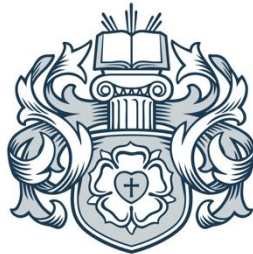


Homestay Program Handbook

LUTHER
CLASSICAL COLLEGE



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Purpose

The Homestay Program at Luther Classical College (LCC) exists to provide living accommodations for LCC students who do not live on campus, as a “home away from home” for LCC students whose families live far away, and to strengthen LCC’s connection to the greater Lutheran community in Casper, Wyoming. This Handbook establishes the criteria, expectations, policies, and procedures of the Homestay Program. This Handbook has been developed for the benefit and welfare of both LCC students and the individuals and families who welcome students into their homes.

The Homestay Program includes two different types of housing arrangements, “room-only” and “room and board”. In a “room-only” homestay, the host family provides the student a bedroom, a quiet place to study, and access to a kitchen, but no food is provided to the student. In a “room and board” homestay, the host family provides food to the student in addition to the accommodations provided in a “room-only” homestay. The host family will indicate which type of housing arrangement they intend to offer as part of the application process. The conditions and requirements of the housing arrangements are described in greater detail later in this Handbook.

Basic Expectations

HOST FAMILY RESPONSIBILITIES

Host families provide a “home away from home” for students whose families are often far away. The host family plays an important role in helping students adjust to college life and the community.

The following are basic expectations and responsibilities of host families.

1. Establish trust and friendship between the student and your family by offering a safe and welcoming environment.
2. Offer support and make the student feel like a part of your family.
3. Encourage the student in the Christian faith by including him in family devotions and regular church attendance.
4. Encourage the student in taking responsibility for himself and treat him as an adult.
5. Provide a quiet place in the home where the student may study.
6. Provide a room with a bed and storage for the student’s belongings.
7. Exercise supervisory responsibility to ensure the student’s safety and well-being in the home.
8. Provide food to the student and include him in family meals (if providing room *and* board).
9. Encourage involvement in community life by introducing the student to neighbors and friends.
10. Maintain communication with the LCC Housing Coordinator and Dean of Students.
11. Voice any concerns and questions regarding the student to the Dean of Students including serious homesickness, difficulty adapting to family life or school, serious behavioral problems, or illness.
12. Maintain reasonable expectations of the student.

13. Communicate your expectations clearly.
14. Acknowledge the student's birthday and other special occasions.
15. Ensure the student is able to contact family members, friends, and other support.
16. In case of an emergency, have access to a copy of the student's ID and insurance information.

STUDENT EXPECTATIONS

A Student living with a host family is expected to do his part in being active in family, church, and school life. The student will attend church and school, participate in family events when appropriate, and pay for personal items. He will be expected to help with basic household chores and follow family rules.

The following are the basic expectations of a student living with a host family.

1. Actively participate in family activities, including family devotions and regular church attendance.
2. Be respectful and considerate of the host family.
3. Do not borrow money from or lend money to the host family.
4. Pay for school supplies.
5. Pay for extra activities and fees.
6. Adjust to the host family and abide by their household rules.
7. Maintain a clean and organized room.
8. Maintain regular communication with the host family.
9. Follow the rules of this Handbook and foreign student visa rules (*if a foreign student*).
10. Attend school and take a full academic load of courses (*see the Academic Catalog*).
11. Follow all rules included in LCC's Student Handbook, and respect LCC staff and faculty.

Application & Placement Procedure

STUDENT APPLICATION

The housing application window for students opens March 1st of each year. In order to secure priority placement, students will complete an application form and submit the application to the LCC Housing Coordinator by March 31st prior to the academic year for which the application is intended. Applications will continue to be accepted after March 31st until all LCC-provided housing options are full. Only students who are currently enrolled in classes at LCC, or have been admitted to LCC, are eligible to apply. Submission of an application does not guarantee the applicant will be placed with a host family. The Housing Coordinator will evaluate the student application, determine the student's eligibility for the Homestay Program, and attempt to match the student with a host family.

