



St. Mary's School

Homestay Handbook

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1. Homestay Program Overview

Welcome to the St. Mary's School homestay (host) family program. We aim to provide a safe, comfortable and caring environment for international students that will enrich, support and inspire them to discover their talents in a uniquely responsive Catholic environment.

International students choose St. Mary's because they want to improve their English language ability and thrive academically, so they can earn admittance to an excellent American college or university. The homestay experience provides first-hand cultural understanding and a special opportunity to learn from each other in an English-speaking home environment.

Living with an American host family is often one of the most rewarding experiences for international students at St. Mary's School. Some host families correspond regularly with students who lived in their homes many years ago. Others have visited their former students in their home countries. International alumni often return to Medford to visit St. Mary's and their American "moms and dads." What better way is there to learn about America than to become a part of an American family?

American families exhibit great diversity, and St. Mary's host families make special efforts to welcome international students into their homes and lives. International students benefit immensely from noticing and appreciating the similarities and differences between life in their home countries and life here in the United States. Host families will notice similarities and differences as well. Don't be too quick to judge what you see or experience. Different doesn't necessarily mean worse.

When international students enter a new and different culture, they make a choice as to how they will interact with the new culture. Some students tend to assimilate just enough to get by, while other students fall on the opposite extreme of ignoring their home culture in accepting the new culture. Our goal at St. Mary's School is for students to maintain their home culture and language while simultaneously acquiring a second culture and language. Like putting on and taking off two different coats, students become bicultural, learning to move between their two cultures and maintaining the pride and sense of identity they have in both cultures.

As you get to know each other better, honest, respectful and frequent communication is the most important thing you can do. Don't be shy or embarrassed to speak with each other about issues at home or school. Dictionaries, gestures, and written notes are helpful communication tools. Learn each other's names and preferences, and don't forget to smile!

2. Important Contact Information and Helpful Tips

International Program Staff (*in an emergency, call 911*):

We are always available, so please do not hesitate to contact us with any concerns.

- **Director of Residential Life**
Mr. Brett Bruins
Phone: (435) 753-4761
Email: bbruins@smschool.us
- **Instructional Coordinator**
Ms. Lele Du
Phone: (541) 414-1248
Email: ldu@smschool.us
- **General Counsel**
Mr. Nicholas Phillips
Phone: (541) 690-6070
Email: nphillips@smschool.us

Hospitality Hints:

- Students and families should learn about each other's country, culture, and customs. Keep an open mind and avoid stereotyping. Get to know each other as individuals, ask questions, practice active listening, and share core American values of timeliness, hard work, honesty, free expression and equality, even as you realize the other culture's values.
- Demonstrate warmth and genuine concern for each other. Learn to pronounce each other's legal names and nicknames (if any) reasonably well. Learn about food preferences or dietary restrictions.
- Speak English clearly and naturally. Try to use common words with a minimum of slang or technical language.
- Host families and students may not always agree with each other, but do not use any disagreement as an example that one culture is "better" or "worse" than another. For instance, some families dine at the dinner table and wait until everyone is served before eating, say prayers before eating, or eat while watching TV. None of these customs is inherently better or worse than any other.
- Culture shock takes many forms and can include attraction to things that remind students of their home countries and aversion to things that cause anxiety, stress or depression. There may be a honeymoon phase, where everything is new and exciting, followed by homesickness, where students are lonely and alienated, and finally cultural adaptation, where students accept and appreciate the realities of living abroad.

3. Residential Expectations

Your boarding student tuition pays for:

- A safe and friendly place for you to live, with adequate heat, light and ventilation.
- A bedroom, a bed, a closet, a dresser, and a desk and chair (or your host family will provide a place for you to study in another part of the house, e.g. dining room table).
- Access to laundry machines and supplies.
- Access to a bathroom with a shelf or drawer for your personal grooming items (please share the bathroom as needed, keep it clean, and do not shower or bathe late at night after the family has gone to sleep).
- Access to a kitchen to prepare meals and snacks (your host family will be happy to help you learn to cook for yourself; please offer to cook a meal from your home country and help clean up after family meals).
- Food for 3 meals per day (eat a balanced diet with plenty of vegetables and water to stay healthy). Lunch is provided in the school cafeteria when school is in session.
- Transportation to and from school or other reasonable activities.
- A chance to live and learn with some very special people, including daily opportunities to cultivate cross-cultural friendships.

