

# INTERNATIONAL STUDENT GUIDELINES AND AGREEMENT

## I. Guideline/Agreement issues pertaining to school

- A. International students will only be accepted to attend Shaker Road School beginning at the start of the school year. No second or third trimester acceptances will be considered.
- B. All international students will be required to attend ESL classes to assist the students in transitioning to American culture, language and academics. Please refer to the tuition rate sheet for costs associated with ESL classes.
- C. Tutoring is available for all international students throughout their stay at Shaker Road School. Tutors and tutoring arrangements (times and days) will be provided by Shaker Road School in conjunction with the student's homestay family. No tutoring arrangements will be made without the consent and approval of the administrative staff at Shaker Road School. Please refer to the tuition rate sheet for costs associated with tutoring.
- D. All placements at Shaker Road School are dependent on student's personal conduct and academic efforts. Students are expected to follow all behavioral guidelines outlined in the student handbook. Any student not acting accordingly may be asked to leave Shaker Road School. Student's academic progress must reflect solid effort by the student. If the school feels that the student is not committed to his/her academics, the student may be asked to leave Shaker Road School.
- E. Students are required to fulfill co-curricular requirements as outlined in the Student/Parent handbook. Co-curricular activities may include; clubs, sports, music, drama, etc. Please refer to the Student/Parent handbook for a complete list of activities.

## II. Guideline/Agreement issues pertaining to travel

- A. Travel arrangements must be made well in advance of students traveling to the United States. Arrangements must be shared with the administrative staff at Shaker Road School so pick-up and drop-off plans can be made. The school prefers to have students fly into Manchester-Boston Regional airport in Manchester, NH.

## III. Guideline/Agreement issues pertaining to housing

- A. International students will be matched with a host family by the administrative staff at Shaker Road School. If families of students have special home stay requests, these need to be indicated on the *International Students Supplement* portion of the application.
- B. Parents must provide authorization for the host family to act as a parent in the care and protection of the student (*in loco parentis*). This includes a complete disclosure of any medical issue(s) the student may have. If medication is required on a daily basis, doctor's orders must be provided to the school in English. Any other medication must be given to the host family with English name equivalent and detailed instructions for dosage. No medications may be kept on the student within a homestay situation at any time unless authorized by the school.
- C. Students must enter an agreement where they acknowledge, by signature, that they agree to abide by the rules of their host family and respect the property and belongings within the home. Shaker Road School reserves the right to ask a student to leave if the student does not honor the homestay agreement. If a student is asked to leave Shaker Road School and their homestay placement, parents are still responsible for full homestay payment.

If the *student* feels that there is something unfair about any house rules or they are uncomfortable with the homestay placement, the proper action by the student and family shall be:

- a. Talk to the host family first
- b. Talk with school's Admissions Director or other administrative staff of Shaker Road School

If the student's *parents* feel uncomfortable about the host family placement, the proper action by the parent shall be:

- a. Talk with placement agent in home country first
- b. Placement agent may then contact the school to discuss issues

If the issue(s) cannot be resolved, the placement agent and the school will make the appropriate decision on whether moving the student to a new host family is necessary. If necessary, a new host family will be chosen for the student. If the host family is at fault or acted inappropriately, the agreement for full payment of the host family will be null and void. In such cases, the homestay fee shall be pro-rated for the number of days that the student stayed with them in the given month.

**General housing rules to be followed by the student**

These do not include any rules that individual host families may have.

- Student will be expected to actively participate in family activities
- Students are to respect their host home as they would their own possessions
- There will be no cooking of any kind done by a student in the host home without expressed permission given by the host family.
- Personal computers will be kept in an appropriate place as determined by the host family. It is highly recommended that computers are equipped with an English language operating system. We are unable to assist students or repair computers without English operating systems.
- Students are responsible for purchasing their own clothing and toiletries.
- Students must make arrangements with the host family prior to making plans for travel, testing, tutoring, weekend excursions, etc.
- Cell phones or calling cards must be used when making calls home from the host home. No long distance calls from the home phone shall be made without host family consent.
- Incoming calls to a host home must be made between the hours of 7:00am and 9:00pm unless there is an emergency. Calling prior to 7:00am or after 9:00pm must be made to a student’s cell phone.
- The host family will provide all bedding and room furniture unless otherwise agreed upon by the parents and host family.

By signing this agreement, I acknowledge that I understand the rules that I must follow in order to be successful at Shaker Road School and will follow them as required. I understand that my placement at Shaker Road School and with my homestay family is dependent on following the guidelines set forth. I have also read the Student/Parent handbook and agree to the rules set forth.

\_\_\_\_\_  
Signature of Student

\_\_\_\_\_  
Date

I acknowledge as the parent/guardian of the above named student that I understand that the rules required in order for my child to be a participating member of Shaker Road School. I understand that if my child or I do not follow the rules set forth his/her placement at Shaker Road School may be terminated.

\_\_\_\_\_  
Signature of Parent/Guardian

\_\_\_\_\_  
Date

Student/Parent Handbook included.

**Shaker Road School**

Office of Admission