HOST FAMILY APPLICATION

The application window for host parents opens March 1st of each year. Prospective host parents desiring to host a LCC student will complete an application form and submit the application to the LCC Housing Coordinator. Applications must be submitted no later than March 31st prior to the academic year for which the application is intended. Submission of an application does not guarantee a student will be placed in the applicant's home. Host parents who have previously hosted a LCC student and wish to continue participation in the Homestay Program must submit a new application each year. The Housing Coordinator will evaluate the host family application, determine eligibility, and attempt to match student(s) with the host family.

HOME VISIT

After receiving a completed host family application, the Housing Coordinator will contact the host parent(s) to schedule a home visit. The purpose of the home visit is to verify the information provided in the host family application, assess the safety and suitability of the home for housing student(s), and to meet face to face with the prospective host family to learn about the family's home life and expectations.

The Housing Coordinator will look for the following during a home visit.

1. A bedroom provided for student(s) with a bed, dresser, window, closet, chair, lamp, hangers, and linens.
2. A quiet place in the home where student(s) may study (a desk or table may serve this purpose).
3. Working smoke detectors and carbon monoxide alarm.
4. Working locks on all entrances to the home.
5. Working locks on the doors of any shared bathrooms.
6. Working lock and keyed entry on the doors of any student bedrooms.
7. Kitchen featuring working stove/oven and microwave.
8. Safety of the neighborhood.
9. Distance of the home from LCC campus.

HOMESTAY AGREEMENT & BACKGROUND CHECK

After a home visit has been conducted and the Housing Coordinator has determined the host family is eligible to host student(s), the host parent(s) will be required to sign a homestay agreement in which they agree to the terms and conditions of the Homestay Program, including submitting to a background check on each member of the household 18 years of age or older. Background checks will be conducted by a method chosen by LCC and must be completed prior to final approval of the host family's participation in the Homestay Program. Copies of all homestay applications, agreements, background checks, and other documentation related to the Homestay Program shall remain confidential to the extent permitted by law and will be retained by LCC according to its Records Retention Policy.

STUDENT PLACEMENT

Once the application procedure has been completed and the Housing Coordinator has approved host families for participation in the Homestay Program, the Housing Coordinator will match eligible LCC students with eligible host families. In the matching process, the Housing Coordinator will consider all information provided by students and host families in their respective applications. Students and host

families will be notified of placement decisions by the Housing Coordinator no later than 60 days prior to the beginning of the academic year for which the placement is made.

The Housing Coordinator will abide by the following guidelines when placing students with host families.

1. Placement priority shall be given to host families who have previously hosted LCC students, and host families who are willing and able to host multiple students, as it is in the best interest of both students and host families.
2. Eligible students shall be given placement priority according to the order in which their applications are received.
3. LCC students of the opposite sex shall not be placed with the same host family. If multiple students are placed with the same host family, they shall be of the same sex.
4. LCC student(s) placed in the home of an unmarried host parent living alone shall be of the same sex as the host parent.
5. Placement of an LCC student with a host family including a child of the opposite sex 13 years of age or older shall be avoided whenever possible.
6. If multiple students are to be placed with the same host family, the host family must have demonstrated they can provide adequate space and furnishings for each student. Multiple students may share the same bedroom, but each student must be provided his own bed, hangers, and linens. Closet space and dressers may be shared. The home must also feature adequate quiet study space.
7. A student who can provide his own transportation will ordinarily be a better fit for a host family located further from the LCC site of instruction.
8. A student with special dietary needs or restrictions should not be placed with a host family offering room and board unless the host family has indicated they are willing and able to accommodate such needs or restrictions.
9. Host families with animals in the home should not be matched with students who are allergic to those animals.

MEETING & EXCHANGE OF INFORMATION

When a student is placed with a host family, both the student and host family will be notified by the Housing Coordinator. The host family will receive information about the student including basic application information and a photo. The student will receive a welcome letter from the host family, and a photo of the host parent(s) and any other family members living in the home. The Housing Coordinator will arrange an in-person or virtual meeting between the student and their family, and the host parent(s). The student and host parent(s) will maintain regular communication and agree upon a move-in date to be set during the weeks leading up to the start of classes.