Your tuition does not pay for:

- Someone to cook for you. You will join the family for most evening meals and weekend lunches and will have lunch on weekdays in the cafeteria, but you will probably make your breakfast and certain other meals yourself.
- Someone to clean for you. You should clean your own room, clean up after yourself in every room, and offer to help with other cleaning tasks, especially when you notice your host family cleaning.
- Long distance phone calls or cell phone service.
- Clothing, books, or personal grooming supplies such as shampoo, razors, toothpaste, hair brushes and cosmetics.
- Meals and snacks purchased away from home (you may buy your own candy, potato chips, soft drinks and so forth).
- Entertainment expenses. If you go with your host family to a movie, concert or other event, you should expect to buy your own ticket.
- Additional personal items or equipment. If your host family offers you a bicycle to ride or lets you borrow other equipment, you must decide whether to accept. Before riding your host family's bicycle or using other equipment, please understand that you may be held financially responsible for repairing or replacing broken or lost possessions.

4. School Day Schedule

A. Morning

- Please wake up early enough so you have time to shower, dress and eat a good breakfast and get to school on time every day. If your host family is far from campus, you may be asked to wake up earlier, so be sure to go to bed on time every night.
- ***Students who are sick must talk to a host parent by 8:00 AM to be excused from school for the day and to receive assistance in obtaining medicine or getting a doctor's appointment. Please call the school to report the excused absence.***
- Students will not be able to return to the homestay during the school day, so students should be careful to take everything they will need with them in the morning.

B. The Academic Day

- Classes begin at 8:30. Students are expected to be in their classrooms several minutes before 8:30 to settle in and be ready to learn.
- Students are expected to be in the main school buildings for their classes from 8:30-3:30.
- High school lunch is in the school cafeteria from 1:00-2:00 and going off campus is allowed (middle school lunch is 12:00-1:00 but going off campus is not allowed).
- Classes end at 3:30.
- No students are allowed to leave the campus during Community Time from 10:00 to 10:45, Monday to Friday. St. Mary's School students who leave during this time will be referred to the Vice-Principal.

C. After School Monday to Thursday

Classes finish at 3:30. By 4:00 students should be at one of these three places:

- 1) In the homestay
- 2) At a team practice
- 3) At a different location with host family permission. **Students must ask for permission from a host parent if they leave campus or the homestay.**

At St. Mary's School, students have the freedom to choose what they do and where they go when they are not in classes ***within limits which are set for their safety.*** REMEMBER THAT HOME STAY PARENTS, FACULTY, OR STAFF MUST KNOW WHERE YOU ARE AT ALL TIMES. IT IS YOUR RESPONSIBILITY TO NOTIFY YOUR HOST FAMILY. BEFORE LEAVING YOUR HOMESTAY, YOU MUST TELL YOUR HOST FAMILY YOUR DESTINATION AND ESTIMATED RETURN TIME. YOU MUST HAVE A CELL PHONE WHICH IS ACTIVE AND RECEIVES AND SENDS VOICE AND MESSAGES.

D. Class Attendance

You are expected to attend each of your classes every day.

Students who are absent from school are not allowed to participate in any after-school activities. In other words, students who want to attend a sports game, practice or performance in the afternoon or evening must attend school all day.

If a student becomes sick during the school day, the student must contact the host family for permission to return home. Students may not return to the homestay without approval. If approval is given, students must sign out in the front office.

E. Homework Expectations

St. Mary's international students generally have two-three hours of homework each night. We expect students to be academically productive, complete their homework to the best of their ability every night and to study English if they have completed their homework.

We expect students to be focused on school work during homework time. Students may not play computer games, sleep, email friends, make or receive phone calls, or do anything else that distracts them. Homestay parents should treat international students as if they were their own students, asking about classes, projects and homework, helping students prepare for tests, answering questions and providing advice when asked for assistance. International students requiring extra help should be referred to the International Office.

