

**Thetford Academy**  
**Homestay Rules and Responsibilities**

**Host Family**

*International students are under the jurisdiction of Thetford Academy during their entire homestay and must abide by all rules and regulations in the [Thetford Academy Student and Family Handbook](#)\*. Offenses may result in dismissal and the loss of a student's visa status. Please refer all student handbook violations directly to Thetford Academy.*

**General Rules and Responsibilities**

*Family Environment*

1. Provide a safe, clean, and welcoming environment for the student for the duration of the student's stay. A designated Thetford Academy official has successfully completed a site visit to the Host Family's residence. Notify Thetford Academy promptly if conditions materially change.
2. Treat the student with respect and kindness and expect the same in return.
3. Advise the student of any reasonable "house rules" or other expectations and expect the student to adhere to those rules.
4. Be aware of the student's whereabouts at all times.
5. Interact with the student on a daily basis and include the student in appropriate family activities.
6. Speak English with the student.
7. Provide a general orientation to the surrounding community.
8. Provide cultural experiences after school and on weekends to the extent possible.
9. Never leave the student alone overnight. Inform Thetford Academy as soon as possible if you need to be away overnight and are unable to bring the student so that a short-term host family can be arranged.

*Personal and Shared Spaces*

10. Provide each student with a bed and linens in a room with a door and necessary furniture such as a desk and a bureau, which no other family member will use for the duration of the program.
11. Provide a bathroom, including shower facilities, where the student is permitted to store toiletries. Provide basic toiletries and supplies for everyday use, such as toilet paper, hand soap, towels, etc.
12. Provide each student with a key to the house and the code for a residential alarm if applicable.
13. Provide access to laundry facilities and detergent at no additional charge.
14. Ensure that the student has a place to safely store important records (health records, insurance information, identification, passport, visa, I-20, etc.).
15. Never move, take, handle, or destroy the student's personal belongings without his or her consent. (You may carefully place the student's personal belongings in his or her room if the student has left them in an open common area).
16. Always respect the student's privacy and establish boundaries to respect the privacy of others in the home.
17. Host Families are under no obligation to provide accommodation for students' natural family members or other visitors. Natural family will be advised to arrange hotel or other private accommodations during any visits.

*Meals*

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18. Ensure that the student is provided three nutritious meals per day, seven days a week. Evening meals shall be prepared and left if the family is not home for dinner or if the student comes home late from classes unless otherwise agreed to by the parties concerned. International students are provided the standard school lunch daily while school is in session.

19. Host Family will meet specific food requirements as previously notified and agreed upon.

*Chores*

20. Ensure the student is not required to baby-sit or perform tasks beyond common cleanup. Do not allow the student to take on a paid job, even in your home.

*Technology & Media*

21. Provide basic internet and telephone access at no additional charge.

*Alcohol & other drugs*

22. Notify Thetford Academy of any suspected or confirmed drug or alcohol use. [Note: international students must abide by all rules and regulations in the [Thetford Academy Student Handbook](#) during their entire homestay.]

*Financial matters*

23. Use stipend for all direct and incidental costs of hosting the student such as meals, utilities, meals out, tickets for family or cultural activities, etc.

24. Ensure that family members do not borrow money from the student and that the student does not borrow money from family members.

25. Refrain from opening a joint bank account with the student. Any local bank account that the student maintains should be private.

*Transportation*

26. Maintain a valid driver's license.

27. Ensure that the student's transportation needs to and from Thetford Academy are arranged such that the student can fully comply with Thetford Academy's attendance policy.

28. Do not permit the student to drive your vehicle(s).

*Health & Safety*

29. Promptly notify Thetford Academy staff of any significant change in the student's overall physical or mental health.

30. Ensure the student receives proper medical attention in case of emergency and provide transportation to and from standard/required medical appointments. [Note: Payment of all medical expenses is the full responsibility of the International Student. Students are required to purchase medical insurance in advance of their period of study.]

31. Own your home or advise your landlord of your plan to host an international student.

32. Inform Thetford Academy of all other students or house guests living in the house, including those who take up residence after the student arrives.

