



# CHAPELGATE

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## CHRISTIAN ACADEMY

### International Student Residential Agreement

**May need to be translated**

Chapelgate Christian Academy  
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**MAY NEED TO BE TRANSLATED**

## **International Student & Host Family Residential Agreement**

### **Overview & Purpose of the International Student & Host Family Residential Agreement**

The International Student & Host Family Residential Agreement is designed to be a supplement to the school rules and regulations published in the *Chapelgate Christian Academy Parent-Student Handbook* and the *International Parent-Student Handbook* (<http://www.chapelgateacademy.org> under the Portal tab). These handbooks contain a wealth of useful information on various topics and every family is expected to be familiar with them.

This agreement outlines the rules and regulations that students are expected to abide by while living in a host family environment through the CCA Home Stay Program.

These rules may be different from the rules a student would be asked to adhere to at home. Most likely your host family will have high school age students of their own so students need to expect to have restrictions common to American high school students even though the international student may be older. They are established as an outline for students to make informed choices while living with their host family and are intended to maximize everyone's academic and social experience.

All students who are enrolled in the Chapelgate Christian Academy (CCA) Home Stay Program will be held to the expectations and policies outlined in this *International Student & Host Family Residential Agreement*. It is expected that all natural and host parents and students read this student agreement thoroughly and refer to it as a source of guidance and information. Students and their parents are expected to have knowledge of the agreement's content.

## Your Host Family

Your host family has been carefully selected to have the temperament, ability and willingness to be a wonderful support to you as you adjust to American school life. They will help as you make new friends and include you in their family activities such as meals, shopping, and trips. They will also provide a safe and secure home life for you.

International students are in the United States to learn both academically and culturally. All students need to be willing to make adjustments accordingly to adapt to their host family, community, and school.

Living with a host family is a remarkable benefit offered by Chapelgate Christian Academy. The hospitality of Americans can provide a multidimensional view of American life, can alleviate loneliness, and for most students, becomes the highlight of the student's stay in the United States.

## Standards of Conduct

Students enrolled at Chapelgate Christian Academy are expected to treat other members of the school and their host families with respect and courtesy. The following standards of conduct are examples and general expectations for all students at CCA:

- Honesty in academic endeavors and in all aspects of campus and home life.
- Commitment to a safe, clean, congenial, and productive learning environment.
- Respect for the feelings, beliefs, time, efforts, and physical well-being of others.
- Respect for the property and materials of their host families and CCA.
- Respect for the rules and regulations of their host families and CCA, the laws of the State of Maryland, and of the United States.

In addition, conduct occurs in the context of a community of scholars dedicated to personal and academic excellence. Joining this community obligates each member to observe the following principles:

- Mutual respect
- Personal and academic integrity
- Civil discussion
- Responsible decision-making

## General Policies of the Program

### Compliance with Host Family Rules & Regulations

Rules and regulations may vary among host families. Students are expected to comply with all requests and directives made by their host family who are appropriately exercising their responsibilities. **All of the student's activities must be approved by his/her host parents.** The student shall keep the host parents informed about where and with whom the student is at all times and the expected time of his or her return home. Violations of these rules and regulations may result in disciplinary action or expulsion from the CCA Home Stay Program.

### Privacy & Dignity

While living in a home stay environment, it is important to maintain respect for the personal privacy and dignity of both the international student and the host family. To the extent that the physical layout of the bathroom, shower, and living areas permit, the privacy and personal dignity of the student and family members shall be respected.

### Room Use and Occupancy

Each student should be provided with a bed, mattress, chest of drawers, wardrobe or closet, a desk with proper lighting and desk chair. Students are responsible for keeping their rooms neat, organized, and clean. Consideration for family members and respect for property and personal space is expected. Renovations of any kind are only permitted with the permission of the host parents. Students are expected to apply these same standards to common living spaces such as bathrooms, hallways, and grounds surrounding the home. Any damage other than reasonable wear and tear is the responsibility of the student's family.

### Meals

Part of adjusting to life in the United States includes trying new foods, even if American food might be very different from what the student eats at home. If the student's host family prepares a meal that the student has never had before, the student is encouraged to try the new food.

Students are responsible to inform their host parents if there is a particular meal that they do not like. This should be done politely and is important so that the host family can ensure the student stays in good health. Students can expect that their host family will provide them with at least two meals a day. On school days, students will buy a lunch at school. For weekends and other days that school is not in session or half-days when there's no lunch provided, host parents will provide lunch. Students may be asked to prepare their own breakfast.

