



CHAPELGATE
CHRISTIAN ACADEMY

International Parent-Student Handbook

MAY NEED TO BE TRANSLATED

Chapelgate Christian Academy
2600 Marriottsville Road
Marriottsville, MD 21104
www.chapelgateacademy.org



INTRODUCTION & GENERAL INFORMATION.....	3
<i>About Chapelgate Christian Academy.....</i>	<i>3</i>
Mission Statement.....	3
Vision Statement.....	3
<i>The International Student Program.....</i>	<i>3</i>
<i>CCA Parent-Student Handbook.....</i>	<i>3</i>
<i>Handbook for International Families and Students.....</i>	<i>4</i>
INTERNATIONAL FAMILY INFORMATION.....	4
<i>Admissions.....</i>	<i>4</i>
<i>Attendance.....</i>	<i>5</i>
<i>Dress Code.....</i>	<i>6</i>
<i>Finances.....</i>	<i>6</i>
<i>Homestays.....</i>	<i>6</i>
<i>Student Insurance.....</i>	<i>7</i>
<i>Placement in ESL High School Classes.....</i>	<i>7</i>
Suggested Schedules for 1 st year international students.....	8
Transcripts.....	8
<i>Transferring.....</i>	<i>9</i>
<i>Use of Technology.....</i>	<i>9</i>
<i>Contact Information.....</i>	<i>10</i>
Helpful Contacts.....	10
EXPECTATIONS FOR INTERNATIONAL STUDENTS.....	11
<i>Overview.....</i>	<i>11</i>
<i>Academic.....</i>	<i>11</i>
Academic Expectations for Students.....	11
Testing.....	11
<i>School Activities.....</i>	<i>11</i>
ADDITIONAL PROGRAM EXPECTATIONS.....	12
<i>Topics to Review with Your Student Before They Leave for the US.....</i>	<i>12</i>



MAY NEED TO BE TRANSLATED

Introduction & General Information

About Chapelgate Christian Academy

Chapelgate Christian Academy (CCA) is a ministry of the Chapelgate Presbyterian Church in Marriottsville, Maryland. CCA is a Christian school that offers high academic and spiritual standards with a student body that is made up of students from around the world.

Mission Statement

CCA exists to provide academic excellence in a Gospel-centered environment, inspiring and equipping students in knowledge, passion, and faith.

Vision Statement

CCA has been established to prepare students to glorify God as life-long stewards through creative, critical, and biblical thinking, influencing culture, and serving others.

The International Student Program

Chapelgate Christian Academy welcomes students from all over the world. Our ESL classes at CCA give international students the opportunity to hone their English skills in a warm, welcoming environment. After ESL classes have been completed, they will join regular classes in subsequent years where they will be challenged academically as they prepare for college. They have the option to be placed in American families through our Home Stay Program, live with relatives or other contacts, or partner with an agency. We recommend they live with American families where they will get first-hand experience in practicing and improving their English skills and offers your student extraordinary opportunities to learn more about American culture. Many students are eager to share their own customs and culture with their host families, providing a rich environment of learning and sharing.

CCA Parent-Student Handbook

The *CCA Parent- Student Handbook* can be found on <http://chapelgateacademy.org> under the *CCA Portal* tab. The handbook contains a wealth of useful information on various topics for all students at CCA. All students, including international students, need to be familiar with the information in the *CCA Parent-Student Handbook*

Handbook for International Families and Students

The purpose of this handbook is to provide **additional** information for international students and their families. International students and their families need to be familiar with the *CCA Parent-Student Handbook* also as there is much information in there that will apply to all students, American and international.

The first section of this addendum will address the issues that international families need to know to apply to CCA and successfully begin the school year. The second part informs new international students and their families with what they need to know and do to have a successful experience at CCA.

International Family Information

Admissions

International students applying for admission to CCA must submit all required documents on the International Student Application Checklist, which is found at <http://www.chapelgateacademy.org/international-students>. These documents will include copies of the following:

- Copy of Passport.
- For high school: Copy of an official TOEFL score report from a certified test center.
- Visa, upon acceptance to CCA.
- Copy of a Certificate of Deposit demonstrating the family's ability to provide tuition and living expenses while their student is attending CCA.
- Immunization record showing immunizations required by the State of Maryland. Without these immunizations the student may not be able to attend class until we have the documentation that they have been inoculated. This will be at the family's expense with a \$250 administrative fee.

Prospective international students will have a SKYPE interview with the headmaster or a school administrator. A picture ID must be provided to CCA before the interview.

All new international students will retake the TOEFL at CCA supervised by CCA personnel during international orientation. The main purpose of this test is to help with placement in the proper classes. If, after arriving, it becomes apparent that the student's English proficiency is too weak to be successful at CCA, the student may be dismissed from CCA. Our program is designed for advanced ESL students, and we are not equipped to assist lower skilled students. We have found lower skilled students to be at a significant disadvantage, not only in class, but also in adjusting to life in the US. If a student is dismissed from CCA, the parents are responsible to pay the tuition through the end of the semester as well as the return airfare.

