

Spring Mountain Christian Academy Guide to Exchange Student Admittance



All parents, students, and a Host Family must read and understand all of Spring Mountain Christian Academy (SMCA) Handbook and Exchange Student Policies. By signing the enrollment documents, families are agreeing to the standards and rules detailed in the SMCA Handbook as well as the guidelines in this document. *(If needed, you must have the documents translated).*

Prior to leaving the home country for Spring Mountain Christian Academy, the student's parents should discuss the importance of good behavior with their student and ensure that he or she understands the significance of acting in a manner that will reflect well on his or her family and country.

Students must follow all policies outlined in SMCA Handbook and Exchange Students Policies.

Spring Mountain Christian Academy is an English-speaking campus. English is to be spoken on campus during school hours and all school activities. The student must make a concerted effort to continually improve his or her ability in the English language.

The student and his or her parents must communicate with the Exchange Student Program Coordinator prior to the student's departure from the home country. Students may not arrive in the USA prior to 30 days before the first day of school. Students arriving more than 5 days before that first day of school may incur additional housing fees at \$30 per day.

SMCA reserves the right to terminate a student's participation in the Exchange Student program if his or her conduct is considered detrimental or incompatible with the interests of SMCA. In this case, all fees paid will be non-refundable and the student's I-20 will be cancelled.

If a student admits to a criminal law violation, or is arrested and charged, or if reliable information is received that the student will be arrested and charged, the student will be returned to his/ her home country as soon as legally possible. Students are expected to obey all laws of the host country, state, city, community, and school.

The student must return home within 5 days of the last day of school. They may not return home before the last day of school. The Host Family will not provide housing during summer break. Also, the Host Family is not required to keep your room for you during the summer months. Students need to pack all their belongings if they are leaving for the summer and make storage plans. Individual arrangement can be made with the host family upon discretion of the host family.

If a student wants to stay for the summer break, they must make arrangements with the Exchange Student program coordinator (see office) in writing with their plans for the summer months.

In the month of May of a given school year, the I-20 will be extended for another academic year provided: the student has done well academically, a Host Family is available (application due May 15) for the student for the following year, and full tuition for the following year has been received by the SMCA Business Office. All decisions about the following year must be in place by May 15 or your spot at SMCA can be given to a new student on our waiting list.

Parents, students and/or agents must communicate directly with the Exchange Student program coordinator for any and all official business regarding their student.

Students and families agree to support the SMCA staff in its goals, procedures and discipline policies and understand that SMCA is a private institution and reserves the right to cancel the enrollment of any student who does not abide by SMCA standards and requirements.

SCHOOL LIFE

A diploma and graduation are not guaranteed for any student (the student should consult the guidance counselor about the requirements for graduation).

The student must make an effort to get involved in SMCA by attending and participating in school activities, sports, and/or clubs. The student should not spend all his or her time with other exchange students and should seek guidance from Host Family parents and school personnel when choosing friends.

The student will attend school regularly and will be enrolled as a full-time student. The student must make a concerted effort to make satisfactory academic progress. If a student is achieving below a 2.0 average and/or a D or F grade on a progress report, the Host Family and/or Exchange Students coordinator may require additional study hours, tutor, and limit co-curricular and weekend activities until the grade is improved.

Students are expected to attend school every day. At 10 absences in any class, the student may be dropped from class, which can affect their F-1 visa status and could be dismissed from SMCA. In order to prevent this, a meeting with the Host Family parent and Exchange Student Coordinator or school principal will be made after 8 absences and/or a teleconference or Skype may be made with the parents.

Exchange Students that travel home for Christmas Break and need to take additional days for travel **MUST** provide the Exchange Student Coordinator a copy of airline tickets with the dates of travel. This must be done by December 10th in order to have the absences excused. These absences are still counted in the 10 allowed per year.