F. Evenings Monday to Thursday

- Dinner will be at a regular time set by the homestay family.
- If you cook, you are responsible for cleaning up after yourself. This means throwing away waste and washing dishes.
- Visitors are welcome in your homestay with prior permission from a host parent but must follow rules regarding access to student bedrooms. Boys are never allowed in girls' rooms; girls are never allowed in boys' rooms. There are no sleepovers without prior permission and adult supervision.
- REMEMBER THAT YOUR HOST FAMILY MUST KNOW WHERE YOU ARE AT ALL TIMES. IT IS YOUR RESPONSIBILITY TO COMMUNICATE WITH YOUR HOST FAMILY. WHEN YOU LEAVE, YOU MUST TELL THEM YOUR DESTINATION AND ESTIMATED RETURN TIME. YOU MUST HAVE A CELL PHONE WHICH IS ACTIVE AND RECEIVES AND SENDS VOICE AND MESSAGES.

G. Evening Curfew Sunday to Thursday

Host families will set a curfew, and students are expected to return home by this set time.

H. Lights Out Sunday to Thursday

It is imperative that students get a good night's sleep, and we encourage them to be in their bedrooms with lights out by 11:00 PM from Sunday to Thursday. Prior to these times, students must be courteous about noise and activity in the room.

Host parents may take away students' video games, laptops, cell phones, TV's, or other distracting influences if students are not able to control their use.

5. Weekends and Mod Breaks

At St. Mary's School, weekends begin on Friday after school and end on Sunday at 7:00 PM. During Mod Breaks, the break begins after school on the last day of the Mod and ends at 7:00 on the evening before the new Mod begins.

Weekends and Mod Breaks are times to relax, play, or participate in some of the activities students are unable to do during the busy week. A variety of activities are available to students on weekends and during Mod Breaks, including movies, shopping and outdoor activities.

REMEMBER THAT YOUR HOST FAMILY MUST KNOW WHERE YOU ARE AT ALL TIMES. IT IS YOUR RESPONSIBILITY TO NOTIFY THEM. BEFORE YOU LEAVE, YOU MUST TELL THE HOST FAMILY YOUR DESTINATION AND ESTIMATED RETURN TIME. YOU MUST HAVE A CELL PHONE WHICH IS ACTIVE AND RECEIVES AND SENDS VOICE AND MESSAGES.

B. Spending the night away from home

Students may spend the night away from their home stay in two circumstances:

1. Students may spend the night with families listed in the current St. Mary's Directory **with the approval of the host family. Students must ask for this permission at least 48 hours in advance. It might be necessary for a host parent to contact families, and this requires time.**
2. Students may also visit with other families and individuals **specified by their natural parents** and with the approval of the host family. **Students spending the night with friends or family outside of the Medford/Jacksonville/Central Point/Phoenix/Talent/Ashland area need written parent permission and prior approval from the host family.** St. Mary's does not allow unsupervised overnight trips without written permission from a student's natural parent.

The following rules apply for students spending the night away from homestay:

- Students are responsible for coordinating their activities, including spending the night away from the homestay, with host parents.
- Students must remain accessible by cell phone and communicate with host parents before taking transportation and after arrival at a destination.

6. Residential Life

A. Contact Information

- St. Mary's School Address: 816 Black Oak Drive, Medford, OR 97504
- Home Stay Address: _____
- Text, WeChat, Facetime and phone: We ask families and friends to contact students between 8 AM and 10 PM. Students should not be chatting after 11:00 PM on school days or after 12:00 AM on non-school days. We ask that all students be respectful of others while chatting.

B. House Keys

Every student should be given a house key at the beginning of the year. Keys are important elements in the safety of homestay students, so keys should be used and tracked carefully.

Students are expected to lock the house when they are away and should never give the house key to another person (even another student). Students also should be able to show a host parent their key whenever requested and are required to report a lost key immediately.

Be careful with your house key! The cost for replacing the house key is \$125, payable directly to the host family.

C. Visitors

Student Visitors

St. Mary's students are allowed to visit the homestay after school if they are accompanied by the homestay student and if they have permission from the host family. The homestay student is responsible for informing the guest of house rules. The homestay student must remain with the guest at all times and will be held responsible for monitoring the actions of the guest.

Co-ed visitation is not permitted in bedrooms

Students may not visit the bedrooms of students of the opposite gender at any time. This can result in immediate expulsion from the school in which case the students will have to leave the US. A student violating a co-ed visitation rule will be banned from visiting the homestay.

Non SMS Student Visitors

Guests who are not students of St. Mary's School (including alumni) are welcome to socialize with a resident student, but are not allowed in homestays without prior approval of the host family. School policy does not permit any person over age 18, other than host parents, to be in a bedroom with a student.