Attendance

All students are expected to attend school from the first school day to the last scheduled day of their final exams for high school or the last day of class for middle school, as indicated on the school calendar. Please make travel arrangements for your student to arrive in the United States a few days BEFORE the first scheduled day of classes and to leave the United States AFTER the last scheduled final exam day for high school, or the last day of class for middle school. Any school days missed, especially during exams, could adversely affect your student's grades and their GPA.

- Newly accepted international students are expected to report to CCA for International Student Orientation when they will take the TOEFL exam and other placement tests as well as be introduced to the culture of CCA and the United States. Students who fail to report for these tests on the assigned days may be assessed a fee of \$100 to make up the exam at a later date and may not be given a class schedule until they complete the placement exams. Returning students are expected to report to CCA 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 other 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. Teachers get to know students which is invaluable when it is time for teacher recommendations to be written for college admissions.
- Students leaving prior to the completion of their course work and exams will receive a zero (0) for each assignment, project, test, quiz and exam missed. The zeros will be calculated in the fourth quarter and second semester as well as the midterm average and 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 midterm and will be assessed an administration fee of \$250 per class that must be paid prior to receiving make up work, quizzes, tests and final exams. Exam dates are posted on the calendar on the website.
- Any student who misses more than 14 days (excused or unexcused) in a class will be denied credit in that class, and the grade on the report card will appear as NC for Denial of Credit. In these cases, the student may be required to complete a summer school course, repeat the course the following year, and/or may have to repeat the grade level the following year. If a student misses more than 14 days and is in danger of losing credit, parents may appeal to the administration for an exception to the policy. Please see the CCA Parent-Student Handbook for details.

Dress Code

Please review the dress code portion of the *Parent-Student CCA Handbook*. Significant changes have been made to the dress code this year.

Oftentimes, international students receive so much information about their new school that it may be difficult to comprehend and prepare for all of the necessary requirements. Students are responsible for purchasing and wearing clothing items that meet the requirements. Ask in the office or email the Director of International Student Programs if there are any questions about the dress code policy.

Finances

Some parents have asked us what kinds of expenses their student will have besides room and board. Some possibilities are purchasing school uniforms, money for social activities, school activities like sports and clubs, or food when they go out with school clubs or friends. They should have access to money if they need to go to the doctor since most doctors want to be paid first. The insurance will then reimburse your student. This will also be the case for prescriptions and dental and eye needs.

Homestays

We encourage our international students to experience life with an American family. This is the best and quickest way to learn English. If your student would be interested in this experience, there are three options:

1. Contact the International Student Home Stay Coordinator to participate in the CCA Home Stay Program.
2. Use an agency that would place your student in a family the agency has chosen.
3. Find a home through your family and friends in the United States.

Please understand that if you choose 2 or 3 we will not be able to assist you if there are problems in your student's homestay until those business relationships are severed. Please be sure to carefully check where your child will be staying. In our program, we do background checks and home visits plus talk to the student biweekly to make certain that they are healthy and happy.

Also, please understand the following:

- If your student is a cigarette smoker, please understand that it can be very difficult to find American families who will take smokers. In our homestay program, we cannot guarantee placement for smokers. If it is discovered that your student is smoking after they are placed in a home in the CCA homestay program and the host family requests a change, your student will be moved to another home. **If we are not able to place them, then you will need to find other living arrangements. The student will still be responsible for that semester's tuition.**



- If your student will be older than the typical American high school student and is being placed in an American homestay, please understand that homestay parents will expect your student to follow their expectations and curfews of American high school students.
- Many international students are surprised to find that there is limited public transportation in many parts of the US. The area around CCA is no exception, and they will have to rely on the adults with whom they live or use taxi services.

All international students must keep CCA's Admissions Office informed regarding the current location of their physical residence and contact information for their families or guardians. If an international student moves from one location to another, the Admissions Office must be informed immediately because this information has to be reported to SEVIS as required by the United States government.

Student Insurance

Accident and sickness insurance is provided by CCA for each international student. Your student will receive two cards at the beginning of the school year. We recommend you keep one and your student keeps one. The website is <http://www.betins.com/pgep>. There you will find information about the plan as well as claim forms.

Placement in ESL High School Classes

All new international students will be placed in:

- ESL English (until such time as it is determined that they will be successful in our regular English classes).
- ESL US History
- Bible for International Students.
- Physical Science for exposure to English vocabulary in the sciences (for 9th and 10th graders).

Most international students will enroll in ESL classes. International students who have not had Bible in the US must enroll in International Bible even if they do not take the other ESL classes. Since they are fluent in their native language, international students do not need to take foreign language as a graduation requirement; they are certainly welcome to do so if they would like.