Students are expected to cooperate fully with the dress code, the Christian standards of the school, and that they refrain from the use of tobacco, alcoholic beverages and narcotics **at all times including non-school hours**. The student is not allowed to possess or use illegal drugs. Smoking and the use of any tobacco products is forbidden. The drinking of any alcoholic beverages is expressly forbidden. US law strictly forbids the consumption of alcohol for everyone under age 21. **Violations of these standards shall constitute grounds for immediate dismissal from SMCA and reporting the student to the SEVIS representatives.**

All students must abstain from all sexual activity. Any romantic involvement or dating is discouraged. The exchange experience is not intended to be a time in which romantic attachments are formed. It is extremely important that the student's moral behavior is above reproach at all times. If it is found that a student is involved in a sexual relationship while attending SMCA, the student will be sent home at the parent's expense. If it is found that a student is pregnant or has caused a pregnancy, that student will be dismissed from the school, and sent home immediately at the parent's expense.

It is important for each student to develop a living and learning style that is consistent with the Christian beliefs of the SMCA community. These standards help to create an environment that is respectful of individual rights and freedoms; one where all are free to pursue academic excellence; and one that brings glory to God. If a student does not follow SMCA's standards of conduct, he or she will face the consequences outlined in the Parent/Student hand book. Each student is expected to assume responsibility for his/her actions at all times and

to cooperate fully with any safety officer on campus. SMCA strives to be fair and respect each individual in matters of campus safety.

HOST FAMILY

SMCA will appoint and/or approve Host Families for all exchange students that will be accepted in grades 7-12th. Host Family parents will need to complete the 10 volunteer hours to SMCA in place of the biological parents. SMCA will run the background check for all Host Family members over the age of 18. The Host Family will need to sign the SMCA agreement documents. *(Required by the US State Department/Department of Justice).*

Each host family has rules and regulations which help it to function effectively. It is imperative that each student makes every effort to understand what his/her family expects. Each student must be respectful of his/her host family and the rules that govern the household. The host family must approve all activities and at all times must know where the student is, with whom, and when the student will return

The Host Family assignment is for one academic year. No new placements will be made during the year except for emergencies. If both parties agree, students may stay with the family for more than one year. Some students will be the only Exchange student in a Host Family while others might have a roommate. If a student requests a different Host Family for the same school year, an additional \$500 Host Family placement fee will be assessed.

Host Family placements and addresses are registered with the Department of Homeland Security for purposes of tracking exchange students. Students are not allowed to move without notifying and receiving permission from the Exchange Student Coordinator.

The student will become an integral part of the Host Family, assuming duties and responsibilities considered customary for a child of his/her age in the host family household. This may include cooking, doing dishes, helping with laundry, and cleaning the home. As a part of their family, Host Family will not ask for more money from the student for additional food costs, transportation, family outings or anything that they would not charge their own children.

By enrolling in SMCA, you are agreeing to be responsible for any loss or damage to SMCA school property or at the Host Family house that your student may cause.

Problems that arise in the Host Family are to be resolved first through discussion with the Host Family, then with the assistance of the Exchange Students coordinator or SMCA counselor. The student and/or Host Family are not to discuss problems of a personal nature with members of the community. If the student is experiencing any sort of relational stress or difficulty, or experiences abuse or harassment of any kind, he or she will immediately disclose the incident to the Exchange Student Coordinator or their counselor.

CELL PHONES: SMCA and the host family have the right to limit and/or revoke cell phone privileges when in the student's best interest.

INTERNET AND E-MAIL: While the use of the Internet and e-mail is generally deemed acceptable, it may be detrimental to a student's studies. Students must respect and abide by host family and school rules in the use of computers, Internet, and e-mail. The host family may determine the amount of time a student uses a computer at home. Viewing pornography of any kind is strictly forbidden. Students may bring their own computer. The Host Family residence will provide Internet access. The Host Family will have access to any information on the student's computer at all times and may install internet filtering software to the computer.

