



# INTERNATIONAL PROGRAM STUDENT AND HOST FAMILY HANDBOOK

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*Oak Grove Lutheran School • Fargo, North Dakota*

*Updated: July 2009*

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Visit [www.oakgrovelutheran.com/admissions](http://www.oakgrovelutheran.com/admissions) for more information on Oak Grove’s International Program, including all forms, applications and policies.

## OAK GROVE LUTHERAN SCHOOL

**Type of School:** Oak Grove Lutheran School is a private college preparatory school affiliated with the Evangelical Lutheran Church of America. The school operates an elementary, middle and high school program on two campuses in Fargo, North Dakota.

**Academics:** Oak Grove's high school academic program includes Advance Placement (AP) classes and dual-credit opportunities with Concordia College.

**ACT Score:** Average ACT score of 23 over the past six years.

**Accreditation:** Fully accredited academic program maintaining NCA-CASI accreditation with high standards for excellence since 1926. "Accredited with Commendation" from the State of North Dakota, achieving 100% of all required standards.

**Location:** Oak Grove Lutheran School is located in Fargo, North Dakota, which is on the state line of Minnesota and North Dakota along the Red River. The Fargo-Moorhead metro area population is 186,561. For more than 100 years, Oak Grove's campus has been located in a beautiful park-like setting. Oak Grove is within minutes of public libraries, parks, shopping centers, theaters, and several colleges and universities. The area has more than 350 restaurants, hundreds of brand-name retail stores, 32 movie screens, concerts by the biggest names in music, and minor league professional sports teams. In the past five years, the twin cities of Fargo, N.D., and Moorhead, Minn., have become one of the hottest young boomtowns in America. *Money* magazine named Fargo-Moorhead one of its top 10 cities in which to start a business or get a job, and the *Los Angeles Times* described the "other" twin cities as improbably stylish, worldly, even luxurious.

**Enrollment:** Oak Grove's high school enrolls approximately 190 students annually, with an average class size of 17 in the high school and an overall student-to-teacher ratio of 12:1.

**Extra-curricular Offerings:** Oak Grove offers a full-range of extra-curricular opportunities, including leadership opportunities, athletics and clubs.

## INTERNATIONAL PROGRAM

**Housing for Students:** Oak Grove Lutheran School arranges friendly and welcoming host families for students accepted from other countries. Oak Grove does not have dormitories.

**International Assistance:** Oak Grove provides an International Coordinator to support students with daily needs, academic support, and basic communication assistance.

**Flight Information:** Students should arrive at Hector International Airport in Fargo (FAR), about a 10 minute drive from our campus, no earlier than 10 days and no later than 7 days before the start date of the school year. This is required for all international students, both new and returning. Students are expected to depart from Hector International Airport no later than 7 days after the last day of school.

The Minneapolis-St. Paul (MSP) International Airport is located approximately four hours away, some 230 miles, east of Fargo. Ground transportation to/from MSP can be arranged on designated dates, but additional fees will apply. Please contact the school to find out what dates shuttle services will be arranged if a great enough need arises.

**School Year Calendar:** Classes begin near the end of August and conclude near the end of May. International students are expected to make flight arrangements to return to their home country no later than 7 days after the last day of school. In the case of graduates who have been accepted into a post-secondary college or university prior to the last day of school at Oak Grove, they are required to leave their host family's home no later than 7 days after graduation even if they do not plan to return to their home country. Such students are responsible for arranging their own living accommodations with the school they will attend. In no way should any student make private arrangements with Oak Grove host families, outside of their high school program contract. Please visit [www.oakgrovelutheran.com/calendar](http://www.oakgrovelutheran.com/calendar) for Oak Grove's complete school year calendar.

**Activities and Athletics:** International students are strongly encouraged to participate in activities outside the classroom. Oak Grove provides opportunities for international students to participate in numerous athletic teams, musical ensembles, academic teams, and campus ministry/mission trips. Additional fees for activities may apply. The purpose of participating in such activities is to enrich the student's cultural experience, integrate foreign students with American students, build friendships, and foster a teamwork mentality. It has been found that participating in such activities will also increase the English language acquisition process.

