

INTERNATIONAL HANDBOOK

2024-2025



TABLE OF CONTENTS

Important Information	4
Mission Statements	5
Introduction	5
Schedule & Travel Information	6
School Breaks & Arrival/Departure Information	6
Airport Information	6
End-of-Year Procedures	6
Primary Expectations of International Students	7
Discipline Structure & Administrative Prerogative	7
Probation Status	8
English Proficiency Requirements	8
International Program Requirements	9
Housing Arrangements	9
English Language Use	9
Home & Cell Phone Use	10
Dress/Attire	11
Video Games, Watching Foreign Programs/Movies	11
Chores/Domestic Duties	11
Safety	12
Valuable Items	12
Damage to the Home	12
Cooking	12
Bedtimes & Quiet Hours	12
Visitors to the homestay	13
Socializing & Dating	13
Harassment	13
Meals	14
Church Attendance	14
Technology	14
Vehicle Use	15
Changing Families	15
Sports Eligibility	16
Employment	16
Policies: Tutoring, Transportation	17
Sleep Overs and Agency Policies	17

MISSIONS & INTRODUCTIONS

Mannahouse Christian Academy

The mission of Mannahouse Christian Academy is to provide a Christ-centered spiritual, academic, and physical foundation. Our goal is a nurturing environment that produces godly citizens who will be a transforming influence in the world.

MCA Homestay Student Program:

Within the mission of Mannahouse Christian Academy, the purpose of the homestay Student Program is to touch the nations and make disciples of Christ who are equipped to think critically, love others, and serve God faithfully through their vocational calling.

Homestay Student Program School Verse:

Whatever you do, work at it with all your heart as working for the Lord, not for men, since you know that you will receive an inheritance from the Lord as a reward. It is the Lord Christ you are serving. Colossians 3:23-24

Introduction

Congratulations on being selected to participate as homestay international students at Mannahouse Christian Academy (MCA)! I hope that your time partnering with MCA is full of strong relationships and memorable experiences that you will carry with you for the rest of your lives. We believe that your time here is one step toward God's greater purposes in your lives

Mannahouse 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 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. Our hope is that through your time at MCA, you will choose to follow God and serve Him through the remainder of your lives.

Guidelines that encourage student responsibility in order to maintain an atmosphere of support, cooperation, mutual respect, and personal integrity are necessary in the MCA homestay program. The guidelines in this homestay 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 Handbook as well as the MCA Student Middle School and High School Handbooks, which contain guidelines applicable to all students and families of Mannahouse Christian Academy. This handbook was developed to help you succeed as an homestay student at MCA. It will address issues that may arise during your time here and will give you some practical tips for your entire journey from beginning to end. We hope that your experience at Mannahouse Christian Academy is as life-changing as we desire for every student in our school.

SCHEDULE & TRAVEL INFORMATION

School Breaks & Arrival/Departure Information:

International students are allowed to return home or remain with their host family during all official MCA school breaks (i.e., Thanksgiving, Christmas, and Easter/Spring breaks). International students must return home during the MCA summer break unless appropriate arrangements are made and permission is granted by the International Student Coordinator. Remaining with a host family during the summer break will be an additional cost to the student of \$800 per month during the months of July and August. Students wishing to travel on their own or in groups during official MCA breaks (i.e. Thanksgiving, Christmas, and Easter/Spring) instead of remaining or traveling with their host families must submit a signed Parental Permission for Student Travel form at least three (3) weeks prior to the beginning of the MCA break. Travel permission forms are available upon request from the International Student Coordinator's office. Completed forms may be emailed to the International Coordinator at international@mannahouseacademy.com from the parent communication email address on file with the school. Student travel is not permitted outside of official MCA breaks except for extenuating circumstances. Permission must be granted by the International Student Coordinator as soon as possible for these situations.

Students are required to return to their host families prior to the resuming of classes after the break. This is essential in order to maintain continuity within the academic classrooms, and it can be very difficult for a student to catch up academically if he or she is late in returning after a MCA break. All classes missed due to late arrivals or returns will be recorded as unexcused absences.

At the end of a semester, students are not allowed to reschedule exams in order to leave earlier. Semester exams must be taken at the scheduled times. Students with extenuating circumstances (i.e. death of a family member) that make it necessary for them to leave earlier than their last exam at the end of a semester must seek an exception to this policy from the High School Supervisor, Denise Boivin. Such an exception is the only method by which a student's semester exam may be rescheduled.

