

Hope LHS: INTERNATIONAL HOUSE HANDBOOK

1.0 PHILOSOPHY AND GOALS

- 1.1 Our goal for the International House is to provide a nourishing and encouraging environment for our international students. Although this setup is not a traditional family home, we aim to create a comfortable, family-like environment where students are able to learn the culture, study, and be involved in productive activities.
- 1.2 Our philosophy is that each student is valuable and loved by God, deserving of love and respect no matter their background or beliefs.

2.0 GENERAL EXPECTATIONS

- 2.1 Students will treat authority and peers with respect.
- 2.2 All schoolwork will be completed in a timely manner in order to join in family activities.
- 2.3 All rules in this document will be observed.
- 2.4 All house, local government, and national rules will be observed.
- 2.5 Students will participate in mandatory family activities/meetings without complaint.
- 2.6 Students will take all concerns he/she has to the house supervisor.

- 2.7 Gossiping, bullying, harassment, or unwanted attention between any members of the house will not be tolerated.

3.0 HOURS OF THE DAY

- 3.1 Bedtime Hours
Weekdays 10pm-6am. Weekends 11pm-7am. During bedtime hours, students are expected to be quietly in bed with the lights out.
- 3.2 Quiet Hours
Weekdays 9pm-7am and designated study hours. Weekends 10pm-7am and designated study hours.
- 3.3 Sunday Church Services
Students must attend church services with house supervisors.
- 3.4 Visitation Hours
Students that want to have house visitors must have the visitors approved by the house supervisors ahead of time.

4.0 CHECK-OUT PROCEDURES

- 4.1 House Sign Outs
Before leaving the International House without a house supervisor, students must sign out in a designated area, alert the house supervisor to where they are going, what they are doing, and who they will be with. Students must have one fellow housemate accompany them. Students may leave the house without a house supervisor for the purpose of exercise, visiting friends, getting fresh air, and going to the school.
- 4.2 Vacation Periods

During school vacation periods, students may stay at the International House. All rules will apply during this time.

5.0 INTERNATIONAL HOUSE ROOMS

5.1 Use of School Equipment & Repairs

Any significant damage to school property, rental property, or the house Supervisors's property will be paid for by the student that caused the damage.

5.2 Privacy

Each room will have a lock, and the student will be provided a key for their individual room.

5.3 Room Checks

Random room checks for safety, maintenance and cleanliness will take place by the house supervisor at least once per month.

5.4 Room Inspections

Room inspections are performed by the house supervisor once at the beginning of the year and once at the end of the year.

5.5 Screen Removal

Window Screens may only be removed by maintenance, house supervisor, and in emergencies by students.

5.6 House Utilities Use

Students may not adjust, turn on/off heat or air in the house. Lights are expected to be turned off when leaving rooms, and outside doors and windows kept closed unless otherwise permitted by the house supervisor.

5.7 Refrigerator Use

House supervisor will be responsible for buying food. If a student

wishes to buy a snack for his or herself, it must be stored properly and labeled.

5.8 Room Décor

Students may decorate their private room under the following conditions: No morbidity, nudity, or harsh language. No décor that will do significant damage to property.

5.9 Rented and borrowed movies:

House supervisor will have a collection of movies and shows that students may use at will. They must be returned to where they were found. Other media may also be available in the common areas.

6.0 PARENT PERMISSION FORM

6.1 Activity Travel

Parents will sign before the student arrives in the U.S. for permission for the student to travel outside of the home under the house Supervisors's supervision.

7.0 CARS/Vehicles

Students may not rent, own, or use a vehicle. Exceptions may be made if applicable.

8.0 RESIDENT HALL DISCIPLINE

8.1 Terms

Students must abide by the terms on this document and any other terms set in place by house supervisor or school authority.

8.2 Consequences

Minor violations will be dealt with by the house supervisor. Consequences for minor violations may include, but are not limited to, exclusion from family

activities or loss of privileges. All serious violations will be reported to Hope Lutheran High School and dealt with as deemed appropriate by school authority.

10.0 INTERNATIONAL HOUSE

10.1 Locking International House

The house will always be locked. Each student will be given a key or code if applicable for their own room. The house supervisor and the emergency contact for the International House will have keys for the exterior of the house.

10.2 Health Evaluation Needs

A First Aid kit will be kept at the house. House supervisor will be First Aid and CPR certified. All health concerns may be brought to house Supervisors's attention. Health concerns will be dealt with according to severity of concern.

10.3 Other Health Related Issues

ALL over the Counter and prescription drugs will be signed into the house Supervisors's possession and distributed upon approval by the house Supervisors. The house Supervisors will accompany the student to ALL medical appointments.

