration.

11 至 12 年级的需要参加至少 35 小时的实习。

## Student Activities 课外活动

All MACA students are encouraged to participate in extracurricular activities including sports. International students are attending MACA at least in part to experience the opportunities available at American schools. Extracurricular activities are part of that experience, and we encourage

international students to use this opportunity to participate if it is at all possible. For international students new to MACA, we recommend that they limit their participation in extracurricular activities for the first semester as they adjust to American life and MACA academic expectations.

学校鼓励国际生参加各种课外文体活动。

## **End-of-Year Procedures 期末手续**

In May of each school year, international students will receive multiple check-out forms along with instructions for submitting these forms and additional information. First, international students will be required to complete an International Student Survey. These surveys are used to assist MACA in making adjustments to the program that will benefit students, host families and the administration.

International students must also provide updated contact information for the summer and flight information for departing and returning flights before they leave for the summer. Summer Contact Forms will be distributed with Check-Out Forms in early May and must be submitted according to the given procedures at that time.

International students will also be required to complete ISP End-of-Year Check-Out before departing for the summer. These forms will also be distributed in early May and must be submitted to the Academic Dean before the students return home for the summer. Transcripts will be withheld until all required documents and information have been submitted.

五月份，国际生需要填写暑假行程单及联系方式。

## **Technology 科技物品使用规定**

Students may use translators in class for classwork and homework assignments if approved by the classroom teacher and the administration. Students may not use translators for tests, quizzes, or other assessments as indicated by the teachers. Students may not use their cell phones during school unless the teacher gives them permission.

经老师同意，学生可以在课堂上使用翻译机，但考试及小测试中不允许使用。未经老师同意，学生在学校不能使用手机。

## **Chromebooks 笔记本电脑使用规定**

Mount Airy Christian Academy (MACA) provides a Chromebook for every high school student to be used for all aspects of teaching and learning as directed by class teachers. This policy covers all aspects of the handling and use of these devices. The school's Acceptable Use Policy (AUP) also applies.

General Guidelines:

1. **Monitored Use**—All files stored on the system are the property of the school and are subject to regular review and monitoring. Students should have absolutely no expectation of privacy when using the Chromebook. Any and all activities performed on the Chromebook can and will be monitored. Students are responsible for all content on their Chromebook including browser history, emails, documents, and audio/video content. Any inappropriate material received should be reported to a teacher. If the material has not been reported, the student will be responsible for and required to explain its presence and be disciplined accordingly.
2. **Ownership and Care**—Each Chromebook is the property of Mount Airy Christian Academy. Students will have an individually assigned and labeled Chromebook which will be theirs for the duration of their attendance at MACA. Students also must utilize the protective carrying case at all times, except when using the Chromebook. Students should not attempt to modify the Chromebook hardware in any way, apply any stickers or decorations to the Chromebook, swap Chromebooks with another student, dispose of or sell the Chromebook, or loan the Chromebook to another person or family member.
3. **Management of Chromebook Configuration**—The Chromebook will be managed by the school. Students should not change any configuration settings on the Chromebook, particularly network configuration, erase the Chromebook, or clear their browser history, except as directed to by MACA staff.
4. **AUP Application**—The school's AUP applies to all school-supplied equipment and to all school-supplied Internet connections. Students are reminded that the AUP applies to Chromebook use in any location—home or school.
5. **Home Use**—Students whose host family has completed the Chromebook Consent Form will be allowed to take the device home. Please note this privilege may be revoked by the school at any time. Students should charge Chromebooks at home and bring them to school charged. Students should not bring their chargers to school. Students are allowed to connect their Chromebook to other WiFi networks, but the school can only provide limited technical support in doing this.
6. Students are not permitted to utilize a personal "hot spot" while at MACA.
7. **Online Safety**—In order to support the school's online safety goals, and to verify compliance with the AUP, student Chromebooks will be subject to random spot-checks of browser history and Chromebook content and configuration. Any inappropriate material or unauthorized configuration changes will be dealt with under the IT discipline process found in the MACA Parent Handbook, Chromebook Policies pp. 33-35. Any student found to have cleared his browser history will be deemed to have breached the AUP.
8. **Disciplinary Procedures**—If problems are encountered, students may be subject to temporary or permanent withdrawal of home-use privileges, temporary or permanent

withdrawal of school-use privileges, and/or any other disciplinary measure detailed in the AUP.

9. Students should not use their Chromebook to access social media, games, or any website not approved by the teacher during the school day.
10. Policy Changes—MACA reserves the right to update/change this policy at any time. Parents and students will be notified of changes through RenWeb email.

## **Financial Responsibility 赔偿责任**

Chromebook insurance is purchased as part of MACA tuition and fees. Should damage to a Chromebook occur, students and their families will be responsible for paying the deductible. Fee policies associated with Chromebook insurance are:

- Annual Premium: \$25.00 (billed as part of your tuition and fees)
- Deductible toward repair costs: Deductible amount is based on age of device. Year 1 is \$100; Years 2–3 are \$75 each.
- Should a replacement device be necessary, the replacement model may not be the same as the model being replaced.

The following items will be covered under the MACA Technology Policy:

- Accidental damage
- Theft (must be reported to the police if off campus)
- Fire, flood, or natural disaster

The following items are not covered under the MACA Technology Policy and will result in a full charge to the student:

- Loss
- Intentional damage
- Theft that occurs when the Chromebook is not properly secured (ex. unlocked car)
- Left at home or in book bag without proper protective case

For more details about the Chromebook program, please refer the MACA Parent Handbook pp. 33-35.

