

# Mount Airy Christian Academy



*International Student Program Description  
& Student Handbook  
2019-2020*

16700 Old Frederick Road, Mount Airy, MD. 21771 Tel: 410.489.4321 Fax: 410.489.4492 [www.macamd.org](http://www.macamd.org)

# *Table of Contents*

<b>Table of Contents</b>	1
<b>Introduction</b>	2
<b>Important Information</b>	
International Program Staff	2
Mission Statements	3
<b>General Program Information</b>	
Items Needed for Application	3
English Proficiency Requirements	5
Housing Arrangements	6
Tuition and Fee Information	7
Schedule & Travel Information	7
International Student Orientation	8
Academics	8
Academic Expectations	9
Character Expectations	9
Traveling	11
Attendance	12
Student Internships	12
Student Activities	12
Sports Eligibility	12
End-of-Year Procedures	12
<b>International Student Program Regulations</b>	
Technology	13
Chromebooks	13
Financial Responsibility	14
Transferring	15
<b>Discipline Structure and Administrative Prerogative</b>	
Primary Expectations of International Students	15
Probationary Status	16
<b>International Student Program Support Services</b>	
Tutoring Services	17
<b>Handbook Commitment Form</b>	19
	1

# Introduction

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.

## Handbook for International Families and Students

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.

## Important Information

School Website: [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: 410.489.4321

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

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

International Administrative Assistant: Gail Grab [gail.grab@macamd.org](mailto:gail.grab@macamd.org)

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

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

Finance Office: Jeanine Webster [jeanine.webster@macamd.org](mailto:jeanine.webster@macamd.org)

Athletic Director: Matt Brethauer [matt.brethaeur@macamd.org](mailto:matt.brethaeur@macamd.org)

Learning Edge Director: Melissa Shaffer [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**

### Items Needed for Application/Admission

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 complete application must include the following either completed online or sent electronically:

- A completed online application

- A copy of an official TOEFL, iTEP SLATE, or alternate approved assessment score report from a certified test center. (Proficiency requirements listed under International Student Program Regulations) See page 5 in the International Program Guide for more info.
- 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.
- Email contact information for personal reference so a Reference Form link may be forwarded to a person who can provide an online character reference for the student
- Immunization records showing compliance with the 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.
- Hand-written essay in English completed by the student which explains why the student desires to attend MACA
- Application fee (varies based on time of application - see Tuition/Fee Information)

Once admitted, international students must submit all required documents on the International Student Application Checklist. These documents will include copies of or completion of the following:

- Copy of face page of passport
- Copy of Certificate of Deposit (translated into English) which proves that the student's family has adequate funds to cover tuition and living expenses while the student is attending MACA
- Copy of Student Visa (submitted first day on campus)
- Contact information (including email address and phone number) for their international family AND their host family - school year and summer contact info needed
- Copy of 901 receipt
- Completed Sponsor/Host Family Responsibility Form (sent by MACA to student provided contact if necessary)
- A \$2000 deposit to hold the student's class enrollment. The deposit is required before final admission is made and will be credited toward the student's tuition costs.

## English Proficiency Requirements

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.

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.

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.

Grade Level*	Minimum TOEFL iBT	Minimum iTEP SLATE	TOEFL Jr
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**

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:

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.
2. Use an agency that will work to place the student with an agency selected family.
3. Stay with an American family through contacts from the student's family and friends.

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.

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. 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.

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.

## Tuition and Fees Information

The registration fee is \$400 per student with reduced registration fees available for early registration. Registration fees are due at the time of registration and are non-refundable once the application has been submitted. If a student is not accepted at MACA, registration fees minus a \$100 testing fee will be returned.

Annual tuition and fee rates are below and are subject to change.

International tuition: \$20,300/year

This fee includes:

- Medical insurance
- Academic support
- Personal technology device
- School fees (retreat fees, athletic fees, field trips, graduation fee, technology fee)\*\*
- Books/Curriculum
- International Program administrative costs
- Tuition\*

PLEASE NOTE: After June 15, once a new student has been accepted or a current student has re-registered for the following year, students are responsible for the first semester's tuition unless they notify the Admissions Office in writing or via email that the student will not be attending MACA. This notification must be received no later than five business days from the date of the acceptance for new students or re-registration for current students. Students withdrawing at the conclusion of the first semester must notify (in writing or via email) the Admissions Office no later than December 15 to be exempt from paying tuition through the end of the semester. Families are responsible for the cost of some consumable items such as workbooks.

\*Annual tuition rates and fees are subject to change in future years.

\*\* Fees not included in this amount are optional programs: participation in athletic teams, hot lunch purchases, disciplinary fees, mission trip costs, before/after care, and bus contract fees.

## Schedule & Travel Information

International Student and Host Family Orientation: ..... Thursday, August 22,  
2019 International Student Registration: ..... Thursday, August 22,  
2019 First Day of School: ..... Monday, August 26,  
2019 First Day of Winter Break: ..... Monday, December 23,



2019 Return to School After Break: ..... Thursday, January 2,  
2020 Last Day of School: ..... Thursday, May  
28, 2020 Graduation Ceremony: ..... Friday, May  
29, 2020

### **School Holidays:**

Labor Day: ..... Monday, September 2, 2019  
Fall Break: ..... Friday, October 11, 2019  
Parent/Teacher Conferences: ..... Thursday and Friday, November 7-8, 2019  
Thanksgiving Break: ..... Wednesday - Friday, November 27 - 29, 2019  
Christmas Break: ..... Fri., December 20 - Thur., January 2, 2020  
Martin Luther King, Jr. Day: ..... Monday, January 20, 2020  
President's Day: ..... Monday, February 17, 2020  
Spring Break: ..... April 9 - 13, 2020  
International Student Departure Date..... Sat., May 30, 2020  
School Hours: ..... 8:15 a.m.-3:00 p.m.

## **International Student Orientation**

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.

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**

### **Suggested Schedules for international students**

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	10th Grade	11th Grade
<ul style="list-style-type: none"> <li>- ESL 1</li> <li>- World History</li> <li>- Bible Basics</li> <li>- Earth and Space Science</li> <li>- Math as indicated by placement testing</li> <li>- Study Hall</li> <li>- Art</li> </ul>	<ul style="list-style-type: none"> <li>- ESL 2 or English 10</li> <li>- US History</li> <li>- Old Testament/New Testament</li> <li>- Biology</li> <li>- Math</li> <li>- Study Hall</li> <li>- Health</li> </ul>	<ul style="list-style-type: none"> <li>- English 11</li> <li>- American Government</li> <li>- Comparative Religions</li> <li>- Chemistry</li> <li>- Math</li> <li>- Elective</li> <li>- PE</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

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

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

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).

## Traveling

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.

## **Student Internships**

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 an 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 21 hour unpaid internship in the field or business of their choosing as approved by the MACA administration.

## **Student Activities**

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.

## **Sports Eligibility**

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.

## **End-of-Year Procedures**

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.

## **Technology**

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.

## **Chromebooks**

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**

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.

## **Transferring**

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**

### **Primary Expectations of International Students**

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

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.

## **ISP Support Services**

### **Tutoring Services:**

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.

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.



# Handbook Commitment Form

*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: \_\_\_\_\_

Student's Signature: \_\_\_\_\_

Date: \_\_\_\_\_