The student may not operate a motorized vehicle including the Host Family's vehicle or any friend's vehicle. Nor will the student get his/her driver license before turning 18. When the student is 18 years old, they may petition the Exchange Student Coordinator for permission to obtain a license. If permission is granted student's family must provide SMCA with some additional funds to be added to Student's account for emergencies, proof of automobile insurance, copy of driver's license and auto registration.

Exchange students may not ride in a car with another student who does not have a legal right to transport passengers. This is any driver under the age of 18 who did not have his or her license for more than one year.

The student is permitted to travel domestically with the Host Family parents or with SMCA sponsored trips. Independent travel, aside from trips directly to and from the home country, is not allowed unless prior approval is granted from the Exchange Student Coordinator. The cost of independent travel would be the student's responsibility.

Visits by the student's family or friends while in the program must be approved by the Exchange Student Coordinator before they arrive or travel plans are made. Parents are permitted to visit only once a semester for a short visit, unless otherwise approved by the Exchange Student Coordinator. Host Families will not be expected to house the student's guests at any time. Student is still expected to stay with the Host Family and not with visiting guests.

Travel back to you home country during the school year must be discussed with the Exchange Student Coordinator before plans are made and airplane tickets are purchased.

General Host Family Guidelines:

Here are some general rules to live by for this school year.

Schedules: In a busy family in American culture, it is important to plan ahead and let others know your appointments at least a couple of days ahead of time. As soon as you know of an appointment, meeting or change in schedule, tell your Host Family parent. They should be given at least 2 days notice for any outing or change in normal scheduled activities. If not enough time to prepare, the answer may have to be "no." They will review the family calendar with everyone every week.

BE ON TIME! Americans want to always be on time to their appointment, even 5 minutes early is considered being respectful toward others.

Personal Belongings: Generally, all personal things should be kept in your room when not in use. This includes books, shoes, and so on. Please look around before you go to bed at night and put your personal belongings in your room or the appointed spot in the house.

Keys: Your Host Family may provide you with a key to the house. Be responsible with your house keys. If you lose the key you may have to pay for the replacement.

Noise: All family members need to be sensitive to the needs of others in the home. The homes are usually quiet between 10 p.m. and 7 a.m. during weekdays. During these times someone is usually sleeping. This means all electronics should be shut off during quiet times. Weekends may have different quiet times.

Kitchen: You are welcome to use kitchen appliances like the toaster and microwave. Do not cook if you are alone in the house, until you are given permission. Don't cook using the oven or stove without the help of your Host Family parents. As with everything, if you take something out, put it away. Clean up after yourself. Throw away paper plates, plastic forks, spoons, knives and cups. Rinse dirty dishes and place them in the sink or dishwasher as directed.

Meals: You are responsible to make your own breakfast each day and fix/take a lunch bag with you to school if you want one. You can also purchase your lunch using your own money at school if you would rather have a hot lunch. Most families try to eat dinner together as a family as much as possible. After each meal, everyone who eats can clean up after themselves.

Food: Let your Host Family know what you enjoy eating and they will try to incorporate some of your favorites in the menu, but in general they will be eating what they normally do. You are welcome to help yourself to anything in the fridge or pantry, but be responsible — don't ruin your appetite for regular meals or eat all of something that everybody wants. Also, don't waste food. Only take a small amount of food or drink, then go back for more if you want. **No food in the bedrooms!** Eat in the kitchen and dining area only. If you have food you don't want others to eat, ask for a special box or shelf to keep it on.

Privacy: Bedrooms are private places for sleeping, resting and enjoying quiet time. Host Family children are not allowed into your bedroom, and you are not allowed to go in theirs. This gives everyone a private place they can go to. SMCA encourages the Host Family to have an open door policy on bedrooms. Especially if computers are allowed in the rooms, your door should remain slightly open at all times except when sleeping. Spending too much time in your room is considered rude and a sign of unhappiness in American culture. Have a good balance between interacting and being alone.

Bathroom: Clean up after yourselves. Throw things away. There should be no water on the floor after a shower. Make sure the toilet doesn't run. Americans do put the toilet paper in the toilet and flush it away (and not in the trash can). Remember that it is not a public bathroom. Have some pride and help keep it clean.