D. Roommates

Some students in homestays may have roommates. St. Mary's School works hard to place students with roommates who are likely to be compatible. Living with a roommate develops problem solving and negotiation skills. Most college underclassmen in American universities have roommates; thus, learning to solve problems with a roommate is an important college-preparatory skill, and we encourage students to develop flexibility. Room and roommate changes are therefore expected to be rare occurrences.

When a student is concerned about a roommate relationship, he or she should take the following steps before expecting that any changes will be made:

1. The first step is for students to talk to the host family in order to discuss the room situation. Host parents will suggest steps to resolve the problem.
2. Students must make sincere efforts to understand their roommate and modify their own behavior as needed.
3. Any consideration of a roommate change will happen after these meetings have occurred and after the school administration and host family have discussed it. The school administration may decide that a roommate change is not necessary and may offer other solutions to roommate problems.

D. Meals

Students in homestays will have breakfast and dinner in the homestay and lunch at school when school is in session. On nonschool days, all three meals will be taken in the homestay.

E. General Homestay Life

- **Laundry:** There is a washer and dryer in each homestay, and students may wash their clothes. Your host family will teach you how to use machines. Students share the laundry facilities with host families, so there will be a scheduled time for students to use the machines. Students may clean their rooms while their clothes are in the laundry. Most

families ask that students wash, dry and fold their own clothes, sheets, and towels. Your host family will tell you what they prefer.

- **Kitchen:** There is a kitchen available to homestay students. Students are welcome to use the kitchen with permission or supervision but are responsible for cleaning up after cooking or eating. This includes throwing away food waste, rinsing dishes and placing them in the dishwasher.
- **Living Areas:** There are tables, chairs, and comfortable couches in homestays so that students can study or socialize at home. **Please keep these common areas clean.**
- **Household Chores:** Although people from other countries often think Americans are very prosperous, most Americans cannot afford to hire maids, cooks, house cleaners, drivers, or any other domestic help. Americans expect everyone in the family to help with housework. In addition to cleaning up after yourself, you may wish to offer to help the host family when you see them cleaning the house. Your main job, however, is to do your schoolwork and study English. If you feel you are being asked to do more housework than is reasonable, please talk to your host family before contacting the international student office. Students should not engage in unaccompanied gardening, deep cleaning, or hazardous activities involving machinery, chemicals, heights, body fluids, or heavy or sharp objects. Please note: International students may not seek employment on a full or part time basis as doing so may jeopardize their F-1 student visa status.

F. Valuables

Students with valuables may consider purchasing a small, portable safe for their room. Students should store valuable items such as passports, I-20s, expensive cameras, cash or jewelry in a safe. In addition, we expect students to lock up the house before leaving home for a lengthy period of time. Neither the School nor the host family is responsible for personal items which are lost or stolen.

Students should NOT keep large amounts of cash in their room. If a student arrives with cash, the student should request a ride to the bank immediately to deposit the cash.

G. Forbidden items

Students should not have lighters, matches, candles or plug-in air fresheners. Weapons of any type, including locking switchblade-style knives, are forbidden. If students acquire these items, they will be confiscated until the end of the year or until a parent/guardian can take them home. Keeping such items in a room can lead to serious disciplinary consequences. Some sharp art supplies (e.g. exacto knives) may not be allowed to be kept in student rooms.

We recommend following state licensing and fire regulations for health and safety.

- Halogen lamps, hot plates, and toaster ovens or any other small appliance are not permitted in bedrooms.
- Students' belongings should remain in their rooms.

D. Room Cleaning

Since students are expected to maintain neat and clean rooms. The host family may inspect the student's room and require the student to clean the room to meet the host family's cleanliness standards. Students are responsible for the cleanliness of their rooms.

The host family may wish to adopt St. Mary's School dormitory standards for student rooms::

- All clothing is on hangers, folded on shelves and in drawers, or in a laundry basket.
- All trash is disposed of and wastebaskets are empty.
- The student desk is clean of all unnecessary items and wiped off.
- The bed is made.
- The floor is vacuumed.
- Personal belongings are neatly stored or displayed.
- The house key is shown to the host family.
- Nothing on the window sill.

Students who fail to meet these standards will continue to stay and clean their rooms until the standards are met. At year's end, cleaning and damages may be assessed by the host family and billed to the student's Business Office Account if there is excessive damage or garbage in a room.