33. Authorize Thetford Academy to conduct background checks on every adult of 18 years of age or older who will live within the home and/or supervise the student during his/her stay.

34. Ensure that guns in your home are always securely and safely stored where they are inaccessible to the student and other unauthorized persons.

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35. Never resort to physically or verbally abusive, aggressive, or otherwise inappropriate behavior.
36. Never initiate or participate in a sexually-oriented discussion or the viewing of sexually-explicit photographs, written materials or films with the student.
37. Be suitably clothed and covered in the presence of the student at all times.
38. Never touch the student inappropriately.
39. Instruct the student on and require the student to use appropriate safety gear, such as seatbelts and helmets.

*Cultural Sensitivity & Awareness*

40. Be sensitive to the cultural beliefs, values, and differences of the student. Inviting the student to join in attending faith services is welcome, but should never be required, nor should religious or political beliefs be forced upon the student.

*Communication*

41. Contact Thetford Academy if problems arise between student and family members, cooperate with Thetford Academy staff in trying to reach a reasonable, equitable solution.
42. Cooperate with Thetford Academy in relaying information and provide regular updates on progress for purposes of updating the natural parents.
43. Communicate via Thetford Academy with the student's natural family to ensure proper translation and to avoid miscommunications.
44. Always respond to Thetford Academy in a timely manner when contacted by phone or e-mail.
45. Only use or disclose the student's personal information for the purpose for which it was provided or otherwise with the consent of the student.

Termination of Agreement/Relocation of Student

If the Host Family is unwilling or unable to continue to care for the student, he or she should notify Thetford Academy as soon as possible in writing and shall include the reasons for the decision to terminate the Agreement. Thetford Academy shall immediately make reasonable efforts to find new housing for the student but the Host Family shall continue to provide housing for at least 14 days to provide Thetford Academy sufficient time to find a suitable placement.

Thetford Academy reserves the right to move a student to a different home without advance notice if a situation is unsatisfactory or if problems cannot be resolved between family members and student, or if any of the foregoing list of responsibilities is neglected. Should an emergency relocation be required due to the Host Family's violation of State or Federal Law, or neglect of the responsibilities as stated in this Host Family Agreement, the Host Family's approval to host any student will be subject to immediate termination, financial compensation will end immediately, and legal or other action will be taken if warranted.

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**Student**

*International students are under the jurisdiction of Thetford Academy during entire homestay. This means you have all of the rights and responsibilities and must abide by all behavioral expectations found in the [Thetford Academy Student and Family Handbook](#)\* at all times. Handbook violation may result in dismissal.*

**II. Student Rights and Responsibilities**

**A. A Family Environment**

1. Treat your host family with respect and kindness, and expect the same in return.
2. Participate in family activities.
3. Share information with them about your academics, your activities, and what you are doing when you aren't at your homestay.
4. Invite your host family to school events.
5. Tell your host family where you are at all times.
6. Abide by family rules for
  - a) Internet use
  - b) Magazines, TV, videos, radio, music and entertainment.
  - c) Chores
  - d) Curfew, quiet hours, 'lights out', sleepovers, guests, and other activities.

**B. Personal and Shared Spaces**

1. You have the right to your own fully-furnished room with a door that you can close for your privacy, access to a bathroom with shower facilities and storage, as well as a safe place to store important records. You have the right to a house key.
2. Please follow host family rules for inviting guests, and always keep the bedroom door open when guests are visiting.
3. Be aware that you are not allowed to engage in sexual relations while a student at Thetford Academy.
4. If you damage your own or your host family's property, you are responsible for the cost of repair/replacement.
5. Please respect the privacy of your host family.
6. Inform Thetford Academy if your natural family plans to visit so we can advise them of hotels that can accommodate their visit.

**C. Meals**

1. Your host family will provide you with a nutritious breakfast/dinner and all meals on non-school days, as well as with healthy snacks. Your tuition includes a standard lunch on school days. The cost of all other food is your responsibility.
2. Communicate with your host family about your food preferences.
3. Buying your own snacks is ok. Please respect your host family's wishes about where to store it. Remember that it's courteous to offer to share.