## STUDENT APPLICATION PROCESS

International students interested in applying for admission at Oak Grove Lutheran School can download an application at <http://www.oakgrovelutheran.com/admissions/international.php>. For more information regarding admission, please contact Terry Haus, Director of Admissions, at [terry.haus@oakgrovelutheran.com](mailto:terry.haus@oakgrovelutheran.com) or 1.701.373.7114.

Completed application and application materials can be sent to:

Oak Grove Lutheran School  
124 North Terrace  
Fargo, ND 58102 USA

International Students are required to have taken the SLEP test prior to applying for admissions. SLEP test scores must be received prior to scheduling the webcam interview. The SLEP test assists in the admission process, helping Oak Grove's Administration determine whether or not a student is prepared for English immersion. SLEP test information and testing locations can be obtained Oak Grove upon request. Additional testing will be administered upon arrival to Oak Grove.

Students must undertake the following to be considered for the international program:

- Provide SLEP test documentation and score
- Complete Oak Grove Lutheran School's International Student Application Form, Health Physical Form, and Computer Release Contract Form
- Provide official academic transcripts for the past 3 years, both in native language and an officially translated English copy, and complete Oak Grove's Grade and Attendance Forms
- Provide certificate of health and immunization history both in native language and an officially translated English copy
- Provide a minimum of 2 teacher recommendations
- Provide proof of international medical insurance (this can be obtained upon arrival in the U.S.)
- Provide application fee
- Complete a webcam interview with Oak Grove Administration

# INTERNATIONAL STUDENT INFORMATION

## *Coming to Oak Grove*

- Oak Grove recommends students have an eye and dental exam and complete any dental work before coming to the United States.
- Students may wish to consider packing a few articles of warm clothing for our winter climate. Reasonably-priced new or gently used winter clothing is also available locally. The average temperature in September is 14°C, January is -14°C, and May is 13°C.
- Before travel arrangements are made, travel dates and times must be approved by Oak Grove's International Coordinator. International students are to arrive no more than 7-10 days prior to the start of the school year and expected to leave with-in one week after school is out. Other arrangements beyond those terms will not be arranged or accepted by Oak Grove or any person involved with Oak Grove's international program, including but not limited to Oak Grove students, past or present host families, or other parents involved at any capacity with Oak Grove.
- Immunization documentation must be provided before the start date of the first school year international students attend Oak Grove. Students may not start school before these documents are received and approved. This is for the health and safety of the international students, as well as other Oak Grove students. Please refer to the "International Student Immunization Requirement" section for more information. If the student does not meet the immunization requirements, the required immunization must be provided locally and at the student's expense.
- Students must have a physical examination completed before arriving in the United States. An official record or proof of the examination which is signed by the physician must be submitted to Oak Grove Administration. If this is not done prior to the student's arrival, a physical will be provided at the student's expense for medical clearance. If the student does not pass the medical exam or has a medical condition that is not conducive to continuing at Oak Grove, the student will be sent home and tuition will not be refunded.
- A tuberculosis (TB) skin test will be administered to students arriving from any country designated as high-risk for TB. This test needs to be administered in the United States and not in the student's home country. If the tuberculosis test is positive, a chest x-ray must be performed to rule out active tuberculosis. A student with a positive tuberculosis chest and a negative chest x-ray will be required to complete a course of treatment for latent tuberculosis. It is the student's responsibility to complete the course of treatment; not complying with or completing treatment for TB is grounds for dismissal from Oak Grove's International Program. If the chest x-ray is positive, the student has active tuberculosis and will not be allowed to attend Oak Grove until they are determined to be noninfectious. TB testing is required to be completed before the start of each new school year for both new and returning students from specified countries. Please contact Oak Grove's International Coordinator with any questions.
- Once on campus, students who scored satisfactory on both the SLEP test and the ND ESL placement test will register for classes with Oak Grove's Guidance Counselor. Translated transcripts and course descriptions must be provided for this process. These documents will be used to aid in proper class

selections. Students who scored below satisfactory on either test will have classes assigned that best suit their individual needs; such students are unable to change their schedules.