7. Vacations

A. Christmas Break

St. Mary's School closes for two weeks at Christmas, so all students make arrangements, with the consent of their parents, to spend the vacations off campus. The Christmas break is not included in the homestay stipend, and the room may be used by the host family during this break.

PLEASE NOTE: Students who wish to remain in the homestay during Christmas or Summer Break must contact the International Office and obtain permission from the International Office. The International Office will attempt to obtain permission from the host family. The student will then be responsible for a charge of \$60 per day, payable in full and due 2 weeks in advance of the break.

Most students travel back home during this time although some families use this time as an opportunity for a family trip within the US. Other students stay with relatives or family friends. If students do not travel home, the School needs permission from the parents for students to travel to another place if they are not with their parents.

We strongly discourage overnight trips during which there is no adult present for supervision; however, there are some circumstances, such as college visits, when students may need to travel unaccompanied. The School needs permission from the parents for a student to travel within the US without a family member.

If invited by the host family, students may spend Christmas break in the homestay and celebrate Christmas with the family. There will be an additional charge for room and board during this time.

B. Spring Break and Mod Breaks

While the dorm and homestays are closed during Christmas and Summer, they are open during Thanksgiving and Spring Break. If students plan to travel, they must coordinate with their host family. It is important that families make travel plans far in advance. Students are not allowed to leave early or return late. Missing school days in our Mod system can result in poor grades or failure. Every day of each Mod is important.

A student who leaves early or returns late will miss valuable class time, homework assignments, assessments, and important events, and will not be allowed to make up work. Families are strongly urged to keep vacation travel to the days assigned in the school calendar. Students who miss school days to travel are disadvantaged academically and will need to provide their own transportation to or from the airport.

It is essential to remember that a student who wishes to travel in the US without their parents must always have written permission from their parents. Parents must email the International Office with this permission or fill out the Travel Permission form well in advance of the trip.

C. End of Homestay

Homestays end for summer and Christmas break. Students shall not stay in the homestay during this time without prior permission and agreement to pay a reasonable per day fee as detailed above. If students remain after the homestay ends or arrive before it begins, they may need to find a different place to stay or pay an agreed upon fee. The dates for these breaks can be found at the front of this handbook, or on the St. Mary's website on the School Calendar. If there are ever any questions about dates, do not hesitate to contact the school or host family.

8. Financial Matters

A . Bank Accounts

New students will visit US Bank in the first week of orientation to assist with the opening of accounts. We prefer that students use US Bank because it is close to our School and our staff works closely with the bank to resolve any problems with the accounts.

B. Health Services

All boarding students are required to have health insurance coverage and it is included in the student fees. If a student does not have insurance at the start of school, he or she will automatically be billed for the policy recommended by the school. The student and the homestay parents are provided with copies of the health insurance card.

When a student requires medical assessment and treatment by a doctor, the school will help with finding a care provider, arranging transportation, and coordinating care with the provider. If there is a serious medical problem, the school will discuss medical concerns with parents. Insurance reimbursement for services will be obtained when possible by cooperation with medical providers and insurance companies. Parents will be responsible for any bills not paid by insurance.

9. Leaving The Homestay and Changing Host Families

Leaving the Homestay

Students who wish to leave the home must always indicate their destination and expected return time. Students will not be allowed to leave without a phone which receives text messages and phone calls.

Students may walk, call a taxi, take the bus, or travel with a day student, host family, or guardian. If students travel in a private vehicle other than a current St. Mary's student, they must have prior permission from parents as well as the host family.

Transportation for school activities, homestay activities, as well as medical, dental or counseling appointments is provided by the host family. Students will sometimes need rides. Host families may need to pick up students after work. If you must wait at school for your ride, you may study in the library, exercise, or play with friends. Please be out front at the meeting place on time so your host parent driver does not need to get out of the car to look for you. If you change plans (for instance, you get a ride with someone else or go to another student's house), be sure to let your host parents know.

If a student needs to travel for personal reasons, they must request transportation from the host family 72 hours in advance.

Driving

International students are never allowed to drive a car. Students may drive only after graduation.

1. Changing Host Families

Before a host family begins to host a St. Mary's School student, they complete an application with references, an interview with the Principal, a home visit by International Office staff, and a criminal background check. Host families must inform St. Mary's School of any material changes in the status of the host family or the international student, including changes in address, divorce, new adult members of the household, serious financial trouble, criminal arrest or conviction, driving while under the influence of alcohol or other substances, and domestic violence.

