



LCA International Student Handbook

A Message from the Office of International Relations:

God has blessed Liberty Christian Academy to have students not only from the local Lynchburg community but also from around the world. The school recognizes that international students encounter unique situations because of their status as non-domestic students. In order to provide our international community with direction and guidance, LCA has developed an International Handbook to address issues that are peculiar to international students. This handbook applies to all international student at LCA and serves as an addition to the LCA Student Handbook; all rules and procedures listed in the general handbook equally apply to all international students. Liberty Christian Academy defines “international student” as a student who meets any one of the following criteria:

- The student has been personally issued a Form I-20
- The student has an F-1, F-2, J-1, R-2, or H-4 visa
- The student’s parent/parents are not U.S. citizens and currently reside(s) outside of the United States

This definition includes (but is not limited to) the following types of students:

- Citizens of other countries who are studying at LCA
- Children of parents who are on an F-1, H-1B, or R-1 visa
- Students who are U.S. citizens but whose parents are not U.S. citizens and reside outside of the U.S.

This definition does not include students who have a permanent resident card (also called a “green card”) and whose parents live in the United States.

The goal of the Office of International Relations is to help support our international parents and local host families as they nurture and train their international students. We recognize the huge investment each family makes in sending a student to live abroad. We are dedicated to assisting you as fully as possible, and pray that God blesses your time and efforts as we partner with you.



1. Agencies

LCA aims to support parents and strives to meet the needs of their students. We also concurrently maintain relationships with educational agencies that connect students with LCA. When families enter into a contract with an agency in order to enroll in LCA, the school's position is that both parties honor the contract to which they have committed. Thus, if a family applies to LCA through an agency and later the family wishes to apply to the school directly apart from the agency, the school must receive confirmation from the agency that the family is in good standing with the agency, that the family has fulfilled all the obligations of the contract, and that there is no breach of contract by either party.

2. Athletics/Clubs/VHSL

F-1 and J-1 Visa students are subject to the following VHSL rules regarding participation in any VHSL activity: All F-1 and J-1 Visa students may play or participate in any VHSL activity for the first year of enrollment. At the end of the first year, F-1 and J-1 visa students may not participate in games or activities for 365 days. At the end of the 365 days, students may resume all VHSL sports, clubs, etc.

3. Attendance

Biological parents or the parents' educational agents of students who have attendance problems will be notified in writing when the student has 4, 7, and 9 unexcused absences.

4. Auditing

Students who are new enrolling students in the spring semester may elect to audit the semester if they have already completed their enrolled grade at another school. For example, a student who has successfully completed the 9th grade year in a school in China may enroll in 9th grade spring semester at LCA as an auditing student. All attendance and grade policies will still apply to auditing students.

5. Connect Program

At least one host family parent of all international students must attend an annual Connect Program at the beginning of the school year. This meeting will serve to keep LCA's records up to date and ensure



correct contact information and current addresses.

6. Driving

LCA does not recommend international students driving as high school students (except in an approved driver's education course). If the student does obtain a valid driver's license, the student will be responsible to obtain all necessary insurance and receive permission from the student's host family and biological parents in order to operate a vehicle.

7. English Usage in School

Students must use English in all of their classrooms during instructional periods. Students may use other languages outside of class periods (e.g., during lunch and in between class periods).

Consequences for not using English during class times are:

- Warning (1st time)
- 1 point (after warning)

Talking in another language during an assessment will be considered cheating.

8. ESL Placement/Matriculation

8.1 ESL Testing (Grades 7-12)

Any international student who does not come from a country whose primary language is English will be required to take a 90-minute placement test that assesses the student's English proficiency in listening, speaking, reading, writing, and academic vocabulary. The test results will indicate whether the student needs no English remediation, a 1-hour ESL course or a 2-hour ESL course.

8.2 English Class/ESL Class Placement (Grades 7-12)

All 1-hour ESL classes count as one English credit on the student's academic transcript. All 2-hour ESL classes count toward two English credits on the student's transcript. At the discretion of the ESL director and Guidance Counselor, a student in a 1-hour ESL may be advised to take a mainstream English class along with an ESL course.



8.3 Matriculation from the ESL Program (Grades 7-12)

Students who are in a 2-hour English Foundations course may matriculate into the 1-hour Composition and Literature course after taking English Foundations for one year and receiving an A, B, or C as a final grade. Students who finish with a D or F will be tested again before the start of the next school year to determine the appropriate ESL level. Students in English Foundations who finish the year with a final grade of A and also receive an A on the final exam may matriculate from the ESL program and take mainstream courses exclusively the following school year.

Students in 1-hour Composition and Literature may matriculate from the ESL program if they finish the course with the grade of an A, B, or C. Students in Composition and Literature who finish with a D or F will be tested again before the start of the next school year to determine the appropriate ESL level.