- Oak Grove Lutheran School has a tablet computer program where each high school student is supplied a computer for use during the school year. International students are encouraged **NOT** to bring a laptop or tablet computer with them to the United States. Tablet computers are required to maintain an English Operating system at all times while on Oak Grove's campus.

### ***Expectations of International Students***

- International students are expected to perform academically, and act appropriately and respectfully at all times while attending Oak Grove, in accordance with the *Student Handbook*, and while living with a host family. Students are to obey by all policies and procedures within the *Student Handbook* and the *International Program Student and Host Family Handbook*.
- Oak Grove Lutheran School arranges for international students to live with a host family. The host family provides students with room and board (a home and meals), and a loving atmosphere. They are also there to answer questions students have about life in the USA.
- All international students are required to provide proof of current and valid international medical insurance or to enroll in an insurance program upon arrival in the United States. Additional fees to enroll in an insurance program will apply. Students who purchase insurance once in the United States and attend Oak Grove for more than one year must hold their insurance policy on a 12-month basis (no lapses in insurance coverage may occur.) Oak Grove's International Coordinator assists students with enrolling in and purchasing medical insurance.
- Students must pay for all medical bills (not covered by their insurance) and all long distance telephone charges. All students should use Oak Grove's school address as their mailing address for any business mail (i.e. hospital, bank, cell phone, health insurance, etc.) If a student leaves with outstanding debts, the student/student's natural family is responsible for immediate payment of these debts. Transcripts and school records will not be released until all debt is paid.
- Students must have access to appropriate spending money for their time in the United States. A minimum of \$200 should be in a bank account or accessible at all times in case of an emergency. Activities, fees and other expenses are the responsibility of the student, not the host family. International students are encouraged to come with a Visa or MasterCard, which provides access to money for such expenses.
- Students must behave with respect and reflect a positive attitude toward their host family, and Oak Grove faculty and staff at all times. Failure to show respectable behavior and/or attitude may result in a probation letter. Failure to make acceptable changes as outlined in the probation letter may result in termination from the program. See "Probation" section for more information. Oak Grove does not reimburse program fees for students who have been terminated from the program for disciplinary reasons.

- Students will obey all host family house rules; this includes, but is not limited to curfew, internet use, telephone use, chores and all other reasonable house rules. Students must obey host family rules regarding the use of the internet and/or phone.
- Oak Grove's International Program tuition and fees are to be paid prior to a student's arrival in the United States. Please contact Oak Grove's Director of Finance Mr. Kyle Bakken at 1.701.237.0210 for more information. Money wiring instructions can be provided upon request.
- International students are not to make any life or body-altering decisions/choices while a part of Oak Grove's International Program, including but not limited to: tattoos, body piercings, illegal social behaviors, or sexual activity/pregnancy.

### ***Student Travel***

- Oak Grove's International Program includes regional travel experiences, led by the International Coordinator. Trips will be planned throughout the academic year. All international students are expected to participate in these events as part of the program. No additional fees apply for these experiences.
- Overnight vacations require advance written permission from both natural parents and host parents. Oak Grove Administration must approve, in advance, trips involving absence from school.
- Travel within the United States outside of official school functions must be with an approved group or to visit persons known both to the student and natural parents. Oak Grove's International Coordinator must receive written approval from natural parents for student travel.
- Students traveling with their host families should expect to pay their own way. A host family who invites or plans a family trip with the student should be very clear (from the earliest planning stages of the trip) regarding the cost of the trip. Host families are not expected to take international students on family trips; they are optional.
- Students of any age may not travel alone or with underage friends while in the U.S. Any absence from school or from the host family must be reported to the school's administration and may be grounds for disciplinary action.
- Unauthorized travel may be cause for dismissal from the program.