Food may be unfamiliar but it is an important adjustment to make. Host families are often interested in foods from your culture but they're not obligated to cook them. If you talk about it with them, you can usually find a compromise. If necessary, ask your home stay coordinator for help.

## Communication

It is important for students to communicate preferences and concerns to host families as needed. The Director of International Student Programs and the Host Family Coordinator are available to assist with communication needs and offer advice in situations where the host parent or student feels that there is not clear communication.

## Dress Code

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

International students are provided dress code information in advance. Oftentimes, international students receive so much information about their new school that it may be difficult to comprehend and prepare for all of the necessary requirements. Students are responsible for purchasing clothing items that meet the dress code, but host parents may need to assist with shopping and clarifying the dress code policy.

### *Additional Dress Code Standards*

- The student will wear age-appropriate, host family-approved clothing while out in the community.
- If there is a disagreement centered on appropriate clothing, either the host family or student should contact the Host Family Coordinator.
- Due to the fact the student is sharing space with non-family members, it is important they dress in a manner that is approved by the host family while relaxing at home. Guidelines will be addressed upon arrival.

## Finances

### *Acquiring Spending Money*

Students should have their own accounts for spending money. Some may be on a budget, and others may be free to spend as they choose. Students should identify, with the host family, how they wish to handle acquiring spending money from their accounts. It is the student's responsibility to provide the host family with advance notice when they need transportation to a financial institution. **If your student tells you that they need to pay CCA additional money, please refer to the finance section in the *International Parent Student Handbook*. You will find a chart that clearly states which expenses are covered by tuition and which are not.**

### *Adhering to a budget*

Host parents may offer budgeting advice to students who are required to adhere to a budget. At no time should host families make up the difference if the student runs out of money. Packed lunches, family-oriented activities, etc. may be offered to get students through tight budget times. Contact the Host Family Coordinator if chronic financial issues develop.

### *Agreements between Host Families and Students*

Host families are not permitted to enter into any financial agreement with the student, student's family, or student's agency, apart from the knowledge and agreement of Chapelgate Christian Academy. This includes, but is not limited to, extensions of host agreement for the summer, accepting monetary compensation for hosting the student's natural parents, accepting monetary compensation for providing English tutoring services, co-signing bank accounts, co-signing cell phone accounts, or co-signing any other financial account with the student.

Host families (including host children) and students are not permitted to borrow or lend money to each other.

All financial questions should be directed to the Business Office at CCA or the Director of International Students.

### *Stipend*

The host family stipend is paid at the beginning of each month to cover the expenses of the international student. Any time outside of a full month, such as in August or June, is prorated. For more information regarding changing homestays and the stipend involved, please see the *Host Family Changes* sections.

## Guests

Each host family shall determine their policy for inviting guests. Students are expected to comply with the expressed desire of their host family regarding the guest policy. If the student's family comes to the United States for a visit, the host family is not expected to host them.

### *Open Door Policy*

Student's rooms must remain open while individuals other than host family members are present.

## House Keys

Each student may be given keys to their home upon their arrival. This key must be returned at the end of each school year. Because of security concerns, any time a key is lost the student must immediately notify the host family, and a lock change will be initiated. The student may be responsible for the fee.

## Chores

Like any American teenagers, international students may be expected to perform normal household chores. Typical and normal chores may include making the bed, washing dishes, cleaning the bathroom they use, light vacuuming and dusting, and helping with the laundry. It is expected that host families and students will review this during the first week as well as go over how to operate the washer/dryer and dishwasher.

## Curfew & "Lights Out"

A curfew is the latest time you can arrive home. "Lights out" is when the host family expects the student to be in bed with the lights off, including all electronics. Curfew and "lights out" times may vary among host families. All students are expected to abide by the curfew policy of their respective host family. Failure to abide by the curfew may result in disciplinary action by the host family.

## Internet Use and Personal Technology

Each host family will provide free, local telephone service and Wi-Fi Internet access. At your host family's home you may use the telephone and Internet, but please remember that both the telephone and Internet are shared in your host family. If the host family feels the student is misusing the Wi-Fi at night, the family may restrict the router at a designated time.

Students are able to make use of personal technology (laptops, cell phones, game systems) for recreational purposes following the completion of their daily academic and house responsibilities. In addition, **these items are never to be used after "lights out" hours.**

## Storage & Security of Personal Items

Students may be issued keys to their homes and are advised to take precautions in securing items of value in their room and on their person. Neither Chapelgate Christian Academy nor the host family accept responsibility, nor will they provide compensation for lost, stolen, or damaged items.