Laundry: Put dirty laundry in your provided hamper. You will probably be responsible for washing, hanging and putting away your own folded, clean clothes. Bed sheets and pillowcases can be washed every other week. Do not use the washing machine or dryer by yourself until your Host Family has given you permission.

Chores: You may be assigned daily or weekly chores with Host Family children— cleaning the kitchen, sweeping, mopping, vacuuming, dusting, taking out the trash, etc. This usually takes 5-20 minutes each day. Do your daily chores as all members of the family will.

Bedroom Cleanliness: Make your bed daily and keep your room picked up. Part of your chores are emptying your trash, making sure everything is off the floor, dusting and vacuuming your own bedroom. Discuss with your Host Family what can be put on the bedroom walls and how to attach items when decorating your personal space.

Friends: Friends are welcome to visit. Talk to your Host Family parents about it first. Be courteous and introduce your guests to anyone in the house, starting with the parents as Mr. and Mrs. Absolutely no overnight guests without prior permission. Students should ask for permission before going out or making plans with friends. Be sure detailed information is provided to your Host Family as to where you are going, how you can be reached, phone numbers and when you will be back.

Speaking English: One of the main benefits of attending SMCA is to learn and improve your English. We expect English to be spoken in your Host Family. You can speak another language when talking with your family or studying for language class. Most Americans feel it is rude to speak another language around people who don't understand it. If you need to ask a question in your language, explain why and ask permission first, then go ahead.

Cell Phones: The student will need to purchase his or her own phone plan and not be added to the Host Family's current family plan. This usually requires an unlocked phone to be purchased which is an additional cost. (For example, if a student wishes to purchase an iPhone, he/she will need to purchase an unlocked phone for approximately \$900 and pay a month-to-month fee).

Telephone Etiquette: If you need to speak on the phone for more than a few minutes, go in the back yard or out front or another room so others don't have to listen to your conversation.

Church: You may be asked to attend weekly church services with your Host Family. Make sure you know what time you will leave the house and how long you will stay.

Transportation: SMCA classes start at 8:10 a.m. Monday-Thursday. Be ready and dressed in plenty of time to get to school whether you ride to school, walk, or are driven by your Host Family.

Location/Safety: Your Host Family is expected by SMCA to know where you are at all times. You must have your cell phone with you any time you are out of the house.

School Activities: Your Host Family is encouraged to participate in school activities, especially the Open House night in the fall, and watching your sporting events or music concerts in place of your parents. Making contact with other Exchange Students and their Host Families in your area is a great way to find carpools and friends for students. A roster of all Host Families and their contact information is available by request.

Illness/Medicine: It is important to let your Host Family know about any illness or physical symptoms. If you do not feel well during school hours, you may visit the campus office staff. If you do not feel well while at home, let us know. Tell us about any medication you may be taking. If you are sick and miss school make sure your Host Family calls the Attendance Hotline to let SMCA you will not be at school.

Student Finances: Each student will have their own spending money. SMCA recommends that students arrive with a credit/debit card already set up with a corresponding bank from your home country. You should not share bank account information with anyone else. Students and Host Family families should not borrow money from each other. Money misunderstandings can create distrust in student/family relationships. The student is responsible for all personal expenses including:

- Entertainment: Movies, snacks, sports events, restaurants, etc. that they participate without the Host Family.
- Travel and Excursions: Any cost associated with personal travel activities.
- Personal Items: Toothpaste, shampoo, makeup, deodorant, etc.
- Clothing: All clothing including winter jackets, school uniforms.
- All school expenses: Including books, class fees, sports and special events (this can be paid by the Student's Activity Fund at SMCA).
- Cell Phones.
- Miscellaneous: Stamps, film and processing, various school fees.

Ask questions any time about school, family life, problems, homework or anything else. Start first with your Host Family. If you need further assistance, you may speak with the Exchange Student Program Coordinator and she will help or direct you to where you can get help.