Unless there is a serious problem or dangerous condition, students should stay with the host family they were originally assigned to. In all cases, students should do their best to talk to their host family and try to work out the problem. If after doing so you are still unable to resolve the issue, contact the International Student Office.

If the school deems it necessary for a student to move to a new host home, the student will have to fill out a Host Family Change Request form and pay a \$100 change fee that is *NON-REFUNDABLE*. This fee will not be charged if you have to move due to a serious problem or a dangerous condition as determined by the International Office in its sole discretion (e.g. if your health were endangered, you were allergic to the family pet, or the living quarters were uninhabitable).

10. Rules

Many host families will write out a list of family and house rules for your convenience. These rules will apply instead of or in addition to the rules below, at the host family's discretion. If the host family has children, students should never attempt to discipline them. Let the host parents know if any situation needs their attention. Communicate clearly with the family how much time you want to spend with the children and when you need to focus on schoolwork. You should not be asked to babysit except in an emergency. If you want to volunteer to watch the children occasionally, it would probably be appreciated.

The following rules have been framed to make sure the homestay is a place where all students can live happily, safely, and productively. The rules of the homestay have been established to ensure safety, to preserve a quiet and harmonious living space, and to maintain a clean environment in which the students can be comfortable.

It is important to remember that these rules were made for teenagers living in a homestay. Host families strive to maintain a balance between flexibility and consistency in enforcing rules. If student discipline becomes necessary, it will be handled clearly and justly by International Office staff in consultation with the host family and student. In addition to penalties, the disciplinary process provides education, support and counseling for the student.

A. House Rules

- We expect students to honor the curfew hours. Being out of the homestay after curfew is a serious breach of trust and safety.
- We expect every student to exercise restraint with romantic relationships. Students should refrain from intimate touching, including kissing and close body contact while on campus and in homestay. Students may not lie down together on couches or beds or sit on each others' laps.
- We expect all students to respect the car policy. International students are not permitted to drive a car while they are students at St. Mary's School unless their own parents are in the car with them.
- Students cannot use incense, candles, or other incendiary items in the home.
- Students may NOT use tobacco, alcohol and drugs. There will be no possession, use, distribution or display of alcohol, beverages containing alcohol (or the containers), nicotine, drug paraphernalia, marijuana, and/or other illicit or dangerous drugs of any kind on or off campus.
- St. Mary's is a violence-free campus. Acts or threats of violence, including bullying or harassment, will be treated with utmost seriousness including expulsion.
- Honesty. Students are expected to be open and honest in their interactions with the host family and all of the members of the SMS faculty and staff. Lying or attempting to deceive or hide information can create an atmosphere of distrust. Even when a student has broken a rule, adults have much more respect for a student who is able to be truthful about what he or she did, rather than furthering the problem by being deceitful.
- Helmets. All students riding bicycles, roller blades, skateboards, or scooters must wear helmets.

Violation of any of these or other agreed upon house rules will result in consequences. Any concerns about the program, house rules, or other issues that parents may have should be addressed to the host family, the International Student Office, and the administration.

11. Communication with Parents

A. Parent Partnership

Parents are strongly encouraged to be active in their student's education and life at St. Mary's. They are also expected to be aware of St. Mary's rules, policies and educational philosophy and to work to support those standards by helping their student to understand and remain in compliance with school norms and rules. Regular communication between the International

Program Director, host families and student families is critical to both of these expectations; we see ourselves as partners in parenting students while they are living in homestays, and it is essential for the school to have accurate and complete information in order to do that parenting task well and ensure the well-being of the whole community. We respect the privacy of families and strive to keep sensitive or personal information on a need-to-know basis.

- Parents should contact the International Student Office or the host family directly with any concerns about their child.
- Parents will be notified if a child becomes ill enough to be taken to a hospital or urgent-care clinic.
- Parents will be notified if a child violates a major rule at St. Mary's School or the homestay, or if the student is being sent before the Discipline Committee.
- St. Mary's School welcomes visiting parents or other family members; please let the International Office know if parents are traveling to Medford and would like to meet teachers, our college advisor, the residential staff or others in the community. Advance notice makes this planning much easier.