Suggested Schedules for 1st year 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 them to graduate on time.

8th Grade ESL

ESL English
ESL Reading
ESL US History
ESL Science
Math as indicated by placement testing
MS International Bible
Band or Choir

9th – 10th Grade ESL

ESL English
ESL US History
International Bible
Physical Science
Study Hall
Math as indicated by placement testing
Elective

11th Grade ESL

ESL English
ESL US History
International Bible
Science as indicated by transcript
Math as indicated by placement testing
Elective
Elective/Study Hall

Transcripts

International students in grade 9 will start a high school transcript in grade 9 from CCA, even though the student may have already completed 9th grade elsewhere. Previous grades or credits from any complete 9th grade courses taken outside of the United States will not be used on the CCA transcript.

International students in grades 10, 11, and 12 will have all grades from high school years recorded on the CCA high school transcript even if there are multiple years in one grade.

Transferring

When international students plan to transfer to another school, they must provide the Admissions Office with a copy of an official letter of acceptance at the new school (or college or university for students who are graduating). The Admissions Office will then use the SEVIS system to transfer the student's I-20 to the new school (or college or university). Once the I-20 has been transferred out of CCA, it becomes the responsibility of the new school (or college or university) to issue a new I-20 to the student for the purpose of re-entry to the United States in order to attend the new school (or college or university). Students may not leave the United States and return using the I-20 from CCA when they will be attending a different school (or college or university)

Use of Technology

High school students will need a device to access Wifi for some classes. These can be purchased in your home country or here in the US.

- 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 for any purpose unless the teacher gives them permission.



Contact Information

The International Student Programs office coordinates with the Admissions Office to oversee the overall experience of international students. You can contact CCA through our website, www.chapelgateacademy.org or by the following:

410-442-5888 (office)
410-442-2516 (fax)
2600 Marriottsville Rd. Marriottsville, MD 21104

Cynthia Barr
Director of Admissions
admissions@chapelgateacademy.org
cbarr@chapelgateacademy.org

Linda Arildsen
Director of International Student Programs
larildsen@chapelgateacademy.org

Amy Frierson
International Student Home Stay Coordinator
afrierson@chapelgateacademy.org

Helpful Contacts

The people listed below frequently offer support to international students and host families.

Melissa Morsberger, RN
School Nurse
mmorsberger@chapelgateacademy.org

Kathy Harp
ESL English Instructor
kharp@chapelgateacademy.org

Sabrina Thomas
Business Office
stthomas@chapelgate.org

Donna Wright
Executive Assistant
dwright@chapelgateacademy.org

Marcy Belliveau
School Receptionist
mdavis@chapelgateacademy.org

Jessica Bates
School Counselor
jbates@chapelgateacademy.org

Expectations for International Students

Overview

The *International Students and Families Handbook* is intended to act as a supplement to the *Chapelgate Christian Academy Parent-Student Handbook*.

Academic

Academic Expectations for Students

- Student will obtain and maintain grades appropriate for their skill level.
- Students will present their own work when testing or turning in reports or projects.
- Students will request help when they are in need of assistance.
- Students will act in a moral and ethical manner when presenting homework, research, reports, or taking tests.
- Students will act in a responsible and appropriate manner in class that will enhance the learning environment.
- Students will speak in English in the classroom, in the Media Center, and in the lunch line.

Additional academic expectations for students can be found in the *CCA Parent-Student Handbook*.

Testing

All first year international students are required to take the TOEFL test, once in the fall and once in the spring, which is administered by CCA. This testing helps us with academic placement.

School Activities

All students are encouraged to participate in extracurricular activities including sports. International students are attending Chapelgate Christian Academy to experience the opportunities American schools have to offer. Extracurricular activities are part of that experience, and we encourage students to use the opportunity to participate if at all possible. For new international students, our recommendation is that students limit their participation in extracurricular activities for the first semester as they make the adjustment to American life.

Additional Program Expectations

- Students will treat all persons with respect and acceptance.
- Students will use appropriate language free of critical or derogatory remarks, swearing, and inappropriate sexual talk.
- Students will respect and support school staff, community, or other individuals/groups.
- Students will not cheat, lie, or steal.
- Students will act in a cooperative manner to achieve personal and school goals.
- Students will not engage in any sexual immorality.
- Students will obey all expectations set by Chapelgate Christian Academy.
- Students will refrain from public displays of affection.

Topics to Review with Your Student Before They Leave for the US

- Attendance Policy *International Students and Families Handbook* and *CCA Parent-Student Handbook*.
- Classroom Expectations – *CCA Parent-Student Handbook*.
- Daily Schedule – *CCA Parent-Student Handbook*.
- Dress Code – *CCA Parent-Student Handbook*.
- Student Discipline - *CCA Parent-Student Handbook*.