

Classical Christian School for the Arts

Homestay Program Student Handbook



Homestay Coordinator

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Introduction

Welcome to the CCSA Homestay Program! I hope that your time partnering with CCSA is full of strong relationships and memorable experiences that you will carry with you for the rest of your life. We believe that your time here is one step toward God's greater purpose in your life.

Classical Christian School of the Arts is a school that seeks to provide a biblically-based educational experience for all of our students. Guidelines that encourage student responsibility in order to maintain an atmosphere of support, cooperation, mutual respect, and personal integrity are necessary in the CCSA Homestay Program. The guidelines in this *Homestay Program Student Handbook* are not intended to restrict students. These guidelines seek to set appropriate boundaries within which students have freedom to develop fully.

Homestay students must know and follow the guidelines in this CCSA Homestay Program Student Handbook which is applicable to all students and families of Classical Christian School. This handbook was developed to help you succeed as a homestay student. It will address issues that may arise during your time here and will give you some practical tips for your entire journey from beginning to end. We hope that your experience at CCSA is as life-changing as we desire for every student in our school.

School Breaks & Travel Information

School Breaks & Arrival/Departure Information

Homestay students are allowed to return home or remain with their homestay family during all official CCSA school breaks (i.e., Thanksgiving, Christmas, and Spring break). Homestay students must return home during the CCSA summer break unless appropriate arrangements are made and permission is granted by the Homestay Coordinator.

Remaining with a homestay family during the summer break will be an additional cost to the student of **\$250 per week** whether a student remains for one day or the entire week. This occurs from the 3rd day after the last day of school to 10 days before the first school orientation day in August. This must be paid to CCSA by 10 days prior to the student stay as a one time fee for the entire intended stay.

Traveling out of town without the host parents

Students wishing to travel on their own or in groups during official CCSA breaks (i.e., Thanksgiving, Christmas, and Spring break) instead of remaining or traveling with any host parents must submit a signed Parental Permission for Student Travel form. Student travel without host parents is not permitted outside of official CCSA breaks except for extenuating circumstances. Permission must be granted by the Homestay Coordinator as soon as possible for these situations.

1. A student must submit a ***Traveling Information form*** with host parent's signature at least **three (3) weeks prior to the beginning of the CCSA break**. ***Traveling Information forms*** are available upon request from the Homestay Coordinator's office. Completed forms need to be turned in to the Homestay Coordinator's office.
2. After this form has been turned in, and everything is approved by the Homestay Coordinator, she will send 1) ***Traveling Information form*** and 2) ***Permission Slip for Traveling out of town without Host parents*** to the student's natural parents.
3. When the ***Permission Slip for Traveling out of town without host parents*** has turned in, the Homestay Coordinator will contact the host parents and the student. This permission slip must be turned in at least **seven (7) day prior to the beginning of the CCSA break**.

Overnight Travel

Students are only allowed to go on overnight travel without any CCSA host parents if there is an adult supervisor whose age is over twenty five (25) at the place he or she will stay, and after the student has completed the travel permission process. The person who stays with a student must turn in a copy of the ID (i.e., driver's license, passport, etc.) to the Homestay Coordinator in seven (7) days prior to the CCSA break.

Students are not allowed to go on overnight travel with a mixed group without CCSA host parents or CCSA approved adult whose age is over twenty five (25).

Traveling out of town by vehicle without the host parents

When students travel by car without any CCSA host parents, the driver must be over 21 years old. The driver must be approved by the Homestay Coordinator, and the student must have a riding permission form besides the traveling permission form turned in by the natural parents. The driver must give a copy of the driver's license and proof of the car insurance policy to the Homestay Coordinator seven (7) days prior to the beginning of the CCSA break.

Airport Information

CCSA Homestay students are required to fly in and out of the Tampa (TPA) International Airport. Students are required to inform both the Homestay Coordinator and their homestay family of all departure and arrival dates and times. Homestay families are responsible for providing transportation to and from the airport. More information is available on the airport website at www.flyjax.com

Primary Expectations of Homestay Students

Discipline Structure and Administrative Prerogative

Obedience to homestay program, homestay family, and CCSA rules and respectful compliance to the direction of CCSA faculty and staff is expected at all times from all CCSA students. As much as possible, consequences for any misbehavior will be naturally related to the offense.

Consequences are meant to be formative - and not punitive - in nature. The CCSA administration retains at its sole discretion the prerogative to assign specific consequences up to and including homestay related offenses. However, in cases warranting expulsion, the administration may, again at its own prerogative, choose to allow a student to withdraw in lieu of expulsion if circumstances warrant.