8.4 After-School ESL Program (Grades 1-6)

Any international student in 1st grade through 6th grade may be placed in the After-School ESL Program at the recommendation of the student's language arts teacher and the ESL director. A student may matriculate from the After-School ESL Program at the recommendation of the student's language arts teacher and the ESL Director, and by maintaining a 3.5 GPA for 1 semester.

9. Grades

International students who submit transcripts from their previous school in their home country should be able to perform academically at a level consistent with their performance in their previous school. LCA recognizes that academic rigor and difficulty vary from school to school, and that international students often need time to adjust to an English-only learning environment. Therefore, international students who transfer to LCA should be able to demonstrate academic performance similar to their performance in their previous school within 20% of their previous grades. For example, if a student scored a grade of 100 in science in his home country, he should be able to reach a grade of 80 while at LCA. Students who fall below 20% of their previous grade equivalent for one semester may be put on academic probation. Students who fall below 20% of the grade equivalent for one school year may not be eligible for re-enrollment for the following year. Students who do not meet the grade requirements will be put on an academic probation contract. Students who do not meet the requirements of the probation contract may be prohibited from reenrolling the following school year.

LCA's Guidance Office will import grades from other schools on the basis of the numeric grade, unless the transcript has a clear rubric for letter grading. For example, if a student has a grade of "90," LCA will count that grade as an "A" using its own 10-point scale unless the other school's grading scale is included in the transcript. In this example, if the school counts an "A" as 93-100, then LCA will import the grade as a "B."



10. Host Families

International students must reside with their biological parents, legal guardians, or a qualified host family while enrolled in LCA. International students must stay with a responsible adult for the full duration of their enrollment in LCA and may not live by themselves at any point. Any student who does not live with his or her biological parents or legal guardians must provide the host family parent(s) with a Power of Attorney Form (POA) signed by the biological parents or legal guardians and notarized before moving to the host family. The POA may be downloaded from LCA's International Student web page at <http://www.lcabulldogs.com/index.cfm?PID=30309>.

Any student who resides with a sibling must provide a notarized Power of Attorney Form for the sibling signed by the biological parents or legal guardians. The sibling must be over the age of 21 to qualify as a "host parent."

11. I-20s

The Office of International Relations will schedule a time near the end of the school year for all international students with F-1 visas to turn in their Form I-20s and have their travel endorsements signed by the DSO or PDSO (school official) before leaving the country.

Students who plan to change their address must fill out a Change of Address Form at least 2 weeks before moving. This form may be obtained from the Office of International Relations. Failure to submit the form in time may result in a \$50 fee added to the student's account. Students who report their change of address more than 10 days after moving may jeopardize their F-1 status.

Students will be responsible to keep their own I-20. Guard the I-20 carefully so as not to lose it.

12. Insurance

Students must print a copy of their insurance card from Trawick International's website (www.studentinsure.com/LCA). From the home page, select the "Member Services" tab, and then click on the "Get ID Card" link. The student may search for the insurance card by entering his or her passport name and date of birth. All international students should keep a physical copy of the card at all times. LCA also recommends that students keep a digital copy of the insurance card on their phones (such as a saved picture, PDF document, etc.).

From the studentinsure.com website, students and host families may also view in-network providers, details of benefits, and preauthorization forms (if needed).



For further questions regarding insurance, contact the Office of International Relations at 434-832-2015.

13. International Chapel

International chapel (for all international students), Korean chapel, and Chinese chapel will be held from time to time during the school year. Attendance to each of these chapel services is required as relevant (for example, a Chinese student is not required to attend a Korean chapel, but is required to attend international chapel or Chinese chapel).

14. Orientation

New enrolling international students must attend all of the following orientation meetings with at least one of their biological parents and/or host family parents:

- New International Student Orientation Dinner
- ESL Placement Testing (grades 7-12 only)
- Vaccination/Health Physical Exam
- STAR Reading and Math Placement Testing
- Meeting with Guidance Office (grades 6-12 only)

All orientation meetings for the fall semester will be held before the first day of school. Some meetings may take place after the first day of the spring semester for new enrolling students enrolling in the spring semester.

15. Travel

New enrolling students must arrive on the date of their Form I-20 start date. Students are responsible to attend for the full semester, including the week of exams. Students will need permission from the school and student's host family to leave the country during a school semester and must meet with



the Office of International Relations for approval. Returning students must arrive at school in August for “Meet and Greet” (the Thursday or Friday before the first day of school).

Students traveling on any trip domestically must be accompanied by a responsible adult over the age of 21. A “trip” is defined as traveling over 50 miles from the LCA campus and requiring an overnight stay. Students should complete an International Student Travel Form for trips in which the host family does not accompany the student. The student or host family may obtain a Travel Form from the Office of International Relations.

16. Tuition Payment

International students may arrange tuition payment using either a 1-pay plan (for the full year tuition paid by August 5th) or the 2-pay plan (for the semester tuition paid by the first day of each semester).