At the end of the school year, the student is expected to clean their room and return it to its original condition as host families may use the room for other purposes or have guests during the summer. Students should pack their belongings and take them with them when they return home. Some host families may be willing to store student belongings over the summer. If students would like to store luggage with their host family, they need to communicate with the host parents at least 2 weeks in advance of their departure. **If they do not communicate this and leave their belongings at the home without permission, the host family has the right to move or discard the belongings, and neither the host family nor the school will be held responsible for damaged or lost items.** CCA can arrange to store bags for returning students only if notified by May 15<sup>th</sup>. The fee will be \$100 per bag and CCA is not responsible for any loss or damage. If for any reason, plans change and the student doesn't return to the host family for the next school year, the student's family will be responsible for arranging for the bags to be moved and pay a \$100/bag storage fee to the host parents. If the bags aren't removed within a reasonable time the host family has the right to dispose of them in any way they choose.



## Damage Assessment

**Students are responsible for any damage done to personal or host family property.**

Occupants of a room may be charged for the cost of repairing or replacing damaged or missing property or if the room is not cleaned satisfactorily at the end of the school year. The host family, with approval from the Host Family Coordinator, reserves the right to determine the cost to repair or replace any damaged property.

## Alcohol & Drug Policies

Chapelgate Christian Academy, in cooperation with each host family, will address any behavior relating to drugs and alcohol as outlined below:

- **Possession of alcohol or illegal drugs:**  
Students who are found to possess, use, distribute, or transport alcohol or illicit drugs may be subject to expulsion from the Host Family Program and CCA and will return home at the expense of the student's parents. The CCA Host Family Program reserves the right to consider the presence of smoke or odors as a violation of this policy.
- **Being under the influence of alcohol or other drugs:**  
Students who are found to be under the influence of alcohol or illicit drugs may be subject to disciplinary action up to and including expulsion from the Host Family Program and/or CCA.
- **Prescription Drugs:**  
At home, in their home stay, each student shall be responsible for self-administering all prescription medications. Students who are found to be sharing, selling, or trading prescription medications, or abusing or misusing their own prescription medications may be subject to disciplinary action up to and including expulsion from the Host Family Program.
  - **By United States law, students may not bring any medications (including medications brought from their home country) to school without a doctor's note. See the school nurse for the proper form for a doctor to complete and sign.**
- **Drug Paraphernalia:**  
Drug paraphernalia, regardless of intended use, is not allowed.

## Tobacco Products

It is illegal for persons under the age of 21 to purchase or possess any tobacco product including vaping products. Students found to be in violation of these policies may be subject to disciplinary action up to and including expulsion from the Host Family Program.

We realize that many international students smoke or vape, but many American families are not willing to house smokers. If a student is placed in a home and the host family discovers at any point that the student is smoking, they can request the student be removed from the home. **The CCA Host Family Program cannot guarantee placement in an American home for smokers.** If the student cannot be placed, the options would be that the student's family finds another homestay or the student returns home at the expense of the student's family. The remaining home stay fee would be refunded minus any wire transfer fees. The student is responsible for that semester's tuition

## Safety Policies

### *Transportation*

All students are encouraged to participate in co-curricular activities including sports. International students are attending Chapelgate Christian Academy to experience the opportunities American schools have to offer. Co-curricular activities are part of that experience, and these students are to be afforded the opportunity to participate if at all possible. For new international students, our recommendation is that students limit their participation in co-curricular activities for the first quarter as they make the adjustment to American life.

Each host family and their student are expected to work out an agreement regarding scheduling transportation to the student's co-curricular activities. **This could include use of taxi services such as Uber or Lyft**, parent transportation, and, only when agreed to by the host family, riding with another student involved in the activity.

### *Student Travel and Notification of Whereabouts*

Occasionally, students are allowed to travel outside of areas designated by the CCA Home Stay Program and their respective host family. Students must follow the guidelines outlined in the International Student Travel Policy which is found in this handbook. The student must get permission from the Home Stay Coordinator and the host family at least 2 weeks in advance. Students are responsible for paying for such trips themselves. Leaving home without notifying your host family is a direct violation of the International Student Residential Agreement and may result in expulsion from the Host Family Program and/or CCA.

### *Automobiles*

**International students in the CCA Home Stay Program are not permitted to drive cars, even if able to do so in your home country.** You will travel with your home stay family to school, local events, shopping, and for other venues to meet most of your needs. Occasionally, you may travel with other CCA students who have cars as long as you obtain permission from your host parents in advance.