What happens after you are accepted?

1. An acceptance letter and Enrollment Information will be emailed to the student or agent.
2. After the Enrollment Forms are received back along with full tuition payment, the I-20 will be express mailed to the address provided by the student. The student presents the I-20 to his/her local U.S. Embassy for permission to attend SMCA on an F-1 visa. If the visa is denied, all but the application fee will be refunded upon SMCA receipt of the original denial letter from the U.S. Embassy stating the reason for denial, and the return of the original I-20.
3. Host Family information will be provided to the student approximately one month before arrival. If the student has their own Host Family, they must be approved and a home visit made before I-20 is issued.
4. All new Exchange Students to the High School are required to attend the Exchange Student Orientation (during last week before school). Along with the assistance of the Exchange Student Coordinator a schedule of classes will be prepared for the student based on their interests. English and/or Math placement test will be given to all new students during the Exchange Student Orientation.
5. The student should arrive to the area no later than 3 days before the start of classes.
6. Any student using a 3rd party agent, SMCA will recognize them as your agent as long as you attend SMCA or your agent lets us know otherwise.

Frequently Asked Questions:

Why am I considered an Exchange Student? If you are a student whose primary address is outside the United States and/or you need an I-20 (F-1 Student Visa), you are considered to be an Exchange student. All students must remain with an Exchange Student status for a minimum of 2 years while at SMCA. Any change in immigration status must be reported in writing to the Exchange Student Program Coordinator by June 1 for consideration of change in status.

When is my application due? Completed applications, along with the application fee, must be received no later than April 15 for fall semester of the upcoming school year. Applications received after April 15 will be placed in our Wait Pool and considered on a “best fit for space available” basis.

Does SMCA offer tuition assistance for Exchange students? SMCA does not offer tuition assistance for Exchange students nor does it offer merit scholarships.

Will SMCA provide a guardian or arrange for Host Family for Exchange students? SMCA tries to place students with a Host Family on a 10-month stay. Students may live with a parent or immediate family members who are legally allowed to live in the USA. All other students must use the Host Family placements made by SMCA or find their own placement and get host families approved by SMCA’s office.

Who are the primary contacts for Exchange admissions?

Hanna Grishkevich, Ph.D., Principal, Grades K-12.
Spring Mountain Christian Academy
Clackamas, OR 97015
Tel. [503-753-0903](tel:503-753-0903)
Fax: [866-286-0473](tel:866-286-0473)

School line: [503-454-0319](tel:503-454-0319)

E-mail: hgrishkevich@smcak12.com

IMMIGRATION AND VISA INFORMATION

General Information:

When you come to Spring Mountain Christian Academy (SMCA) to study, you are responsible for following the U.S.

Citizenship and Immigration Services rules and regulations during your time in the United States. You can access this information at www.USCIS.gov. Because these laws are complicated and ever-changing, it's important for you to educate yourself about the basics of immigration. The following sections will introduce you to the various forms, documents, and processes related to being an Exchange student in America.

Passport In order to travel to the United States, you must have a valid passport from your home country. You must make sure that your passport is always valid at least 6 months ahead of time.

U.S. Visa You must also apply for a visa to allow you to enter the USA. You will be applying for the F-1 Student Visa. You should visit a U.S. Embassy or Consulate in your home country or surrounding area in order to acquire this visa.

You will have to schedule a visa interview where you will need to present the following materials:

- your Immigration I-20 A-B form
- your passport
- Notice of Action I-797C (receipt from SEVIS fee)
- documents proving financial support
- materials proving ties to your home country (indicating that you intend to return after your study at SMCA)

SEVIS Immigration I-20 A-B Form:

The I-20 process begins after you are accepted to SMCA. The office will send you the Immigration I-20 A-B form by FedEx. **It is very important for you to keep this form safe.** After you receive the form, you should apply for the SEVIS I-901 fee that is necessary for your visa to the States. You can pay this fee online and you will receive both an electronic receipt and a hard copy of the receipt in the mail (this is called a Notice of Action I-797C).