Homestay students are under the direct care and supervision of CCSA and the assigned homestay family parents. Homestay students must respectfully comply with all rules and expectations of the family in which they are living. These rules and expectations are to be communicated to the students through each family's **Family Covenant**. Homestay students are expected to abide fully by the Family Covenant of their particular homestay family. Homestay parents are authorized to exercise discipline over the student just as they would their own children and in a way that is consistent with the Family Covenant and CCSA regulations. Failure to comply with the rules and expectations of the homestay parents may result in consequences up to and including the student's expulsion from Classical Christian School for the Arts. Grievances with the Family Covenant should be first shared with the homestay parents. If a resolution cannot be reached, students need to appeal to the Homestay Coordinator.

Homestay Program Regulations

English Language Use

Most international students enrolled in the CCSA Homestay Program exhibit a need to improve their English language skill to some degree. For this reason CCSA requests that students use English as much as possible while at school. (except when studying or practicing another foreign language being studied by the student).

Out of common courtesy, when in a group of people who do not all speak the same non-English language, English should be the exclusive language used by all members of the group. Speaking in a language other than English when all listeners cannot understand can be interpreted as rude and disrespectful in American culture and may result in alienating people from each other.

English at Home

Student communication with their parents (via phone or computer) in a student's native language is allowed. Homestay parents have the right to ask a student to move to another location in the home if the student's conversation with his or her parent(s) is interfering with the home environment. Otherwise, students are expected to speak English at all times while at home or with the homestay family. Homestay parents have the authority to discipline students for violating this policy at their discretion.

If multiple international students speaking the same non-English language live in the same home, they are not allowed to converse in their native language without the express permission of the homestay parents. These students are to speak English at all times while at home or with the homestay family.

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Home Phone Use

A home phone is defined as the landline telephone provided by the homestay family. Not all families use landline telephones, so do not assume that your homestay family will have one available. If a home phone is available, it is the student's responsibility to establish with the homestay parents when and how it is acceptable for the student to use this phone. It is highly recommended that students refrain from using this phone to make foreign calls to family or friends in another country. Students should schedule appropriate times with the homestay family for international parents to call using this phone line. The student will be held responsible for any charges incurred through their personal use of the home phone.

Students are encouraged to utilize Skype or other social media communication instead of the telephone to communicate with family or friends in other countries. These communication methods are often free of charge and utilize the internet over phone lines. However, students are responsible to establish with the homestay parents when and how it is acceptable for the student to communicate with family or friends using these methods.

Cell Phone Use

Many American homes utilize cell phones for family communication. The student is responsible to discuss with the homestay family whether or not the use of a cell phone is expected or preferred. The student is responsible to pay for his or her own cell phone plan and/or use. Any exceptions to this must be negotiated with the homestay family directly.

A personal cell phone must be provided to each International student by the natural parents. This will cost approximately \$500 for the year depending on the service plan. If the student wants to purchase a cell phone or the plan in the U.S., the host family will be happy to help the student to do this.

Homestay families reserve the right to monitor a student's cell phone use and may restrict the student's cell phone use in a manner consistent with the Family Covenant. The student should discuss any expectations regarding cell phone use with the homestay family upon arrival into the home. The student needs to clearly understand when and where cell phone use is deemed acceptable or unacceptable.

Dress/Attire

When in the home or involved in family life, students should dress in a manner consistent with homestay parent expectations. Homestay parents reserve the right to decide what is acceptable or unacceptable while living with their family. The student should always be sensitive to other members of the household as well as to family values. Clothing is to be purchased by the student and is not the responsibility of the homestay family to purchase clothing for the student.

Chores/Domestic Duties

The student may be expected to participate in the family domestic structure, including assigned chores around the home. The student is not to be a servant to the home, but is to act with a heart of service to others in the home by doing what is expected to help around the home. The student should offer to assist with duties such as washing dishes, cleaning their room, doing laundry, etc. Some families may assign specific household duties to each child in the home. Specific domestic

duty expectations should usually be communicated through the Family Covenant. Homestay students are expected to participate in this household structure with the appropriate attitude. A student who feels he or she is being asked to do an excessive amount of work should first appeal directly to the homestay family. If the student continues to feel unfairly treated, he or she may appeal to the Homestay Coordinator.

Damage to the Home

The student is responsible for any damage caused to the homestay family's property (beyond normal wear and tear, furniture, walls, flooring, etc.). The student must settle these damages with the homestay family directly. These situations will be mediated by the Homestay Coordinator.