### *Uber or other taxi services*

Many international students are familiar with subway, bus and taxi travel in their home countries which are very limited in this area. Uber and Lyft and other taxi services are available and may be used as long as the host family and natural parents approve.

### *Airport Travel and Transportation*

While host families are happy to help with making plane reservations, the student and his/her family are responsible to get those reservations.

When your student arrives for the first time for school at CCA, either his host family or a representative from CCA will pick him/her up from the airport. Many host families are happy to pick up and drop off students at the airport, but if their schedules does not permit it, the host family coordinator can make those arrangements for a \$300 charge. The flight information including date, time, airline and airport must be communicated **at least 2 months ahead of time**. If we do not get adequate notice you and your student will be responsible for airport transportation. There are three airports in the area with Baltimore-Washington International being the closest for most people.

### *Emergency Situations*

In addition to establishing a set of general rules and guidelines, each host family will go over emergency information with the student in the first week. They should provide a list of home, work, and cell phone numbers where they can be reached at all times. In addition, each student should have an "Emergency Contact Information" card on file at the school office. It is recommended that students and host families complete this card together in addition to reviewing the procedure of what to do in emergency situations.

### *Fire Safety*

Compliance with fire regulations is a necessity both on campus and at home. Smoke and heat detectors are only a part of fire safety. While your home should be as safe as it is possible to make them, each room may contain combustible personal items, which make the following rules necessary.

- Candles, lanterns, incense, or any other items with open flames are permitted only with permission from the host family.
- Fireworks, explosives, volatile liquids, and fuel are not permitted.

## International Student Travel Policy

### *For students who wish to travel without their host parent*

The purpose of this policy is to ensure safe and educationally beneficial travel environments for our international students. For this reason, the travel policy is to be followed by all international students in the CCA Home Stay Program wishing to travel independently of their host family.

Travel outside the local area is permitted without the host family by getting the appropriate permissions and filling out the necessary forms. You must have your natural parents' permission to do this.

### Steps to Gaining Approval

- Submit the **Travel Itinerary Form**, signed by the host parent at least **14 days** before the desired departure date.
- The Host Family Coordinator will submit all documents to CCA Administration to gain approval for the intended travel
- If the student will miss academic class time, submit the **Pre-planned Absence Form** from the School Counseling Office.

### Travel outside the United States

International students at Chapelgate Christian Academy are not permitted to leave the continental United States unless written approval has been granted from the student's natural parents, host parents and the Host Family Coordinator.

## Travel Forms

Travel Itinerary Form –

<https://www.chapelgateacademy.org/>

Pre-planned Absence Form – available in the School Counseling Office or on the website.

## Harassment Policy

Chapelgate Christian Academy and its host families are committed to maintaining an environment where students are not subjected to bigotry and discrimination on the basis of sex, race, ethnicity, national origin, religion, disability, age, or other characteristics as protected by applicable law. Such harassment is against program and school policy and may be illegal under state and federal laws and regulation.

**CCA defines harassment as verbal or physical conduct which has the purpose or effect of creating an intimidating, hostile or offensive educational or living environment on the basis or because of a student's sex, race, ethnicity, national origin, religion, disability, or age, or other characteristics as protected by applicable law, and which would create such an environment for a reasonable person under the circumstances.**

This policy is intended to protect all CCA students and applies to both the students and host family. Any person who feels that they have been harassed or retaliated against as defined in this policy may file a formal grievance with the school administration.

## Host Family Changes

Every effort is made to house students in compatible stable situations conducive to academic and personal growth. Mid-year host family changes are rare, and may be made only under the direction of the CCA Host Family Coordinator. Living arrangements shall be reviewed by the student, host family, and the school periodically throughout the year. If a student is moved from a CCA Host Family program home to a home outside the program, the refunded fee will be pro-rated minus the administration fee and any wire transfer fees. The host family will be paid for the entire last month the student resides there. For example, if a student needs to move on or after the first of the month, the host family would be paid for that entire month. The student's family will then be responsible to cover the expenses of the new host family for the rest of the first month. After that the business office will send the monthly stipend to the new host family.

CCA works hard to find the best fit possible for every international student with his or her American homestay family. However, that is not always possible, and we find that for various reasons that students want to change homestays. We ask that both the family and student give plenty of time before they make a change. Because of the extensive work that must be done before a homestay family is approved, there will be a \$100 fee for the first change within a school year, and a \$500 fee for any change after that in the same year.