When you have both your I-20 A-B form and Notice of Action receipt, you may schedule a visa interview with the nearest U.S. Embassy or Consulate. After you have received your F-1 Student visa, you should keep I-20 safe with your other documents. It is essential that you have this when you enter the United States because you will need to present this document to the U.S. Immigration Officer. Your I-20 will be stamped when you enter the country.

Your I-20 form must be signed yearly to confirm that you are maintaining your F-1 status by studying full-time at SMCA. If you intend to leave the United States at any time during your time at SMCA (breaks, summer, other trips), you **MUST** check your Immigration I-20 A- B form to see if the last signature is still valid within the 12-month time frame. If it needs to be signed, you **MUST** bring the Immigration I-20 A-B form to the ISPC at least 10 days before you leave so that it can be signed.

I-94 Card:

The I-94 is a white arrival/departure card that is completed as you enter the U.S. This card records your date of entry, indicates what kind of visa you have, and shows when you must leave the United States.

Maintaining Your F-1 Status:

Keep your passport valid at all times. Attend SMCA full-time during I and II semesters. Do not work without proper authorization. Adhere to all federal laws regarding Exchange student immigration requirements

Arrival to Spring Mountain Christian Academy:

When you buy your ticket, you should plan to fly into Portland International Airport (PDX). Your Host Family will pick you up at PDX. Please contact our office if you have questions concerning flights or arrival. Students may not arrive in the USA prior to 30 days before the first day of school. Students arriving more than 5 days before that first day of school may incur additional housing fees at \$25 per day.

What to Bring:

Since you will likely be bringing all of your belongings in only a few suitcases, you will need to make decisions about what to bring from home and what to buy when you get to Oregon. You will be able to find any items you need such as personal hygiene items with your Host Family. Make sure you have money for school supplies. See list on the website.

Here are some items you may want to pack:

- Passport, I-20, other important immigration documents
- Bank or ATM card
- Glasses or contacts if you need them
- Alarm clock (this can be purchased in US)
- Umbrella (this can be purchased in US)
- Computer, if you have one
- Musical instrument, if you play one (this can be rented nearby)
- Photos of friends and family
- If you bring small electrical items from your own country, you should bring an adapter plug. U.S. electrical current is 110-115, 60-cycle AC
- Personal hygiene products
- Swimsuit
- Casual clothing for summer and winter
- A warm coat for winter and a lighter coat for fall and spring
- Boots for winter and lighter shoes for spring/fall
- School dress code clothing (see dress code file)

Your Host Family will provide the following items:

- A bedroom with a closing door and at least 1 window. Your bedroom will not be in an open area such as a family room or furnished basement.
- Bed
- Sheets, blankets, and pillows for the bed
- Bath towels

- Desk, chair, and lamp
- Closet and additional dresser if necessary
- Basic toiletries such as laundry detergent, soap, toilet paper

ACADEMICS

The American Academic System:

Your experience in a classroom in America may be very different from the learning environment in your home country. Despite the differences, your teachers will be caring and willing to help you, so be sure to take advantage of the opportunities you have with tutoring, study groups, and meeting with your teachers.

There are two significant differences between the American educational system and of foreign countries. First, American teachers value critical thinking. It will not be enough for you to memorize the professor's lecture and then repeat it on the test. Your course work will guide you to understand the issues, engage the concept, and apply your knowledge to other situations. This may be a significant difference for you, but with time you will find that you can begin to adjust to this new paradigm for learning.