Airport Information:

International students are required to fly in and out of the Portland International Airport (PDX). Please do not expect your host family to pick you up at the Seattle Airport and if you do fly into Seattle, please arrange for a domestic flight into Portland International Airport (PDX). Students are required to inform their agent/ local coordinator, the International Student Coordinator and their host family of all departure and arrival dates and times. Host families are responsible for providing transportation to and from the airport. Please check the school calendar when planning for your travels.

End-of-Year Procedures:

In May of each school year, international students will be required to complete an International Student Survey. These surveys are used to assist MCA in making adjustments to the

international program that will benefit students, host families, and the MCA administration. These surveys are confidential in nature. International students will also be required to complete End-of-Year Check-Out Forms before departing for the summer. These forms will be distributed two weeks prior to the end of school and must be submitted to the International Student Coordinator before the students return home for the summer. International students must also provide updated contact information for the summer before they leave for the summer. Contact Information Forms will be distributed with Check-Out Forms two weeks prior to the end of school and must be submitted with the Check-Out Form. Students are required to clean out their rooms completely and if the room is found to be left dirty with trash etc., a fine of \$200 will be requested from your agent/parents. Transcripts will not be handed out until the fine is paid in full.

EXPECTATIONS & DISCIPLINE

Primary Expectations of International Students:

Mannahouse Christian Academy students **RESPECT** others, authority, self, and property. Mannahouse 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).

Mannahouse Christian Academy students are personally **RESPONSIBLE** for their own behavior and learning, exercising self-control over their actions and words.

Mannahouse Christian Academy students voluntarily follow MCA 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.

Mannahouse Christian Academy students respond to both correction and consequence with a repentant attitude when correction is necessary (2 Timothy 1:7).

Mannahouse 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 in God's eyes.

Mannahouse 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).

Discipline Structure and Administrative Prerogative:

Obedience to the homestay program, homestay family, and MCA rules and respectful compliance to the direction of MCA faculty and staff is expected at all times from MCA students. As much as possible, consequences for any misbehavior will be naturally related to the offense. Consequences are meant to be formative - and not punitive - in nature. The MCA administration retains at its sole discretion the prerogative to assign specific consequences up to and including suspension/expulsion for school and/or homestay 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. Please note an early withdrawal fee could apply and remaining tuition.

International students are under the direct care and supervision of MCA and the assigned homestay family parents. International students must respectfully comply with all rules and expectations of the family in which they are living. These rules and expectations are to be communicated to the students by each family. International students are expected to fully abide by the Family Rules of their particular homestay family. Host parents are authorized to exercise discipline over the student just as they would their own children and in a way that is consistent with the Family Rules and MCA regulations. Failure to comply with the rules and expectations

of the host parents may result in consequences up to and including the student's expulsion from Mannahouse Christian Academy. Grievances with the Family Rules should be first shared with the host parents. If a resolution cannot be reached, students may appeal to the International Student Coordinator.

Disciplinary oversight over all international students at MCA is given to the International Student Coordinator, teachers, and the School Principal. Students should consult the MCA Student High School Handbook and Uniform Handbook for specific guidelines related to expectations of dress and behavior as well as disciplinary action while at school or school-related functions.

Probation Status:

International students who do not consistently live out the Primary Expectations (respect, responsibility, and integrity) in all areas of their life - may be placed on probation. This probation status affords fewer privileges and less freedom.

In this event, a student will be offered a probation contract upon which he/she may remain at MCA contingent upon fulfillment of the contract through an agreed upon contract period. If at any time during this period the student is found to be in violation of the terms of the contract, the MCA administration reserves the right to dismiss the student from the school. During the designated contract 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 contract period, a student's contract may be extended, if deemed necessary by the MCA 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 MCA at the conclusion of a contract 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. Contract periods may vary from several weeks to a full year depending upon the situation. All contracts must be agreed upon by the MCA administration, student, agent and homestay family.

