

International & Diversity Student Residential Agreement

Mount Saint Joseph Academy

Rutland, VT

2019 – 2020 School Year

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Overview & Purpose of this Agreement

The International & Diversity Student Residential Agreement is designed to be a supplement to the school's rules and regulations, as published in the Student Handbook. This agreement outlines the rules and regulations that students are expected to abide by while living in a host-family environment.

These rules may be different from the rules a student would be asked to adhere to at home. They are established as an outline for students to make informed choices while living with their host-family and intended to maximize everyone's academic and social experience.

*All students who are enrolled at **Mount St. Joseph Academy** will be held to the expectations and policies outlined in this Residential Student Agreement. It is expected that all parents and students read this student agreement thoroughly and refer to it as a source of guidance and information. Students and parents are expected to have knowledge of the agreement's content.*

Your Host-Family

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

International students as well as out-of-state students are coming to this part of the United States to learn academically and culturally. All students need to be willing to make adjustments accordingly to adapt to their host family, community and school.

While your first priority is your studies, living with a host family is a remarkable benefit offered by **Mount St. Joseph Academy**. The hospitality of others can provide a multidimensional view of American and Vermont life. A homestay can temper loneliness for the newcomer, and for most students, becomes the highlight of the student's stay.

Standards of Conduct

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

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

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

- Mutual respect
- Personal and academic integrity
- Civil discourse

- Responsible decision making

General Policies of the Program

Compliance with Host-Family Rules & Regulations

Rules and regulations will vary amongst host-families. Students are expected to comply with all requests and directives made by their host-family who are appropriately exercising their responsibilities. All activities of the student must be approved by his/her host parents. The student shall keep the host parents informed about where and with whom the student is at all times and the expected time of his or her return home. Violations of these rules and regulations will be reported to the school administration and may result in disciplinary action.

Privacy & Dignity

While living in a homestay environment, it is important to maintain respect for the personal privacy and dignity of your host-family. To the extent that the physical layout of the bathroom, shower and living areas permit, the privacy and personal dignity of students shall be respected by all members of the host-family. Unwarranted intrusions on a student's right to such privacy shall be considered a violation of the **Mount St. Joseph Academy** disciplinary code.

Room Use & Occupancy

Each student should be provided with a bed, mattress, chest of drawers, wardrobe or closet, desk and desk chair. Students are responsible for keeping their rooms neat, organized & clean. Consideration for roommates and respect for property & personal space is expected. Renovations of any kind are not permitted in students residential spaces.

Students are expected to apply these same standards to common living spaces such as bathrooms, hallways, lounges and grounds surrounding the home.

Meals

Students can expect that they will be provided with 3 meals a day by their host-family.

Open Door Policy

Student's rooms must remain open while individuals other than the student's roommate are present.

Guests

Guest policy shall be determined individually by each host-family. Students are expected to comply with the expressed desire of their host-family regarding the guest policy.

House Keys

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

Chores

Like any American teenager, international students and diversity students may be expected to perform normal household chores. Typical and normal chores include making the bed, washing dishes, keeping the bathroom tidy and helping with the laundry. It is expected that host-families and students will review

this during the first week as well as go over things such as how to operate the washer/dryer and dishwasher.

Curfew

Curfews may vary amongst host-families. All students are expected to abide by the curfew policy of their respective host-family. Failure to abide by the curfew may result in disciplinary action by the school administration.

Telephone and Internet Use

Each host-family will provide free, local telephone service and internet access. At home, you may use the telephone and internet occasionally, but please remember that both the telephone and internet are shared in your host family. Please be considerate of the time spent on the telephone and the internet.

Personal Technology Use

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

Storage & Security of Personal Items

All students are issued keys to their homes and are advised to take precaution in securing items of value in their room and on their person. Neither **Mount St. Joseph Academy**, nor the host family accept responsibility, nor will they provide compensation for lost, stolen or damaged items.

Damage Assessment

Students are responsible for any damage done to personal or host-family property. Occupants of a room will be charged for the cost of repairing or replacing damaged or missing property.

In situations where there is more than one student living in a room, damages, which cannot be attributed to specific individuals, will be charged to all room occupants. The host-family, in cooperation with **Mount St. Joseph Academy** reserves the right to determine the cost to repair or replace any damaged property.

Transportation

Each host-family and their student are expected to work out an agreement regarding scheduling and transportation to the student's extracurricular activities. This can be use of the city bus if available, parent transportation, and only when agreed to by the host-family, riding with another student involved in the activity.