Many times host families and international students decide to continue the arrangement for the upcoming year(s). If the natural family decides to change these arrangements, they must notify the Host Family Coordinator at least 1 month in advance (by July 31). There will be a \$500 fee assessed by CCA after that date.

## Grievance Process

Any student who feels aggrieved, or wronged, by the action of any member of their host family should report their concerns to the Host Family Coordinator immediately. The Coordinator will work to resolve the situation.

## Additional Program Expectations

- Students will treat all persons with respect and acceptance.
- Students will use appropriate language free of critical or derogatory remarks, swearing and inappropriate sexual talk.
- Students will support and respect the host family, school staff, community, or other individuals/groups.
- Students will adhere to all host family expectations and guidelines.
- Students will adhere to all host family expectations regarding technology usage. This includes turning over all electronic items to the host family upon request.
- Students will not cheat, lie, or steal.
- Students will act in a cooperative manner to achieve personal and school goals.
- Students will not engage in any sexual immorality.
- Students will obey all expectations set by the host family and Chapelgate Christian Academy.
- Students will refrain from public displays of romance.

## Topics to Review with Your Host Family

*(CCA Parent-Student Handbook)*

- Academic Standards
- Attendance Policy
- Classroom Expectations
- Daily Schedule
- Dress Code
- School Closings
- Student Discipline

## Modification to this Agreement

*The International Student & Host Family Residential Agreement* is published by Chapelgate Christian Academy Home Stay Program annually. CCA reserves the right to add, modify, or amend any part of this handbook between publication dates. These changes will supersede any previously published policies on the same topic.

## **International Student and Host Family Residential Agreement** **2020-2021 School Year**

Please initial each item:

I have read, understand and agree to abide by, to the best of my ability, the **Chapelgate Christian Academy Parent-Student Handbook**. \_\_\_\_ (parent) \_\_\_\_ (student)

I have read, understand and agree to abide by, to the best of my ability, the **Chapelgate Christian Academy International Parent-Student Handbook**. \_\_\_\_ (parent) \_\_\_\_ (student)

I have read, understand and agree to abide by, to the best of my ability, the **International Student and Host Family Residential Agreement**. \_\_\_\_ (parent) \_\_\_\_ (student)

I have read, understand and agree to abide by, to the best of my ability, the **attendance policy** as outlined in the **Chapelgate Christian Academy Parent-Student Handbook**. \_\_\_\_ (parent)  
\_\_\_\_ (student)



## Chapelgate Christian Academy Homestay Liability Release

The following liability release is for students that request to be placed in a homestay through Chapelgate Christian Academy. The student and/or their parents(s), if the student is under 21 years, must sign this form prior to the student being placed in a homestay.

For Parent(s)/ Legal Guardian(s):

We request to have our child, \_\_\_\_\_, placed in a homestay by Chapelgate Christian Academy's (CCA) Host Family Coordinators. We acknowledge that our child is under the age of twenty-one, and that we, not the host family nor CCA nor the Host Family Coordinator nor anyone providing transportation to my child, will be held responsible for our child's actions while he/she lives in the United States. We understand that Sevis and CCA requires competent adult supervision for student travel out of the immediate area (state of Maryland)

1. We would like our child to be allowed to travel out of the immediate area (state of Maryland). Our student's homestay coordinator will verify each trip before permission will be given from CCA. \_\_\_\_\_ (initial)
  
2. We DO NOT want our child traveling out of the immediate area (state of Maryland). \_\_\_\_\_ (initial)

We agree to hold harmless and to release all liabilities against CCA, the host family chosen to host our child, the Host Family Coordinator, any anyone providing transportation for my child, including all claims against CCA or the Host Family Coordinator working on behalf of CCA, the host family or anyone providing transportation for my child or any injury, loss, damage, accident, delay, or expense resulting from participation in the homestay program. We hereby acknowledge, accept, and agree to the above named terms and conditions.



<http://www.chapelgateacademy.org>

I further understand that we are responsible for any damage done by our child, \_\_\_\_\_, to personal or host family property. We understand that occupants of a room may be charged for the cost of repairing or replacing damaged or missing property or if the room is not cleaned satisfactorily at the end of the school year. We understand that the host family, in cooperation with the Host Family Coordinator, reserves the right to determine the cost to repair or replace any damaged property.

Parents/ Legal Guardians:

Legal signature: \_\_\_\_\_

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

Legal signature: \_\_\_\_\_

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