ENGLISH PROFICIENCY

English Proficiency Requirements:

International students must demonstrate a high level of English proficiency in order to be enrolled at MCA. Students are expected to show continual improvement in their English proficiency levels from the time of arrival at MCA until graduation. MCA expects all students to be adequately prepared for the next phase of their lives, including college or university attendance. international students preparing to attend a U.S. college or university must demonstrate a high level of English proficiency in order to be accepted by and be successful in future undergraduate and graduate studies.

Admission requirements for international students at MCA include a minimum English proficiency level. Upon arrival, all students will take a Placement Test. Each student will be placed in an Academic English class according to English proficiency levels.

HOMESTAY PROGRAM REGULATIONS

Housing Arrangements

Unless special permission is granted by the MCA administration, all MCA students are required to live throughout the school year with at least one parent or legal guardian who is a relative or with an approved MCA homestay family.

English Language Use:

Most international students enrolled in the MCA homestay Program exhibit a need to improve their English language skill to some degree. For this reason the MCA homestay Program requests that students use English as much as possible while at MCA (except when studying or practicing another foreign language studied by the student).

Out of common courtesy in American culture, when in a group of people who do not all speak the same non-English language, English should be the exclusive language used by all members of the group. Speaking in a language other than English when all listeners cannot understand can be interpreted as rude and disrespectful in American culture and may result in alienating people from each other. A student who is not willing to participate in the MCA English speaking learning environment cannot expect to remain a student in good standing in the MCA homestay Program.

Students who do not demonstrate ample progress and/or are not cooperative in participating in the English language learning culture in the homestay Program may not be invited to return to MCA the following semester.

At School:

Not speaking in English is strictly prohibited in all classrooms (except for foreign language classrooms where the language being studied must be spoken). Similarly, English should be the only language used in any setting where others are present who do not speak the language. In order to effectively foster a learning environment for students learning English, this policy is strictly enforced and subject to disciplinary action by the teachers, the international student coordinator, and the High School Principal. This means that conversations occurring at school in the presence of others who do not speak the same language should occur in English (i.e., cafeteria, hallways, classrooms, chapel, etc.).

Students may seek special permission from a classroom teacher to speak in their native language if they believe the situation warrants it. Teachers have the authority to grant or deny this permission to the students.

At Home:

Student communication with parents (via phone or computer) in a student's native language is allowed. Host parents have the authority to ask a student to move to another location if the student's conversation with his or her parent(s) is interfering with the home environment. Otherwise, students are expected to speak in English at all times while at home or with the homestay family. Host parents have the authority to discipline students for violating this policy at their discretion.

Home Phone Use:

A home phone is defined as the landline telephone provided by the homestay family. Not all families use landline telephones, so do not assume that your homestay family will have one available. If a home phone is available, it is the student's responsibility to establish with the host parents when and how it is acceptable for the student to use this phone. It is highly recommended that students refrain from using this phone to make foreign calls to family or friends in another country. Students should schedule appropriate times with the homestay family for host parents to call using this phone line. The student will be held responsible for any charges incurred through their personal use of the home phone.

Students are encouraged to utilize Skype, Whatsapp, Zoom, Google Meet, or other social apps for communication instead of the telephone to communicate with family or friends in other countries. These communication methods are often free of charge and utilize the internet over phone lines. However, students are responsible to establish with the host parents when and how it is acceptable for the student to communicate with family or friends using these methods.

Cell Phone Use:

Many American homes utilize cell phones for family communication. The student is responsible to pay for his or her own cell phone plan and/or use. Some host families may prefer to add the student to the family cell phone plan. In this event, the student maintains the responsibility to pay for his or her share of the family cell phone bill including all devices and accessories. Any exceptions to this must be negotiated with the homestay family directly.

The student should discuss the purchase of any cell phone plan, device, and/or accessories with the homestay family prior to making such a purchase. Many U.S. companies require a two-year commitment, though there are also prepaid phones and alternate plans that allow an individual to purchase minutes as needed. Please discuss any purchases in advance with the homestay family before signing up for any agreement.

Host families reserve the right to monitor a student's cell phone use and may restrict the student's cell phone use in a manner consistent with the Family Rules. The student should discuss any expectations regarding cell phone use with the homestay family upon arrival into the home. The student needs to clearly understand when and where cell phone use is deemed acceptable or unacceptable.