St. Mary's School's expectations of the parents of dorm students:

- Homestay students are encouraged to take the initiative to communicate directly with host family and school adults if they are not feeling well, fall behind on assignments, or don't understand how to follow a house rule or how to do daily business. If a student calls home with concerns about daily life or school, we ask parents to encourage the student first to speak with or email the host family, the International Office or another trusted adult to seek advice and assistance.
- Parents of a homestay student are expected to initiate direct adult-to-adult communication about any important changes to their child's academic or dorm life or schedule at St. Mary's School, rather than relying on their student to do that communication alone.
- Some examples of occasions when parents need to communicate directly with the International Office and the host family.
 - A student trip during school time
 - Student travel or overnight stay alone without an adult
 - Parent visit to St. Mary's (students often forget or don't know what meetings their parents would like to have and so should not be the family's messenger)
 - Problems related to school or residence in the US
 - Parents' wish to take their student out of the homestay to live with them locally
- Parents are asked to notify the School in advance when a student will be receiving information that may be upsetting, such as the loss of a pet or a sick grandparent. We hope to offer each student emotional support during difficult times.
- Parents are asked to know and respect the study hours and lights-out/quiet hours times, and not to call, text or chat with students during those times.

- Parents are asked not to make requests or demands of their student that go against the rules and policies of the homestay and school. Parents should communicate directly with the International Office.
- Parents should work with students to avoid long absences from school wherever possible. Our Mods are 26 school days long and any absences are significant.
- Parents are asked to schedule travel plans sufficiently in advance of holiday breaks.

12. School Policy on Suspected Theft

In order to provide guidance on issues involving stolen money, goods, or misappropriated assets, St. Mary's School has adopted the following policy:

- St. Mary's School takes reasonable suspicion or accusation of theft on or off campus seriously.
- When alerted to suspected theft, the Principal, the Legal Department and the International Office and other departments as necessary, for example, in the case of boarding students, the International Department, shall thoroughly investigate and document all relevant facts and witness statements.
- The School's objectives are (1) to prevent further thefts, (2) restore the victim to the position he or she was in before, (3) discipline appropriately any person determined to have stolen money or goods.
- Students and employees are innocent until proven guilty in a court of law. The Principal, after consultation with our General Counsel, makes the final decision about whether to involve law enforcement.
- Employee theft, valued at or over \$50, will result in immediate termination.
- Students found to have stolen will face disciplinary action, up to and including expulsion. The School shall bill the family of the thief for the cost of goods stolen and make the victim whole.

Homestay Handbook Agreement

I _____ have read the St. Mary's School Homestay

Printed Student Name

Handbook and understand the content. I understand that these rules are for the health and safety of the residential community. I promise to follow the rules in this Handbook.

Student Signature

Date

In addition, I understand that breaking the rules below will have serious consequences and possible expulsion.

I understand the following:

- 1) I am responsible for making sure that the host family knows where I am and when I am expected back **at all times**. I understand that my phone must have voice and text messaging capability and that I must keep my phone charged and with me whenever I leave the dorm or campus unless I will be with a faculty or staff or host family member at all times. In other words, I understand that the School must always know where I am and how to contact me. _____
- 2) I understand the following:
 - a) Students of the opposite gender are never allowed in a student's bedroom. _____
 - b) It is illegal for any person under the age of 21 to drink alcohol or use marijuana in the State of Oregon. I understand that I am not allowed to drink alcohol or use marijuana while I am a student at St. Mary's School. I understand that drinking alcohol or using marijuana on campus or off campus while I am a student at SMS will result in punishment and likely permanent expulsion from school. _____
 - c) Sexual activity is strictly forbidden. Any boarding students found to be engaging in sexual activity will be expelled immediately and sent back home within 48 hours. _____
 - d) Smoking cigarettes or any other substance is not allowed on our campus or in homestays. The campus is a smoke free place. Smoking will result in warnings and punishment. _____

e) Boarding students are not allowed to drive a car while they are students at St. Mary's School. Driving a car is forbidden by our school for legal and liability reasons. Boarding students can enroll in a driver's training class in the spring of their Senior year but they are only allowed to drive with an instructor until after graduation. _____

f) Boarding students are not allowed to own or use any kind of firearm (gun). _____

I understand that violating any of the rules above may result in punishment or expulsion from the St. Mary's School. If a student is expelled from St. Mary's School, the student's I-20 will be cancelled, the student will be required to leave within 48 hours and no tuition will be refunded.

Student name: _____

Date: _____

Student signature: _____