Cooking

Student cooking should be done in the kitchen with the express permission of the homestay parents. No cooking is permitted in a student's room unless there is host parent's permission. Clean-up must occur immediately after meals, and any leftovers or other food must be kept in a properly sealed container and refrigerated as needed. Students must get permission from the homestay parents before using any cooking utensils or appliances. All students cooking should be done under the supervision of the homestay parents.

Bedtimes & Quiet Hours

Students are expected to follow their homestay family's bedtimes as well as respect quiet or study hours in the home. Students should understand that each family may vary in expectations regarding study or quiet hours and bedtime. Some families require students to be in bed with lights out by a specific time in the evening. Students are to respect whatever the family requirements are for their homestay. Any exceptions to the family's policy regarding study or quiet hours and bedtime must be appealed in advance directly to the homestay parents.

Visitors to the Homestay

Homestay parents must grant permission in advance in order to host visitors of the student. Visitors of the opposite gender cannot stay overnight under any circumstances and are not allowed in the student bedroom area. Out-of-town visitors (e.g., parents, siblings, family, and friends) are expected to obtain their own lodging outside of the homestay home unless the homestay parents specifically invite the visitors to stay in the homestay home. Students who have visitors coming to Jacksonville are required to notify their homestay parents and the Homestay Coordinator of the visit as early as possible. Visitors should not impact the student's normal activities (e.g., school, studying, and other activities). Any alteration in schedule due to visitors should be discussed with the homestay parents in advance.

Socializing & Dating

CCSA homestay students should conduct themselves in a proper manner while in the presence of the opposite gender. Any non-homestay student socializing with or dating a homestay student must abide by the following homestay program guidelines.

Socializing is any time a group consisting of both male and female students spends time together whether simply talking or participating in an activity. All socializing after dark must be in well-lit, public areas, and is not a time for male and female students to be isolated alone together. Students should not ride in a car with the opposite gender alone. Students are accountable to their homestay parents regarding the amount of time spent with the opposite gender, and homestay parents have the authority to limit a student's socializing time when appropriate and as outlined in the Family Covenant.

Dating is any kind of formal, planned socializing involving students of both genders. CCSA homestay students age 17 and older are allowed to have dating relationships after;

- 1) The natural parents' written permission has been turned in to the Homestay Coordinator
- 2) The host parents' permission
- 3) Homestay Coordinator's permission.

When CCSA homestay students date, it has to be in group-type activities where three or more students meet somewhere (i.e. a park, a restaurant, an approved activity, or a school-sponsored function). Group dating is the only allowed method of dating. A group consists of at least two of each gender represented. Each student must earn this privilege by demonstrating responsibility in the area of relationships.

Homestay parents reserve the right to restrict dating according to their Family Covenant and family standards. The administration of CCSA also reserves the right to restrict dating for any homestay student.

Meals

Students should expect to be provided breakfast, lunch, and dinner daily by their homestay families. The student should bring their provided lunch to school each day, including snacks and drinks. Vending machines are provided for snacks and drinks. The student is expected to use their own money to pay for any additional snacks and drinks they purchase.

When homestay families eat together the student is expected to participate in the meal as a family member. Students may volunteer to help prepare some meals for the family and may request specific food on occasion. However, meals are determined by the homestay parents in a

manner consistent with their Family Covenant and household expectations. Students are not to avoid family meals, whether at home or “eating out.”

When a student decides to go out to eat with friends, they should purchase their own meal.

Students are responsible to discuss with the homestay parents which of the family's foods are acceptable for snacks. Students are responsible to clarify the household expectations concerning snacks and meals upon their arrival into the home.

Church Attendance

The mission of CCSA is both spiritual and educational and all International students are to attend church with host family.

Technology

Students are expected to leave the room door open when using technology and the computer screen should be faced to the room door. Homestay parents reserve the right to determine appropriate study areas and areas where technology devices are on or off-limits to the student. Homestay parents reserve the right to monitor all computer activity through the use of internet filters or other filtering programs as outlined in the Family Covenant.

Students are required to turn off all electrical devices at bedtime (if one is prescribed in the Family Covenant) or 11 p.m. (whichever is earlier). Students may occasionally request permission from the homestay parents for late night with technology for academic purposes. Homestay parents reserve the right to grant or deny such a privilege as they see fit. Students are responsible to follow all family guidelines regarding technology use as prescribed in the Family Covenant.