Dress/Attire:

Modest attire is expected at all times, whether at home or at school. Please consult the MCA Student 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 MCA Student Handbook. When in the home or involved in family life, students should dress in a manner consistent with homestay parent expectations. Host parents reserve the right to decide what is acceptable or unacceptable dress while living with their family. The student should always be sensitive to other members of the household as well as to family values. Clothing is to be purchased by the student and it is not the responsibility of the homestay family to purchase clothes for the student. However, any clothing purchased and worn should be consistent with family and school guidelines.

Continual disregard for school and/or homestay family policies regarding dress may result in additional disciplinary action including contract status and/or expulsion from MCA.

Video Games and Watching Foreign Programs/Movies:

Students are not allowed to play video games during weekdays/school days. Host parents reserve the right to allow students to play video games and for how long during weekends if students have completed all their homework for the week. The reason for this rule is that many students stay up late at night playing games and are unable to wake up on time in the morning to be ready for school. Students are encouraged to watch movies in English to improve their proficiency level of. However, we understand that students would want to watch their programs/movies in their own language. Again, we encourage all students to only watch movies during weekends after completing their homework. Continual disregard for school and/or homestay family policies regarding video games and foreign language media may result in additional disciplinary action including contract status and/or expulsion from MCA.

Chores/Domestic Duties:

The student may be expected to participate in the family domestic structure, including assigned chores around the home. The student is not to be a servant to the home, but is to act with a heart of service to others in the home by doing what is expected to help around the home. The student should offer to assist with duties such as washing dishes, cleaning their room, doing laundry, etc. Some families may assign specific household duties to each child in the home. Specific domestic duty expectations should usually be communicated through the Family Rules. International students are expected to participate in this household structure with the appropriate attitude.

A student who feels he or she is being asked to do an excessive amount of work should first appeal directly to the homestay family. If the student continues to feel unfairly treated, he or she may appeal to the international student coordinator.

Safety:

Students are required to wear appropriate safety equipment when riding bicycles, scooters, skateboards, etc. or when participating in activities that typically require some safety equipment to be worn.

Students are not permitted to have any type of weapon in the home. Students are not permitted to purchase any type of weapon while a homestay student at MCA without the express permission of their parents and MCA administration. Students found to be in violation of this policy will receive disciplinary action up to and including dismissal from MCA. If a student is unsure whether or not an item would be characterized as a weapon, he or she should consult the international student coordinator prior to entering the homestay. The MCA administration

reserves the right to conduct a search of any and all personal property belonging to the student both in the home and at school. Host parents may confiscate any personal property belonging to the student and may request a search to be conducted by the MCA administration. The student's parents will be notified of any searches in a timely manner, and students are allowed to be present at the time of a search. Searches are to be conducted by no less than two members of the MCA administration. Students who refuse to have a search conducted may be dismissed from MCA.

Valuable Items:

Mannahouse Christian Academy highly recommends that students leave all valuable items (e.g., jewelry) at home in their home countries if possible. However, certain valuable items may be used in daily life (e.g., technology). These items should be kept in a secure location. Large sums of cash should not be kept in the home. Large sums of money should be kept in a personal checking account that the student can access through a debit card or local bank. Host families can assist students in opening checking accounts upon request.

Damage to the Home:

The student is responsible for any damage caused to the homestay family's property (furniture, walls, flooring, etc.). The student must settle these damages with the homestay family directly. These situations will be mediated by MCA administration as necessary. If a student causes intentional damage to the home he/she will be subject to disciplinary action up to and including dismissal from MCA. Students are expected to demonstrate respect for the property of others.

Cooking:

Any student cooking should be done in the kitchen with the express permission of the host parents. No cooking is permitted in a student room. Clean-up must occur immediately after meals, and any leftovers or other food must be kept in a properly sealed container and refrigerated as appropriate. Students must consult with the host parents and gain permission before using any cooking utensils or appliances. All student cooking should be done under the supervision or permission of the host parents.

Bedtimes & Quiet Hours:

Students are expected to follow their homestay family's bedtimes as well as respect quiet or study hours in the home. Students should understand that each family may vary in expectations regarding study or quiet hours and bedtimes. Some families require students to be in bed with lights out by a specific time in the evening. Students are to respect whatever the family requirements are for their homestay. Any exceptions to the family's policy regarding study or quiet hours and bedtimes must be appealed in advance directly to the host parents.