*Note: When traveling, international students must carry their F-1 Visa and passport as well as their current, valid I-20 with them at all times.*

### ***Moving a Student***

Oak Grove Lutheran School understands that not all problems can be resolved to everyone's satisfaction. Should problems persist between the student and the host family, it may be necessary to move the student from their host family's home. This move may be at the request of the student or host family, and must be submitted in writing explaining the situation of concern in detail. Any written requests must be

signed, dated, and submitted to the International Coordinator prior to moving the student. Oak Grove's International Coordinator must be involved in any moving of a student. Host families may not dismiss a student from their home without first contacting the International Coordinator. Students may not leave the home without first contacting the International Coordinator. Oak Grove will make every effort to find a new placement for a student as soon as possible. However, if a situation arises in which either party feels threatened, appropriate measures will take place immediately by Oak Grove.

## **Probation**

International students are expected to perform academically, and act appropriately and respectfully at all times while attending Oak Grove, in accordance with the *Student Handbook*, and while living with a host family. An international student will be placed on probation if academic or disciplinary issues arise and will be given time to show improvement. Probation is a period in which Oak Grove will determine whether or not the student will make behavioral or academic changes deemed necessary to stay within the program. A probation letter will outline expectations, while giving a time frame for improvement, giving the student every opportunity to do so. Probation letters will be signed by the international student; refusal to sign a probation letter will result in immediate termination of the student from the Oak Grove International Program. The conditions and length of probation is determined by Oak Grove Administration. A copy will be provided to the student, host family, foreign partner office and natural family.

If all conditions of the probation letter have been met during the probation period, the international student will return to good academic or disciplinary standing and will be allowed to continue in the International Program. If the student does not meet the conditions of the probation letter by the end of the probationary period and has not shown improvement, further actions may be taken in regard to their enrollment in the international program at Oak Grove.

## **Dismissal**

International students can be dismissed for any unacceptable behavior or violation of Oak Grove's *Student Handbook* or the *International Program Student and Host Family Handbook* that the Administration deems appropriate. Student dismissal is a decision of the Oak Grove Administration. Notification of dismissal will be forwarded to the student's natural family, whereupon the student's F-1 Visa will be terminated and the student will be requested to return to his/her country. In most cases, the international student and natural family will receive warning about possible dismissal from the program or the student being placed on probation. However, Oak Grove reserves the right to dismiss a student immediately if the Administration deems it appropriate.

Dismissal may occur in any of the following cases:

- Use of illegal drugs or alcohol
- Violation of city, state or federal laws
- Poor grades with no effort made by student toward improvement
- Inappropriate behavior toward the host family or within the host family home
- Serious violation of Oak Grove's *Student Handbook* or the Respect & Protect Policy

Please refer to the *Student Handbook* for all school rules and regulations. **Please note** – in all cases of dismissal, Oak Grove will make every effort to support the student, during this timeframe, thus ensuring that students have been given a fair opportunity to remain in the program.

## HOST FAMILY INFORMATION

- Prospective host parents must complete an Oak Grove Host Family Profile.
- State law requires both parents/guardians of the host family as well as any adult (18 years of age or older) residing in the home to undergo a background check before a student will be assigned to them. Oak Grove will pay for the administration of the background check and all information in regards to the background check will be kept confidential to Oak Grove Administration and the parents/guardians.
- Host families must complete a Host Family Orientation Class before the student's arrival. Please check with the International Coordinator as to when this class will be held each summer.
- Host families are expected to house the student for a full academic year (AUGUST-MAY). Host families will be evaluated at semester time as well as the end of the year.
- After review and approval by school administration, an international student is assigned a host family by Oak Grove's International Coordinator.
- Oak Grove will transmit the host family profile to the international student's family and the host family will also receive a profile of the student. This provides both the student and the host family with family information to help the transition when school begins.
- Host parents receive a room/board payment in the amount of \$600 per month over a 10-month period (AUGUST-MAY) paid at the end of each month. This amount may be prorated, according to the actual days the student resides with the family.
- Please include the international student in family activities as is comfortable and appropriate for you. If traveling out of town or other responsibilities arise, an approved temporary host home can be used for the international student. Contact the International Coordinator for more information. A minimum of a 48-hour notice is needed to find temporary housing for students. A fee of \$20/day that the student will be housed will be collected prior to the student's arrival at the temporary home. This payment should be submitted to the International Coordinator.
- Host parents/guardians will be given a copy of the student's medical and liability consent form to show a doctor in the event that you may need it.