Vehicle Use

Students are not allowed to possess or drive a vehicle while in the homestay program. Transportation of the homestay student should be provided by the homestay family. This requires advanced planning on the student's part as the homestay family needs to plan ahead to meet the needs of all family members. Homestay students may only ride in vehicles driven by any CCSA homestay parent, high school student driver from their personal homestay home with natural parents' permission, and official CCSA approved driver. Homestay students are not permitted to ride with any other drivers without the express permission (i.e., dual enrollment, college visit etc.) of the Homestay Coordinator.

Driver's Permit / License

Obtaining Driver's permit and license doesn't allow a student to possess or drive a vehicle. Student who wishes to get a Driver's Permit must be a senior, and who wants to get a Driver's License must be senior and 18 years old.

Students are allowed to do so only with the;

- 1) *Permission slip for obtaining a driver's permit/ license* turned into the Homestay Coordinator by the student's natural parents.
- 2) Permission from Host parents
- 3) The approval of the Homestay Coordinator

Students who are approved to pursue a Florida Driver's License must complete a state licensed driver education program. Students need to make appropriate arrangements with their homestay parents to enroll in an approved driver training course. Any costs associated with driver training and pursuing a license are the responsibility of the student.

Medical Insurance

Students must obtain health insurance with companies in the U.S.A. through the student's agency or CCSA. If any student plans to remain in the United States during the summer, medical insurance coverage must be extended at an additional cost to the student.

The medical insurance provided offers excellent coverage of most physician visits and other accident or sickness medical expenses. However, medical insurance does not usually cover 100% of all medical bills or in the case of large or expensive medical procedures.

Students are responsible to purchase any necessary medication or prescriptions, such expenses are not always covered by medical insurance and maybe expensive in the U.S.

Bank Account

The student whose age is over 18 is allowed to open both savings account and checking account.

As law, a student whose age is under 18 is not allowed to open neither savings nor checking account without parents or guardians. Signature must be done in person.

Student whose age is under 18 should have:

- 1) Bank card which verify with the card issuer to confirm that the card is authorized for and compatible U.S. transactions (i.e., Citibank, etc.) and/ or
- 2) Monthly limited credit card from natural parents

Changing Homestay Families

Changing homestay families is not generally permitted during the school year. Homestay students and families are asked to make a one-year commitment to the homestay arrangement at the beginning of each school year. Homestay arrangements are reviewed by the Homestay Coordinator in the spring of each school year in order to make timely placements for the following school year. Students who desire a change in their homestay arrangement for the following school year must appeal to the Homestay Coordinator either verbally or in writing by the end of April. Changing families, even between school years, is generally discouraged.

There are extenuating circumstances that do allow for the changing of families during the course of a school year. A student seeking an immediate change in their homestay arrangement during the course of the school year must submit a written appeal to the Homestay Coordinator.

Circumstances warranting a mid-year change may include but are not limited to harassment, abuse, ongoing and irresolvable family conflict, life changes in the homestay family's situation, etc.

The Homestay program reserves the right to grant or refuse a student's desire to change families both during the school year and over the summer. All homestay family assignments are made at the discretion of CCSA administration and reserves the right to remove students from a homestay situation immediately and without warning if necessary.

Students who demonstrate an inability to adapt to homestay arrangements may be asked not to return to CCSA or may be dismissed from CCSA at any time if deemed necessary by the CCSA administration. Students who regularly request or seek changes in homestay family placements may be asked not to return to CCSA or may be dismissed from CCSA at any time if deemed necessary by the CCSA administration.

Sports Eligibility

International students placed in CCSA homestays are allowed to participate in interscholastic sports, providing they are in good academic standing.

Further information regarding international students and athletics will be determined later.

Handbook Commitment Form

Please initial next to each statement if you agree, and sign where indicated.

As a Classical Christian School for the Arts Homestay Program student, I:

_____ Understand and commit to obey the biblical and community standards set forth in the CCSA Homestay Program Student Handbook without complaint.

_____ Commit to do my best in all my studies.

_____ Commit to maintain a high standard in accordance with the social life, entertainment, dress code, and home living standards outlined in the handbooks.

_____ Agree to participate in various forms of support services designed to help each Homestay Program student achieve his or her academic, personal, spiritual, and social potential. These support activities may include advisor meetings, study groups, orientation programs, mentoring, social activities, counseling services, etc.

_____ Agree to follow the rules contained in the handbooks regarding appropriate technology usage.

_____ Commit to be a student of respect, responsibility, and integrity in all areas of life.

Parent's Printed Name _____

Parent's Signature _____

Date _____

Student's Printed Name _____