Visitors to the homestay:

Host parents must grant permission in advance in order to host visitors of the student. Visitors of the opposite gender cannot stay overnight under any circumstances and are not allowed in the student bed room area. Out-of-town visitors (e.g., parents, siblings, family, and friends) are expected to obtain their own lodging outside of the homestay home unless the host parents specifically invite the visitors to stay in the homestay home.

Students who have visitors coming to Portland are required to notify their host parents and the

international student coordinator of the visit as early as possible. Visitors should not impact the student's normal activities (e.g., school, studying, other activities). Any alteration in schedule due to visitors should be discussed with the host parents in advance.

Socializing & Dating:

A couple is defined as two people who appear to be romantically interested in each other. Romantic interests among our students are discouraged. Problems will be referred to the principal or student support.

Pairing off and separating themselves from the main flow of students or activities is not permitted, including off-campus or on-campus lunch time, or after-school sports activities.

Physical contact of any kind is not permitted.

No development of romantic interest or dating will be allowed between PBC and Mannahouse Christian Academy staff or students.

Additionally, students should maintain proper postures and positions while standing, sitting, or leaning in each other's presence so as not to reveal themselves to one another.

Students are accountable to their host parents regarding these guidelines.

Host parents reserve the right to restrict dating according to their Family Rules and family standards. The administration of MCA also reserves the right to restrict dating for any homestay student.

Harassment:

The MCA homestay program protects the right of every student to have an environment that respects human dignity. Harassment and/or abuse of students are contrary to biblical principles, morally wrong, and illegal. The homestay program expressly forbids sexual harassment (opposite or same-sex) and any threatening/offensive conduct or expressions with respect to gender, race, color, national origin, or age. Harassment can include a pattern of remarks, gestures, jokes, physical contact, teasing, excessive attention, bullying (including cyber bullying), and/or pictures or written material that a person finds personally threatening, derogatory, offensive, or unwanted. Sometimes individuals responsible for these actions may not know that they are offensive. A student should tell the person responsible for the harassment and a MCA staff member if the student feels that he or she is being harassed.

Any student initiating or persisting in any form of harassment and/or abuse (verbal, physical, or visual) is subject to immediate discipline by the MCA administration up to and including dismissal from MCA. If a student finds the homestay environment hostile or offensive, if a student believes he or she has been harassed and/or abused by another student or person, or if a student knows someone who has been harassed and/or abused, a prompt report of the harassment and/or abuse to MCA staff is expected. All reports will be promptly and thoroughly reviewed and investigated in as confidential a manner as circumstances permit, and the appropriate action will be taken. If a student is dissatisfied with the investigation or action taken,

he or she should bring the matter directly to the international student coordinator.

Meals:

Students should expect to be provided three meals per day by their host families, including lunches on school days. Students must make lunch arrangements with their host families upon their arrival to the home. Host families are only expected to provide a reasonable amount of food or money to purchase food at school for the student. Students who eat large quantities of food should expect to assist their homestay family in buying some of their own food. When host families eat together the student is expected to participate in the meal as a family member. Students may volunteer to help prepare some meals for the family and may request specific food on occasion. However, meals are determined by the host parents in a manner consistent with their Family Rules and household expectations. Students are not to avoid family meals, whether at home or “eating out.”

Students are responsible to make arrangements with the host parents to determine which of the family’s foods are acceptable for the student to consume for snacks. Students are responsible to clarify the household expectations for snacks and meals upon their arrival into the home.

Church Attendance:

Students are required to attend church with their homestay family. Some families may choose to attend church functions on a more frequent basis than others. Students are expected to attend church and church-related functions in a manner that is consistent with family expectations. Students are not to make alternate arrangements for church without first consulting their host parents. Students should be attending the same church as their homestay family. Students who wish to visit other churches on occasion may seek permission from their host parents and must make appropriate arrangements with their host parents. Church attendance should be regular and is not optional.

Technology:

Students are required to register all technology devices (e.g., computer, iPads, iPods, cell phones, etc.) with the host parents upon their arrival in the home. Any student found possessing a device that has not been registered with the host parents will be subject to disciplinary action up to and including dismissal from MCA.