## **Transferring 转学**

MACA international students who wish to transfer to another school (HS, college or university) must provide the MACA International Student Office with a copy of an official letter of acceptance from the new school. Once a student's I-20 has been transferred out of MACA, it becomes the responsibility of the new school to issue a new I-20 to the student for the purpose of re-entering

the United States. Students may not leave the United States and return using the I-20 from MACA when they plan to attend a different school.

## **Discipline 校纪**

### **Primary Expectations of International Students 基本要求**

Obedience to International Student Program, host family, and MACA rules and respectful compliance to the direction of MACA faculty and staff is expected at all times from all MACA students. As much as possible, consequences for any misbehavior will be naturally related to the offense. Consequences are meant to be corrective - and not punitive - in nature. The MACA administration retains at its sole discretion the right to assign specific consequences up to and including suspension/expulsion for school and/or international related offenses. However, in cases warranting expulsion, the administration may, again at its own prerogative, choose to allow a student to withdraw in lieu of expulsion, if circumstances warrant.

International students are under the direct care and supervision of MACA and their host family parents. International students must respectfully comply with all rules and expectations of the family with which they are living.

Disciplinary oversight at MACA is given to the Head of School and the Secondary Principal. Students should consult the MACA Parent Handbook for specific guidelines related to expectations of dress and behavior as well as disciplinary action while at school or school-related functions. Illegal, immoral, or destructive behavior occurring outside of school hours or activities may also result in disciplinary action. All MACA students represent our school and our Lord and, therefore, must maintain a good witness at all times.

### **Probationary Status 留校查看**

International students who do not consistently live out the Primary Expectations (respect, responsibility, and integrity) in all areas of their life - as judged by the expectations and guidelines in this International Student Program Student Handbook, the MACA Student and Family Handbook, and the decisions of the MACA staff - may be placed on probationary status. Probationary status affords fewer privileges and less freedom because students on probationary status are still developing the necessary character and maturity needed to successfully handle greater freedom and responsibility.

In this event, a student will be offered a Contract upon which he/she may remain at MACA contingent upon fulfillment of the contract through an agreed upon contract period. If at any time during the contract period the student is found to be in violation of the terms of the contract, the MACA administration reserves the right to dismiss the student from the school. During the designated probationary period, the student is responsible to fulfill the terms of the Contract while demonstrating growth in the Primary Expectations. At the end of a designated probationary period,



a student's contract may be extended, if deemed necessary by the MACA administration, or a student may be released from the terms of the contract if growth in the Primary Expectations has been duly noted. The student may be dismissed or asked not to return to MACA at the conclusion of a probationary period if the administration believes the contract has not been successfully upheld by the student or that sufficient progress has not been made.

All Contracts are created for the individual student based upon that student's need for improvement in various areas of the Primary Expectations. Probationary periods may vary from several weeks to a full year depending upon the situation. All contracts must be agreed upon by the MACA administration, student, and international family. A student's host family and agent(s) will also be made aware once a student is placed on a probationary status.

## **Traveling 出国**

All MACA international students must submit their travel plans for approval at least **four weeks** prior to any anticipated travel. Students must sign out with the MACA International Office just prior to leaving the state or the country. MACA's International Office will hold the original I-20 while the student is traveling. Students are responsible to provide MACA with detailed information concerning where, when, and with whom they plan to travel. When the student returns to the MACA area, they are responsible to check in with the International Office immediately. Failure to keep the MACA International Office informed regarding any travel may result in the cancellation of the student's I-20.

如果学生计划出国旅游，需提前 4 周向学校提出申请。返校后，及时向学校报到。

## **Sports Eligibility 体育运动资格**

Mount Airy Christian Academy athletic teams compete in the Maryland Independent Athletic Conference. Students who participate on school affiliated athletic teams are subject to the rules and regulations outlined in the MACA Parent Handbook as well as all team policies.

## **ISP Support Services 国际生服务**

**Tutoring Services 辅导:**

All first year international students are required to participate in mandatory tutoring each week for the first quarter of attendance. These students will be assigned a tutor and will meet with this tutor for a minimum of two hours per week. The required two hours of tutoring per week during the first quarter is at no additional charge to the student. This tutor will assist the student as needed in all academic areas while providing guidance and support throughout the first year.

第一年新生的前半学期需要参加每周至少两小时的免费辅导。

Returning international students may be required to participate in mandatory tutoring if grades in any class are 70 or lower at the end of any quarter. In those cases, tutoring will be required at the cost of the student for a minimum of two hours per week for the duration of one quarter. Grades will be reassessed at the conclusion of each quarter. Future required tutoring will be based on quarter averages.

其他学生如果有课程低于 70 分也要求参加至少半学期每周至少两小时的付费辅导。

# Handbook Commitment Form

## 学生手册认可表

*Please initial next to each statement if you agree, and sign where indicated.*

As a Mount Airy Christian Academy ISP student, I:

\_\_\_\_\_ Understand and commit to obey the biblical and community standards set forth in *the MACA Parent Handbook and the MACA International Program Student Handbook* without complaint.

\_\_\_\_\_ Commit to do my best in all my studies.

\_\_\_\_\_ Commit to maintain a high standard in accordance with the social life, entertainment, dress code, and home living standards outlined in the handbooks.

\_\_\_\_\_ Agree to participate in various forms of support services designed to help each ISP student achieve his or her academic, personal, spiritual, and social potential. These support activities may include advisor meetings, study groups, orientation programs, mentoring, social activities, tutoring, counseling services, etc.

\_\_\_\_\_ Commit to be a student of respect, responsibility, and integrity in all areas of life.

Student's Printed Name 学生姓名: \_\_\_\_\_

Student's Signature 学生签字: \_\_\_\_\_

Date 签字日期: \_\_\_\_\_