10.4 Overnight Guests

No overnight guests are allowed at the International House unless approved by the house supervisor.

10.5 Use of Sidewalks

The sidewalks around the house are public property and should be treated as such. Sidewalks should be used for foot travel. Walking in the road is only allowed when using a crosswalk.

10.6 Mail

All mail will be collected daily by house supervisor, sorted, and distributed upon arrival to the house.

10.7 Inappropriate Public Display of Affection (PDA)

Dating relationships between housemates are prohibited. Students are not allowed in the bedrooms of the opposite gender. Unwanted attention or displays of affection are prohibited. Sexual activity between unmarried people is prohibited in the International House.

10.8 Technology Use/Internet Use

Christ centered use of technology is a must. If students use the technology for educational purposes and keep it Christ centered, it should be a good year of using technology!

10.9 Locked Items and Passwords

House supervisor will have access to all locked items and passwords. Students must give access to locked items or passwords upon request.

10.10 Cell Phone User

Responsibilities

See handbook cell phone policy. Students must put cell phones away or cease cell phone use upon house supervisors request. If any images or messaging deemed inappropriate by house supervisors are discovered on an individual's electronic device, the individual who owns the device will be subject to consequences. See student parent handbook

10.11 School Telephone

The Hope Lutheran High School office phone will be reachable during

school hours. School Office:
1-507-474-7799

10.12 Dress Code

Hope Lutheran High School dress code applies to all places and situations aside from moments when the student is alone in his/her room, or the bathroom, with the door closed and locked. See student parent handbook.

10.13 Computer, Internet Access, Digital Media, Cameras, and Music Use

Computers may be used in the common areas. The use of pornography and chat rooms are prohibited on the International House property. Violators are subject to consequences. If any images or messaging deemed inappropriate by the house supervisor(s) are discovered on an individual's electronic device, the individual who owns the device will be subject to consequences. Morbid, profane, violent, or sexually inappropriate music is prohibited. Music should be kept at an appropriate volume. Pictures and videos can be taken in common areas only.

11.0 ILLNESS POLICY AND PROCEDURE

Illnesses may be reported to house supervisors and will be dealt with on a case by case basis.

12.0 EMERGENCY PROCEDURES

All emergency procedures including, but not limited to, fire escape plans and tornado shelter plans will be covered during house orientation.

13.0 EMERGENCY CONTACTS AND NUMBERS

13.1 EMERGENCY: 911

Non Emergency-Winona Police: 457-6302

13.2 HOUSE supervisor

TBD:

13.3 SCHOOL ADMINISTRATION

Rocky Sandcork Cell: 507-313-3551

Hope LHS Office: (507) 474-7799

13.4 OTHER CONTACTS

Angie Littlefield(School Secretary)

Cell (507) 250-3820:

Hope LHS Office: (507) 474-7799

14.0 WEAPONS, DRUG AND ALCOHOL USE

A student's possession or use of weapons, illegal drugs, and/or alcoholic beverages is prohibited and will result in severe consequences.

15.0 TATTOOS AND PIERCINGS

Students are not allowed to acquire new tattoos or piercings during their enrollment at Hope Lutheran High School. All Tattoos must be covered. See Student/Supervisors Handbook.

16.0 ARRIVAL & DEPARTURE

Arrival: **House will open up the 1st week of August. It is highly recommended for anyone participating in fall sports.** Make sure the Sports Medical Physical Exam is on file with the Activities director. If you need one, please let us know asap! *The 2nd week of August is recommended for anyone not participating in sports.* **Sports begin around the 15th of August** each year. It is highly recommended athletes arrive a week prior to sports starting. School begins the 3rd week of August. All

students must vacate the house no later than **June 15 each year**. If other arrangements need to be made, please do that with the International program director. As of right now, International students are only allowed to play one year of varsity sports.

17.0 MISCELLANEOUS

Students are responsible for taking trash out to the outside bin and keeping trash picked up. There will be trash and recycling receptacles in the house. Students will be assigned duties such as making sure outside bins are at the curb in time for pick up; dishes, snow removal, grass cutting and more.

Trash pickup will be on Mondays from Millers.

Recycle pick up is on Thursdays from Winona County

*Note: This handbook is subject to change by approval of Hope Lutheran High School Administration.

Hope LHS: International House Handbook Signature Page

By signing this document, I agree to the terms stated in the Hope LHS: International House Handbook. I understand that any violations of these terms will be subject to consequence.

Supervisors/Gaurdian Signature: _____

Supervisors/Gaurdian Signature: _____

Student Signature: _____