When accessing the internet, students are required to connect through the homestay family’s internet (wifi) connection only. Students are not allowed to connect to the internet through any other means (e.g., 3G, wifi, etc.) while in the home. Students are expected to leave the room door open when using technology. Host parents reserve the right to determine appropriate study areas and areas where technology devices are on or off-limits to the student. Host parents reserve the right to monitor all computer activity through the use of internet filters or other filtering programs as outlined in the Family Rules.

Students may be required to turn in all technology devices to the host parents at the prescribed family bedtime (if one is prescribed in the Family Rules) or 11 p.m. (whichever is earlier). Students may occasionally request permission from the host parents for a late night with technology for academic purposes. Host parents reserve the right to grant or deny such a privilege as they see fit. Students are responsible to follow all family guidelines regarding

technology use as prescribed in the Family Rules.

Vehicle Use:

All transportation of the homestay student should be provided by the homestay family. This requires advanced planning on the student's part as the homestay family needs to plan ahead to meet the needs of all family members. International students may only ride in vehicles driven by any MCA homestay parent, a student driver from their personal homestay home, or another school-approved driver. International students are not permitted to ride with any other drivers without the express permission of their host parents. If an international student is 18 and living with a relative that can provide the student everything needed to obtain a license then the International Student may get their driver's license.

Changing Families:

Changing host families is not generally permitted during the school year. International students and families are asked to make a one-year commitment to the homestay situation at the beginning of each school year. Homestay situations are reviewed by the International Student Coordinator in the spring of each school year in order to make timely placements for the following school year.

Students who desire a change in their homestay must submit an appeal to the International Student Coordinator either verbally or in writing. Changing families is generally discouraged. There are extenuating circumstances that do allow for the changing of families during the course of a school year. If the student, parent, or agent decides to switch host families after a host-family placement has been secured, the student will be billed an additional 1 month host family fee to cover both the original host family and the new host family. Circumstances warranting a mid-year change may include but are not limited to harassment, abuse, ongoing and irresolvable family conflict, life changes in the homestay family's situation, etc.

The MCA administration reserves the right to grant or refuse a student's desire to change families both during the school year and over the summer. All homestay family assignments are made at the discretion of the MCA administration and the MCA administration reserves the right to remove students from a homestay situation immediately and without warning if necessary.

Students who demonstrate an inability to adapt to homestay situations may not be asked to return to MCA or may be dismissed from MCA at any time if deemed necessary by the MCA administration. Students who regularly request or seek changes in homestay family placements may not be asked to return to MCA or may be dismissed from MCA at any time if deemed necessary by the MCA administration.

Cultural Events

Cultural events such as All Nations Day are organized especially for international students. The international students are requested to participate with cultural performance or wearing a traditional outfit to represent their home country.

Communication

The majority of our school information will be communicated through email. Make sure you have login to FACTS, it provides connection with school online to monitor grade, absence, detention, etc.

MCA is a completely peanut free campus

Due to having several students that are severely allergic to nuts the decision was made to have a peanut free campus. Please do not, under any circumstance, bring to school lunch with peanuts, peanut butter or peanut sauce.

School Uniform and Spirit Gear For questions regarding uniforms, please refer to our Uniform Guide in the Handbooks listed on our school website.

All Tuition Contracts must be paid before the student can attend classes

The Tuition Contract doesn't include the Health insurance, all international students are required to show proof of current Health insurance.

Bible Class and Attend Chapel

The philosophy and values of our school are based on Biblical principles. All students are required to take a Bible class and attend Chapel. Students will be living with a Christian host family and will be expected to attend church and church activities with their family.

Sports Eligibility:

Mannahouse Christian Academy athletic teams compete in the Oregon High School League A classification. The Oregon State regulations prohibit students from participating in school affiliated athletic contests during the student's first full year of enrollment at MCA, unless they arrive during their 9th grade year. However, students are allowed to practice with MCA athletic teams during their first year of enrollment as long as a current physical is on file with the school's athletic office. Students are allowed to begin participating in athletic competitions one full year from the student's enrollment at MCA. Students who participate on school affiliated athletic teams are subject to the rules and regulations outlined in the MCA Athletic Handbook as well as all team policies.

Employment:

International students on an F-1 visa are not allowed to work in the United States off campus. If an international student is considering employment on campus only, that student must first consult with the international student coordinator to ensure that any such work would not endanger his or her visa status. Mannahouse Christian Academy does not offer employment to students during the school year unless a vacancy opens up. International students are generally discouraged from seeking any employment and should not do so without the express permission of their host parents and MCA administration.