Second, discussion and argumentation are very important elements of the educational system in America. You may find that your classmates readily disagree with your teacher's opinions at times. While it is always important to be polite and respectful, your teacher will likely encourage discussion and debate. The manner in which you express your viewpoint is important. Show respect by acknowledging the teacher's or classmates' point of view and then offer your opinion. Say, "In my opinion..." or "I think..." or "I feel..." or "I believe..." This discussion is an important opportunity for you to continue learning and thinking through new information. Do not be afraid to speak up in class and voice your opinion. Your teacher will also expect you to be able to formulate an argument in your essays that you support with facts and examples. It is also important to remember that Americans are very concerned about time, and that being late is seen as a sign of rudeness, especially consistently arriving late for class. Anytime you are late, you will be marked tardy. Too many tardies will result in a discipline consequence.

Tips for Academic Adjustment and Success:

- Teachers prefer it if students discuss ideas rather than just sit and listen.
- If you do not understand, ask. If you are not yet used to asking questions in class, speak to your teacher after class or after school.
- At the beginning of each semester you will be handed a syllabus for each course. This is an outline of the course objectives, due dates for assignments and more. Keep the syllabus for the duration of the course and refer to it if you are not sure about assignment requirements. Pay close attention when the teacher discusses the syllabus, as he/she will often explain during this time how grades will be determined.
- Do not try to write down everything in class. Practice taking notes.

Academic and Guidance Counselor:

Your academic and guidance counselor will help you plan and schedule your courses at SMCA as well as the Exchange Student Coordinator. In addition to helping you register for classes, your counselor is also there to talk with you about your interests, goals, and sense of calling. When you have questions about scheduling, you should talk with your counselor.

Student ID Cards:

All students must get a Student Identification (ID) card. These photo ID cards serves multiple purposes:

1. It serves as proof that you are an SMCA student.
2. It gives you access to all home sporting games for free.
3. It can get you access for the public library.
4. Show it at movie theaters or other places to obtain student discounts.

Adding, Dropping or Withdrawing Classes:

You cannot add or drop classes without notifying your counselor to make sure that you can make the changes and still be legal and/or on track. Consult the SMCA Academic calendar for the last day to add or drop classes. Withdrawing from classes, like with adding and dropping classes, you cannot withdraw from a class without notifying your counselor to make sure that you can make the changes and still be legal.

Academic Integrity:

SMCA students are expected to do their own, independent work, and to refrain from plagiarizing the work of others. When drawing from various resources for research purposes students must provide citations and bibliographic information. Students may not use an editor for any work turned in under their own name unless approved in advance in writing by the instructor, and only to the extent approved.

During exams be sure to only use a pencil and plain paper or printed answer sheet (ScanTron). No books, notes, calculators, phones, electronic organizers or other electronic gadgets are allowed during an exam except if the instructor has indicated differently. Papers need to be written by you except if you work in a group. Furthermore, do not hand in the same paper twice. It can sometimes be appealing to fabricate findings or sources, however this is not allowed. **Students who engage in academic dishonesty may automatically receive an F on their assignment and may be in jeopardy of further disciplines. Dishonesty is reported to the principle.**

Campus Policies:

Student Standards of Conduct

- For a complete list of Student Standards of Conduct, refer to your campus Student Handbook and review your Standards of Conduct Agreement
- Because the safety and wellbeing of the community may be at risk, students who break the law, either on or off campus, will be subject to investigation and discipline action.
- Students who possess, distribute, and/or use alcohol, narcotics, or other intoxicants on school premises or at SMCA-sponsored activities will be subject to discipline action.
- Students present on campus while under the influence of illicit drugs or alcohol are subject to judicial action even if their consumption was off campus.
- In the interest of common health concerns, the campus provides a tobacco-free environment. Use of any form of tobacco on school premises or on the property of your Host Family is strictly prohibited.
- All gambling on the SMCA property is strictly prohibited.
- Slander and profane language, physical or violent verbal abuse of any person on SMCA property, at events sponsored by SMCA, or Host Family property will not be tolerated and will result in discipline action.
- Harassment or intimidation of another student, faculty, or Host Family member or the threat of physical or emotional harm will not be tolerated.