### ***Host Family Responsibilities***

The "official" role as a host family is to provide a caring and supportive environment for an international student. The student will learn about American culture from experiences with friends, school, community, but more importantly, the student will learn the most from living with a host family.

The host family is responsible for the following:

- **An appropriate living area.** A bedroom must be provided for each international student. Sharing of a bedroom is not permitted unless under special circumstances, which must be approved by the International Coordinator prior to placement of the student in the home.

- **All meals at home.**
- **Transportation.** *Note: Students are instructed to learn their family's schedules first and not to make plans that involve driving them someplace without first getting permission from their host PARENTS.*
- **Setting rules.** Host families are to set rules and communicate them with the international student. It is encouraged to be clear and consistent by writing rules down. Posting the rules/expectations in a common area is strongly encouraged.  
Areas/Rules to consider:
 

- Computer, phone and TV use	- Household chores
- Bedtime hours	- Coming & going (communicating where they will be)
- Homework requirements	- No Drinking or Smoking
- Personal privacy	- Snacks
- Shower and bathroom guidelines	- Laundry
- Meal preparation	- Transportation
- Having friends/company over	- Family meetings
- Appropriate clothing (may need to discuss dressing for the weather, ex. winter clothes)	

\*\*Remember that the international student doesn't know the host family's rules or expectations, no matter what age they are. NOT communicating the house rules and expectations to them may cause confusion and unnecessary stress for everyone.

### ***Host Family Considerations***

Encourage an international student to attend church with the family. If the student objects to attending church, do not require attendance but continue to encourage them and invite them.

When communicating with an international student, speak clearly and distinctly. Remember that one needs to speak slower, not louder. International students will be at different levels of proficiency with the English language. Be patient and continue to try and help the student's English ability; engage the student in conversation on a daily basis.

### ***About International Students***

International students will come from a varied background. Host families are encouraged to try to learn about his/her family and life-style at home from his/her perspective. There will be times when the student might seem offended by things that happen in a host home. Encourage open and honest communication at all times. Try not to be judgmental, but rather remember that cultures are uniquely different. There will also be times when the student unknowingly will do something that is offensive and/or rude. Always keep in mind, NO CULTURE IS GOOD OR BAD, JUST DIFFERENT!

The key to hosting an international student is a combination of patience, love, and support. It is important that the international student becomes a member of the family and not treated as a guest. Bonding with the student may not occur immediately, it takes time for both the host family and the student to adjust. Eventually the student will become part of the family. Here are some suggestions:

- By becoming involved in the student's life, a relationship of mutual respect and cooperation will develop.
- Explain language differences, American slang words and phrases; this will help prevent the student from being misunderstood or embarrassed while trying to communicate.

- When making decisions about letting the student participate in something, it is suggested to ask oneself, “Would I let my own child do this?” If a host family is not sure about the decision, talk to the student, and allow him/her to be involved in the decision making process.
- Become interested in the student’s country and customs; this lets the student know that they are important.
- Be flexible but firm. The more accepting a host family is of an international student, the more enjoyable the exchange of lifestyles and cultures will be. Let the student know what is expected in the way of behavior. Be open and honest about this from the start; young people want to know what is expected of them.
- Do not treat a student as though he/she is “company.” It is important that they participate and be incorporated into family and school activities/routines.