POLICIES

Tutoring:

To protect the best interest of our students, we require tutors to adhere to the following guidelines. This is to protect Mannahouse Christian Academy from unneeded liability and to protect the integrity of the school and its students:

1. Tutoring needs to be conducted at either MCA or in an open public space with other adult(s) present.
2. If tutoring is administered at school and in a classroom, the door may not be closed unless it has a glass window with student and tutor in clear view of passers by.
3. Tutoring must not be conducted at the tutor's house unless there is an additional adult member of the student's family/ the host family's or another student present to accompany the student.
4. Tutors are not employees of MCA and it is the responsibility of agents and students to select and adequately screen tutors for any tutoring needs.

Transportation:

These guidelines are written for people seeking to provide transportation (car ride or bus accommodation for large group excursions) for international students enrolled at MCA.

1. Anyone transporting a homestay student enrolled at MCA must be a legally state licensed driver over the age of 21 years and have a current and valid insurance policy for the vehicle they are driving.
2. A homestay student enrolled at MCA should only be transported in a vehicle where there is an available seat-belt. One individual per seatbelt is the rule.

Transportation Outside of School Hours:

1. International students may be transported to and from school and to other activities by their host families or other adults.
2. All vehicles must be adequately insured.
3. For drivers under the age of 18, they must have a valid driver's license and insurance which allows him/ her to transport non-family members.
4. Drivers under age 18 are allowed to transport international students to and from school and for host family specified needs and activities.
5. It is recommended that youth drivers are not allowed to transport students for any events or activities that require transportation after 10PM.

Sleepover Policy

1. International students are placed in host families that have been screened by MCA, and it is safest if they sleep there.
2. Each host family is responsible to arrange a temporary substitute host family if planning to go out of town for vacation/events or temporarily away from their house.
3. International students who are planning to sleep over must get approval from their host family. The host family has the authority to limit or prevent the sleepover. International

students should not be sleeping over in a house with only one adult, unless he/she is a single parent and no other adult is present.

4. The Agent should not invite international students to sleep over in their house after a social gathering.
 - a. The exception would be in case of an emergency or a special circumstance where the student's current host family is unable to accommodate the student. If the homestay student requires an emergency sleepover exception, there must be two adults present in the agent's home, and the student must sleep in a separate room from the adults.
5. Students may have sleepovers with other MCA students in approved host homes or in homes of other MCA students for events such as birthday parties, etc with host family permission.
6. Sleepovers at non host family homes or non MCA student homes are not allowed unless special permission is granted by MCA for special circumstances. This should not be an ongoing or frequent occurrence.
7. If temporary housing is needed for an homestay student in the event the host family is going out of town, then an approved adult may stay at the home or the host student may be allowed to stay at another MCA host family's home. Host family will notify the school and agent of the supervision plan for students when they are out of town. All supervising adults must have a background check on file with MCA.

Travel/ Overnight Excursion Policy

1. International students who are planning to go for a trip during school break must submit a Travel Form at least two (2) weeks prior to the trip. The form must be signed by the Agent/Local Coordinator, Host Family, and Parent.
2. Permission must also be granted by the International Student Coordinator. Information concerning the accommodations for students at any overnight event should be detailed: where (all complete addresses of visit/place), how long (date of each visit/place, what to do (at each place/visit).

Agencies Policy

1. MCA requires all international students to have agency or guardian representation while enrolled in the school.
2. All students are required to stay with the same agency for two years. However, if an agency relationship is past the point of repair, and the parents choose to terminate an agent contract, the parents will need to notify MCA about the current agent and international student coordinator will reevaluate the student's enrollment at MCA.
3. All international students sign a 2-year contract. If for some reason a student decides to withdraw or transfer to another school before the 2 year agreement is completed, a \$1,000 fee will be applied. An exception would be short term students, 1 year or less.
4. All international students needing a host home will be charged the host stipend for the year. This fee will be reflected in their financial agreement. Stipends are provided to the host family for the contracted time of the students attendance. If a student decides to return to his/her home country earlier we will NOT prorate or refund the remaining host fee. If a student changes host families during their stay, the current and new host family will each receive a full month stipend. (Please note - this student's family/agent will be charged an additional month of host fee).