Student Travel and Notification of Whereabouts

Students are allowed to travel outside of areas designated by **Mount St. Joseph Academy** and their respective host-family only if, they first inform the International/Diversity student coordinator at MSJ (Carrie Savage), and Principal Sarah Fortier of the expected trip, AND have the permission of the host-family, and school officials. Unless the host-family offers to pay for such trips, students are responsible for paying themselves. The same is true for family trips. Leaving home without notifying your host-family is a direct violation of the International/Diversity Student Residential Agreement and may result in disciplinary action by the school. And while travel home during longer school vacations is

allowed, during the winter months travel delays and cancellations may occur resulting in extra travel expenses.

Alcohol & Other Drug Policies

Mount St. Joseph Academy, in cooperation with each host-family, will address any behavior relating to drugs and alcohol as outlined below:

- **Possession of alcohol or illegal drugs:** Students who are found to possess, use, distribute, or transport alcohol or illicit drugs will be subject to suspension or expulsion. **Mount St. Joseph Academy** reserves the right to consider the presence of smoke or odors as a violation of this policy.
- **Being under the influence of alcohol or other drugs:** Students who return home and are found to be under the influence of alcohol or illicit drugs will be subject to disciplinary action up to and including suspension or expulsion.
- **Prescription Drugs:** Each student shall be responsible for self-administering all prescription medication. Students who are found to be sharing, selling, or trading prescription medications, or abusing or misusing their own prescription medications will be subject to sanctions ranging from Disciplinary Probation to suspension or expulsion.
- **Drug Paraphernalia:** Drug paraphernalia, regardless of intended use, is not allowed.
- **Alcohol Containers:** Empty alcohol bottles, cans, bottle tops, and other containers are not allowed, even for decorative purposes.
- **Tobacco Products & Vaping and Juuling** It is illegal for persons under the age of 18 to possess any tobacco product. Students attending **Mount St. Joseph Academy**, regardless of age, will not be permitted to use tobacco products & any products which include vaping and juuling whether on campus or at home. Students found to be in violation of these policies will be subject to sanctions up to expulsion from **Mount St. Joseph Academy**.

Automobiles (International Students only)

International students at **Mount St. Joseph Academy** are not permitted to drive cars, even if you are able to do so at home. You will travel with your homestay family to school, local events, shopping, and for other venues to meet most of your needs. Occasionally you may travel with other **Mount St. Joseph Academy** students who have cars so long as you inform your host-family in advance.

Emergency Situations

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

Fire Safety

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

- Candles, camp stoves, lanterns, hurricane lamps, incense, or any other items with open flames are permitted only with permission from the host-family.

- Fireworks, explosives, volatile liquids, and fuel are not permitted.
- Fire alarms and extinguishers are critical for safety and must not be tampered with. Students who tamper with fire safety equipment will be subject to: fines and disciplinary action up to and including suspension or expulsion, fines from the Fire Department, and may also be subject to criminal charges.

Harassment Policy

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

Mount St. Joseph Academy defines harassment as verbal or physical conduct which has the purpose or effect of creating an intimidating, hostile or offensive educational or living environment on the basis or because of a student's sex, sexual orientation, gender identity, race, ethnicity, national origin, religion, disability, or age, or other characteristics as protected by applicable law, and which would create such an environment for a reasonable person under the circumstances. Such harassment may include, for example, repeated slurs, taunts in the guise of a joke, disparaging remarks, or physically threatening or inappropriate conduct, when such is directed at a person or group of persons because of their sex, sexual orientation, gender identity, race, ethnicity, religion, physical ability or age. Retaliation against a student or host-family member for filing a complaint in good faith under this policy is strictly prohibited, and, if proven, would be considered a violation of this policy.

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

Host-Family Changes

Every effort is made to house students in compatible situations conducive to academic and personal growth. Mid-year Host-family changes are rare, and may be made only under the direction of the **Mount St. Joseph Academy** administration. Living arrangements shall be reviewed by the student, host-family, and the school at the end of each academic year.

Grievance Process:

Any student who feels aggrieved, or wronged, by the action of any member of their host-family should report their concerns to the school administration immediately, who will work within the parameters of the administrative and/or legal process to resolve the grievance.

PLEASE sign and return this page to Mount St. Joseph Academy.

Addendum & Changes Between Publications

The Residential Student Agreement is published by **Mount St. Joseph Academy** annually. **Mount St. Joseph Academy** reserves the right to add, modify or amend any part of this handbook between publication dates. **Mount St. Joseph Academy** will inform students, faculty and staff through various means when any changes to this handbook are made. These changes will supersede any previously published policies on the same topic.

I agree to abide by the terms outlined in this International & Diversity Student residential Agreement

Student Signature:

Date: _____

Printed Name:

Host Parent Signature:

Date: _____

Printed Name:

School Administrator Signature:

Date: _____

Printed Name: