



# CHAPELGATE

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## CHRISTIAN ACADEMY

### International Student and Host Family Residential Agreement

**May need to be translated**

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## **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 Students and Families Addendum*. These can be found on <http://www.chapelgateacademy.org> under the CCA Portal tab. The *Handbook* contains a wealth of useful information on various topics.

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 aged 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 at 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 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.

## 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 three meals a day. On school days, students will either be provided with a school lunch or will pack a homemade lunch. Students may be asked to prepare their own breakfast and lunch with food provided by their host families. If preferred, students may choose to purchase their own lunch at school. Host families are not obligated to pay school lunch fees if the student is provided with food to pack lunch at home.

## 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 clear communication is not being attained.

## 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.

### *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. The Host Family Coordinator should be contacted 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, 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 Student Programs.

## 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, keeping the bathroom tidy, 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 home, you may use the telephone and Internet, but please remember that both the telephone and Internet are shared in your host family. It is recommended that students purchase pre-paid international calling cards or use Skype for calling family and friends back home. 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 over 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, in cooperation with 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 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.

- **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

- **Drug Paraphernalia:**

Drug paraphernalia, regardless of intended use, is not allowed.

## Tobacco Products

It is illegal for persons under the age of 18 to purchase or possess any tobacco product. 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.

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 extra-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 semester as they make the adjustment to American life.

Each host family and their student are expected to work out an agreement in regards to scheduling transportation to the student's co-curricular activities. This could include use of the city bus if available, taxi, 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.

### *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 agrees
- The natural parents have signed a waiver giving permission. Because CCA nor the host families can vet these drivers, we cannot be held responsible.

### *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 with the host family, natural parent(s), or an approved chaperone. In most cases, an approved chaperone must be 21 years of age or older.

### Steps to Gaining Approval

- All necessary forms are on the website: [www.chapelgateacademy.org](http://www.chapelgateacademy.org)
- Submit the **International Student Travel Request Form**, signed by the host parent, at least **14 days** before the desired departure date.
- The Host Family Coordinator will forward the Travel Request Form to the student's natural parents for approval and signature.
- Contact the Host Family Coordinator and provide a copy of a photo ID from the potential chaperone.
- If the student will miss academic class time, submit the **Pre-planned Absence Form** from the School Counseling Office. The Host Family Coordinator will submit all documents to CCA Administration to gain approval for the intended travel.
- After the trip is approved, students must complete and submit the **Travel Itinerary Form** to the Host Family Coordinator. This step must be completed or the trip does not take place.

### 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:

International Student Travel Request Form

Travel Itinerary Form

Pre-planned Absence Form – available in the School Counseling Office

## 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 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 the first of the month, the host family would be paid for that entire month.

CCA works hard to find the best fit possible for every international student with their 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.

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 fee assessed by CCA as determined by the school for notice 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.



## Signature Page

Each natural parent and student must sign and return the signature page.

## International Student and Host Family Residential Agreement

I have read, understand, and agree to abide by the terms and conditions outlined in the *International Student and Host Family Residential Agreement*

### Student and Student's Natural Parent(s)

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Printed Name	Signature	Date
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Printed Name	Signature	Date
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Printed Name	Signature	Date
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## Appendix

### Travel Forms:

International Student Travel Request Form

Travel Itinerary Form

Pre-planned Absence Forms – in the guidance office

# International Student Travel Request Form

This form must be completed, signed by the Host Parent and submitted to the International Student Homestay Coordinator at least 14 days before the desired departure date. Students are responsible for travel costs to and from airports, bus and train stations.

## Student Information:

Name:	Grade:	Date:
Host Family:	Host Family Phone:	Host Family Email:
Student Email:	Student Cell Phone:	
Reason for travel:	Planned Activities:	

Office use only	
Date Received:	Reviewed by:
_____Approved	_____Denied
Notes:	

## Tentative Trip Information:

Departure Date:	Return Date:	Destination:
Transportation: <input type="checkbox"/> Plane <input type="checkbox"/> Bus <input type="checkbox"/> Train <input type="checkbox"/> Other—Please Explain	Purpose of Trip: <input type="checkbox"/> Education <input type="checkbox"/> Visit with Family <input type="checkbox"/> Training/competition <input type="checkbox"/> Fun & Exploration <input type="checkbox"/> Other-please explain	Chaperone Information: Name: Address: Phone: Email: Relationship to you:

## Required Signatures

Host Family	Homestay Coordinator	CCA Administrator
Printed Name:	Printed Name:	Printed Name:
Signature:	Signature:	Signature:

## List any other students from CCA traveling with you:

Student name	Cell Phone Number	Host Family



## International Student Travel Itinerary Form

After the **International Student Travel Request Form** is approved, the student must complete and submit the **Travel Itinerary Form** to the Host Family Coordinator. This step must be completed or the trip does not take place.

Name:	Grade:	Date:
Host Family:	Host Family Phone:	Host Family Email:
Student Email:	Student Cell Phone:	

Date:	Destination	Accommodations	Transportation	Traveling with