- Lewd, indecent, or obscene conduct on SMCA property or Host Family will not be tolerated and will result in discipline action. This includes possession or display of pornographic material in any form.
- Theft, damage, or vandalism of SMCA, public or private property will result in discipline action.
- Unauthorized entry and misuse of SMCA facilities or property, including the unauthorized use of computers, telephones, or other SMCA equipment will result in discipline action.
- Possession of any type of firearm—including BB or pellet guns, paint guns, any copy of a gun or any counterfeit firearm, switchblades, bows and arrows, explosive devices, martial arts weapons, fireworks and/or other weapons considered illegal or dangerous—on SMCA or Host Family property will result in discipline action.
- The illegal use or possession of, or tampering with safety equipment such as fire alarms, smoke detectors etc. on university premises is illegal and will result in discipline action.
- Software piracy is a theft and SMCA does not condone or tolerate the unauthorized copying of licensed computer software. The unauthorized duplication or other piracy of software is a violation of federal law, and may expose the individual and the SMCA to legal processes.

HEALTH INSURANCE

In the United States, the cost of health care is the responsibility of the individual and not the government. Health Care in the United States is among the best in the world, it is also very expensive. For this reason, all Exchange students are required to have health insurance while attending SMCA. There are many different types of health insurance policies available, the policies vary in cost as well as what they cover.

See health insurance documents and see medical release forms for more information

As important as it is to have health insurance in the United States, it is also important to realize that health insurance will not cover all of your medical expenses. Health insurance will make health care more affordable, but not free. Health insurance does not cover dental care, vision care or the cost of immunizations. Be sure that you have money available for health needs that are not covered by insurance.

Chapel:

Students, faculty, and staff come together once a week to worship God together and to reflect as a Christian community on contemporary issues. These worship times include singing, prayer, and reflections on Scripture. Chapel participation is required for all students and faculty.

Holidays:

There are many holidays in the United States. Although, banks and offices may be closed on certain public holidays, it does not mean that you do not have class on those days. If you're not sure if you have class, consult the online calendar. Below is a short list of American holidays and customs surrounding those holidays.

December 31/January 1: New Year's Eve/New Year's Day. New Year's Eve is usually a special night of festivities. Many people attend parties. At midnight, it is customary to kiss or embrace friends. New Year's is often spent with family or friends.

Third Monday in January: Martin Luther King Junior's Birthday Day. Martin Luther King was a civil rights leader who is remembered for his dedication and work toward civil rights during the 1960's.

February 14: Valentine's Day. It is customary on this day to send friends and "special friends" valentine cards, candy, or flowers.

Second Monday in February: President's Day. This day has been set aside to commemorate the birthdays of two important U.S. presidents: George Washington, who was the first president of the United States, and Abraham Lincoln, who was the 16th president and very popular for his leadership during the Civil War.

Springtime (date varies): Easter Sunday. This is a Christian holiday, celebrating the resurrection of Jesus Christ.

Second Sunday in May: Mother's Day. Americans honor mothers on this day with greeting cards, flowers, and gifts.

Last Monday in May: Memorial Day. Memorial Day was established to pay tribute to all members of U.S. Military who died in the service of their country.

Third Sunday in June: Father's Day. Fathers are honored on this day with greeting cards and gifts.

July 4: Independence Day. On this day in 1776, the Declaration of Independence was signed. Many people and businesses fly the American flag, on this day, which is celebrated with parades and fireworks.

First Monday in September: Labor Day. Labor Day was established to recognize people who work, and the importance of labor in our society. It is also seen as the end of summer.

November 11: Veteran's Day. This holiday honors American veterans of foreign wars.

Fourth Thursday in November: Thanksgiving Day. One of the most popular holidays of the year. It is a time to be thankful to God for all the good things in life. The holiday is based on a celebration that took place in 1621, where Pilgrims and Indians gave thanks for a good harvest. Thanksgiving dinner usually includes turkey, cranberry sauce and pumpkin pie.

December 24/December 25: Christmas Eve/Christmas Day. Christians celebrate the birth of Jesus Christ on this day. People often decorate their houses and exchange gifts with family and friends.