**D. Chores**

1. Keep your room and bathroom clean. Clean up after yourself at mealtimes. Help with the chores.
2. If you have younger host brothers/sisters, you are not expected to babysit (watch or take care of) them.

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*E. Responsible Use of Technology and Media*

1. House landline telephone use should be for local calls only. Be courteous about the amount of time you spend on the phone. For long distance calls, you are required to purchase a prepaid phone card or use a personal cell phone.
2. Host families will not provide you a cellphone and you should plan to bring/purchase a phone and set up a pre-paid monthly plan.
3. The homestay internet is shared by everyone in the household. Be considerate of time spent on the internet so that all family members have access.
4. You are not allowed to bring to or view offensive material in your homestay.
5. Please be considerate of your host family and keep your music or TV at a reasonable volume. Respect quiet hours.

*F. Alcohol & Other Drugs*

1. In the state of Vermont, drinking alcoholic beverages is illegal for minors (a person under 21 years of age) and tobacco use is not permitted at any time for Thetford Academy international students per the Student and Family Handbook. Drug use is illegal for everyone. Do not participate in these activities at any time.

*G. Financial Matters*

1. Do not spend your personal money on your host family.
2. Students and host families may never borrow money from each other.
3. Do not open a personal bank account with your host family. The ISP Director will open the account with you.
4. Your host family cannot hire you to do work for them. You cannot work anywhere for money. Your student visa does not permit it.

*H. Transportation*

1. Unless you live within walking distance of Thetford Academy, you have the right to daily transportation to/from school. Your host family may bring you to/from school or you may need to take the bus.
2. You have the right to transportation for participating in afterschool and extracurricular activities, but you must communicate and make a plan with your host family about your schedule so they can accommodate your needs.
3. Provide your host family plenty of advance notice (two days are preferred) when you need transportation to run errands or socialize with friends.
4. You must pay your own public transportation costs for excursions you plan.
5. International homestay students are never allowed to drive any car, even if they have a driver's license. International students are allowed to ride with other students if a signed permission form is in place from the student's natural parents.

*I. Healthy & Safe Environment*

1. You have the right to physical and mental health care. Please tell your host family or Thetford Academy staff if you are unwell, if you have sustained an injury, or if you are experiencing mental health issues.
2. Your host family or Thetford Academy staff will bring you to any medical appointments.
3. You must pay all medical expenses not covered by your insurance policy.

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4. Do not buy or possess weapons of any kind, including knives and guns.
  5. You have the right to live in a healthy and safe environment. If you ever feel unsafe or mistreated in your homestay, please report it to the International Student Director immediately.
- J. Cultural Sensitivity and Awareness*
1. One of the goals and benefits of living in a homestay is to learn about American culture. Be sensitive to the cultural beliefs, values, and differences of your homestay family, including religious and political beliefs, and expect them to do the same for you.
- K. Communication*
1. Talk with your host family as much as possible. If you are having a difficult time communicating with them or need to report a problem, contact the International Student Program Director immediately. Most problems can be resolved when approached early.

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III. Thetford Academy Rights and Responsibilities

- A. Screen host family applicants and visit place of residence to ensure compatibility with the homestay program.
- B. Provide annual orientations to both host families and international students regarding homestay rules and responsibilities.
- C. Provide a standard lunch every school day.
- D. Maintain back-up copies of important student records.
- E. Assist students in obtaining bank accounts and cell phone service.
- F. Provide transportation to and from Boston Logan airport at the beginning and end of the school year.
- G. Within reason and with advance notice, provide local rides for student errands and appointments when host families are unavailable.
- H. Conduct regular check-ins with host families and students regarding the homestay.
- I. Communicate with recruiting agencies/natural parents regarding regular updates or areas of concern.
- J. Coordinate short-term respite placements for international students.
- K. Assist host families and international students in solving problems that arise if the parties cannot come to a mutually agreed upon solution on their own.