## **Communication**

Responsibilities and privileges should be the same for the international student as they are for host family children. Please keep in mind that international students are teenagers, and teenagers are the same throughout the world. They will test the boundaries of the host family (as well as their own family), evaluate their personal relationships and encounter new/exciting experiences. Like adolescents everywhere, international students will be very independent and mature at times, yet reach out for support and guidance.

Weekly family meetings have proven to open lines of communication and increase understanding of expectations. It is encouraged to meet as an entire family on a designated day, once per week. Have an agenda for the meeting and allow for everyone to speak openly without fear of being judged. This will create a “safe” atmosphere. Have everyone use a planner or calendar so weekly plans can be communicated openly and early and have everyone record events in their own planners. This has helped significantly to reduce transportation problems as well as unrealistic expectations.

International student’s English skills range from fair to excellent, but it may take them a while to “tune in” to the regional English. Often the student will say “yes” to almost everything; don’t accept this as proof of understanding. If something important is said to the student at the first meeting, repeat it again at least once in the next day or two. Continue to reiterate important things on a weekly basis for the first month or more until it is evident the expectation has been communicated. When checking for understanding, don’t ask, “Do you understand?” as the response will more than likely be a “yes” even if little/no understanding took place. Instead, try having the student repeat what was said using their own words. This will allow their level of understanding to be measured. Additionally, as with most teenagers, international students will need to be reminded of family household rules from time to time.

## **Student Adjustment**

Adjusting to a new culture will take time. Both the student and host family will find themselves making adjustments. Be ready to teach and to learn. Remember, an international student is not yet an adult. The first few weeks can be very stressful for them. Try to be patient and understanding, and try to keep a sense of humor. Culture shock is “a condition of anxiety and disorientation that can affect someone suddenly exposed to a new culture.” For the student, anxiety and disorientation may show itself in many ways. It often develops after the initial excitement of being in the United States wears off. Symptoms vary

from student to student. The international student may show some of the more common symptoms or, perhaps, none at all. Keep an eye out for difficulties, because the symptoms of culture shock can be very much like common teenage behavior.

Symptoms of culture shock include:

- Excessive sleeping
- Frequent, ongoing criticism of the U.S., comparison with “better” things at home
- Weight gain or loss
- Irritability or anger without good reason
- Depression, spending a lot of time alone in his/her own room
- Excessive homesickness
- Uncommunicative behavior

International students may not be able to express what he/she is feeling; they may feel their only recourse is to either “lash out” or “clam up.” The student may think that moving to a new host family could solve the problems that they are experiencing. Be patient and ask the Oak Grove International Coordinator for help. It is hard not to take this behavior personally, but be assured that their behavior does not reflect on the host family.

Even though the student has heard a lot about what it means to be an international student, they may not be prepared for the reality. The student may make comparisons between the U.S. and their home country. Criticism is a common defense mechanism used by students to make themselves feel secure in their living arrangements. They may also revert to cynicism or sarcasm.

Keeping an open line of communication is crucial in conquering culture shock. Help the student understand his/her emotions. Encourage physical exercise and participation in different activities to distract the student from thinking too much about their home country.

### ***Homesickness***

Homesickness is often associated with culture shock. Host families are encourage not to feel guilty about an international student’s unhappiness. If the student continues to be unhappy and depressed long enough for concern, please contact Oak Grove’s International Coordinator.

Holidays can also be depressing for an international student. Encourage the student to share their traditions and customs with the family. Also, keep the student actively involved in the family’s holiday celebration. Homesickness and culture shock can be combated with patience and understanding.

Sources of information and help with an international student:

- Oak Grove’s website, [www.oakgrovelutheran.com](http://www.oakgrovelutheran.com)
- Kimberly Meng, International Coordinator
- Morgan Forness, High School Principal
- Terry Haus, Director of Admissions

## INTERNATIONAL STUDENT BEHAVIORAL CONTRACT

- Students attending school on an F-1 Visa must obey all school rules and regulations; a failure to do so, will result in termination without a refund of program fees paid. Oak Grove will not provide a replacement family if the international student is not cooperative and respectful to the host family and/or is creating difficulties for the host family.
- Students are expected to perform academically, and act appropriately and respectfully at all times while attending Oak Grove, in accordance with the *Student Handbook*, and while living with a host family. Students are to obey by all policies and procedures within the *Student Handbook* and the *International Program Student and Host Family Handbook*.
- Students must be enrolled in high school as a full time student. School attendance is mandatory. Students are expected to maintain a C average at the end of each quarter. If a student demonstrates a lack of effort in any class and is failing this subject, he/she may risk termination of his/her F-1 Visa by Oak Grove. If deemed necessary, the student will then be automatically terminated from the Oak Grove International Program and will be returned to their home country at the expense of their natural family. Please refer to academic eligibility in Oak Grove's *Student Handbook*.
- Students must abide by all local, state and federal laws. If a student breaks any of these laws he/she is subject to immediate return to home country, with no refund of tuition and fees.
- Drinking alcoholic beverages, including beer and wine, or use of tobacco products is prohibited by all Oak Grove students, regardless of legal smoking or drinking ages. All illegal use, purchase, or possession of alcohol, drugs, or other harmful controlled substances is prohibited. Purchasing such items with intent to distribute is also forbidden and grounds for dismissal from Oak Grove.
- International students are not allowed to take a job during their stay. The only exceptions are occasional jobs, such as yard work or baby-sitting, for which a U.S. social security number is not needed. Any such jobs must not interfere with school work and are only allowed with the host family's permission.
- All international students are to arrive and depart on the dates designated by Oak Grove. If arrangements are to be made to change the dates of airplane tickets, the student will be responsible for any extra fees involved in changing the dates, for whatever reason.

*By signing below, we understand that our child is responsible for upholding all of Oak Grove's program rules throughout the duration of the program. We, and our child, will respect all decisions made by the Oak Grove Administration. Failure to uphold these rules may result in early return to the home country at our expense and without refund of program fees. We also acknowledge that we have received, read, and understand the Oak Grove International Program Student and Host Family Handbook in its entirety.*

### **SIGNATURES:**

Natural Father \_\_\_\_\_ Natural Mother \_\_\_\_\_

Student \_\_\_\_\_ Date \_\_\_\_\_

# HOST FAMILY HOUSE RULES

HOST FAMILY NAME \_\_\_\_\_ INTERNATIONAL STUDENT \_\_\_\_\_

*In order to avoid any confusion within the family regarding house rules for the international student, please explain and document these rules along with any other personal expectations of the international student. Please fill this worksheet out with the international student upon arrival and submit a photo copy to Oak Grove's International Coordinator before the start of the school year. Remember, there might be words in this contract that the international student doesn't know or understand. Be ready to teach and make sure the student is fully aware of your expectations. **Violation of these house rules may result in the student's probation and/or termination.***

What time does the host family got to bed? Parents \_\_\_\_\_ Children \_\_\_\_\_

What time is 'lights out'? \_\_\_\_\_

What time is curfew? School nights \_\_\_\_\_ Weekends \_\_\_\_\_

Who changes the sheets? \_\_\_\_\_ How often? \_\_\_\_\_

Where are dirty clothes placed? \_\_\_\_\_ Who does the dirty laundry? \_\_\_\_\_

Who makes meals and what are the responsibilities for meal time? \_\_\_\_\_

What rules pertain to use of the bathroom? \_\_\_\_\_

What rules pertain to the TV? \_\_\_\_\_

Internet usage: How many hours per day/week? \_\_\_\_\_

Are downloads allowed from the internet? \_\_\_\_\_

What rules pertain to phone usage? \_\_\_\_\_

*It is recommended that students use their own cell phone or purchase a phone card.*

What rules pertain to having friends over? \_\_\_\_\_

When friends come over, where can we be in the house? \_\_\_\_\_

What are chores exist? \_\_\_\_\_

Other: \_\_\_\_\_

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Host Mother Signature \_\_\_\_\_ Date: \_\_\_\_\_

Host Father Signature \_\_\_\_\_ Date: \_\_\_\_\_

International Student Signature \_\_\_\_\_ Date: \_\_\_\_\_

## HOST FAMILY & INTERNATIONAL STUDENT ACKNOWLEDGMENT FORM

By signing below, we acknowledge that we have received, read, and understand the *Host Family and International Student Handbook* for Oak Grove Lutheran School. We also acknowledge that we are partnering with Oak Grove Lutheran School by participating in the International Program and will continuously strive to be in harmony with the mission of Oak Grove as well as the successful development of the International Program. We agree to uphold the rules and policies put in place by Oak Grove, as outlined in the *Student Handbook* and the *International Program Student and Host Family Handbook*, as well as respect all decisions made by its Administration. Failure to uphold the rules and policies may result in termination from the program if deemed necessary by Oak Grove's Administration.

Host Family Representative \_\_\_\_\_ Date: \_\_\_\_\_

International Student \_\_\_\_\_ Date: \_\_\_\_\_

Oak Grove Administrator: \_\_\_\_\_ Date: \_\_\_\_\_

## INTERNATIONAL STUDENT MEDICAL RELEASE FORM

In case of illness, accident or injury, I/we grant permission to Oak Grove Lutheran School, its administration, representatives, host parents, faculty, or staff to authorize examination and treatment for my/our child, \_\_\_\_\_ (student's name), by qualified medical personnel.

I/we also grant Oak Grove Lutheran School, its administration, representatives, host parents, faculty, or staff all necessary permissions to act as legal guardians, especially in emergencies, whether medical or other, including surgical operations or any other treatment.

I/we accept full financial responsibility for any medical attention needed for my/our child.

This authorization also grants permission to release information regarding my/our child in order to receive any and all inoculations or immunizations required by federal, state and/or school authorities for participation in any Oak Grove Lutheran School program.

This medical release authorization shall be valid for the entire duration of my/our child's enrollment at Oak Grove Lutheran School.

\_\_\_\_\_  
Signature of Natural Father or Legal Guardian

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Natural Mother or Legal Guardian

\_\_\_\_\_  
Date

## LIABILITY RELEASE AND PARENT CONSENT FORM

We, the undersigned, as the participant, and the natural parent(s)/legal guardian(s) of a participant in a program organized and directed by Oak Grove Lutheran School, hereby release Oak Grove Lutheran School, its Board of Regents, administration, faculty, coordinators, host parents, and staff, from any and all current and future claims, charges, costs and/or causes of action for loss of property, personal injury, illness, accident or death sustained by the participant for the duration of the participant's enrollment in any program at Oak Grove Lutheran School, whether covered by insurance or not. We further understand and agree we are responsible for any loss, damage or injury caused by the participant in the programs at Oak Grove Lutheran School.

We understand and agree that the participant will be subject to authorities and faculty of the school and host family, and that he/she must follow the rules, as set forth by the Oak Grove Lutheran School and host family.

As the parent(s) or legal guardian(s) of the participant, we agree to supply our child with sufficient spending money to cover his/her needs and expenses for the duration of his/her program at Oak Grove Lutheran School. We understand and agree that Oak Grove Lutheran School is not responsible for my/our child's money or personal property, whether lost or stolen, while he/she is participating in any program at Oak Grove Lutheran School.

We grant Oak Grove Lutheran School permission to use photographs, or any other materials, in which the participant may appear, for promotion or publicity of the school's programs.

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Signature of Student

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Date

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Signature of Natural Father or Legal Guardian

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Date

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Signature of Natural Mother or Legal Guardian

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Date