Before Student Arrives

It is important for host families to be prepared before arrival of the student. Host families are strongly encouraged to be in frequent contact with the student once his placement is approved. Phone, email, and virtual meetings are effective forms of communication. By communicating early and often, host families can build a relationship with the student before he arrives, learning about the student's family, favorite activities, and expectations to help him form a bond with the host family prior to arrival.

MEDICAL INFORMATION

The student will likely come with medical insurance coverage through his parents. Host parents may help identify a local in-network medical provider for the student, and a copy of the student's insurance policy information should be provided to the host parents for use in the case of a medical emergency.

If the student requires surgery or other significant medical treatment while living with the host family, the student's parents, as well as the Dean of Students, should be notified prior to treatment.

PREPARING THE STUDENT'S ROOM

Besides a bed, each student will require space to study and store belongings. Each student must be provided his own bed, hangers, and linens. Closet and dresser space may be shared by multiple students. A quiet place to study featuring a table or desk must also be provided. Setting up a living space ahead of time will make for a smooth transition once the student arrives. It is hospitable, but not required, to give each student wall space to hang pictures of family and friends or artwork.

TRANSPORTATION

Host parents should know how the student will get to and from campus. The student may come with his own vehicle, or the host family may live close enough to campus for the student to walk or bike to and from classes. Alternatively, host parents may assist the student with transportation. Changes in weather should also be considered, as seasonal changes and different types of weather may necessitate alterations to transportation arrangements. A plan for transportation should be mutually agreed upon before the student arrives.

INSURANCE

The host family is encouraged to ask their homeowner's insurance agent about the implications of hosting a non-family student in their home. Students participating in the Homestay Program are encouraged to acquire renter's insurance to cover their personal belongings stored in the host family's home. LCC assumes no responsibility for insurance costs to host families or students participating in the Homestay Program.

Stipend, Payments, & Taxes

STIPEND PAYMENTS TO HOST FAMILY

Host families receive a stipend payment (by direct deposit) from LCC each month of the program according to the number of hosted students. Payments are sent within the first full business week of each month. Host families should not depend on the payment's arrival for mortgage payments or other non-student related expenses.

STUDENT PAYMENTS

The student pays Homestay Program fees to LCC at the beginning of each semester. If payment of the Homestay Program fee is not received by the due date, a late fee and a hold will be added to the student's account. If there are problems with making a payment, or the student needs to move out, he should contact the Housing Coordinator immediately to discuss the issue. If the student asks to pay a host family directly rather than pay fees to LCC, the host family should be aware that such an arrangement violates the Host Family Agreement, and the host family would be disqualified from the program.

FEE STRUCTURE

Housing Arrangement	Student Pays	Host Family Receives
Room Only	\$1,750 per semester	\$300 per month per student
Room & Board	\$3,000 per semester	\$550 per month per student

REFUNDS

If a student withdraws from the Homestay Program or entirely from the college before or during a semester, homestay fees will be refunded to the student according to the following proration:

Before the first day of classes.....	100%
Thereafter, through the first Friday of classes.....	80%
Thereafter, through the second Friday of classes.....	70%
Thereafter, through the third Friday of classes.....	60%
Thereafter, through the fourth Friday of classes.....	50%
Thereafter, through the fifth Friday of classes.....	25%
Thereafter, through the tenth Friday of classes.....	5%
Thereafter.....	No Refund

If a student withdraws from the Homestay Program before or during a semester, the host family will receive a prorated amount of the stipend due them unless the Housing Coordinator is able to place a new student with the host family for that semester.

EXITING THE PROGRAM

Students commit to stay in the Homestay Program on a year-by-year basis. Students may not exit the program during an academic year unless allowed by the Dean of Students due to extenuating circumstances.

Students in the Homestay Program will be required to indicate their intention to either remain in the program or opt out of the program at least six (6) weeks prior to the end of each academic year.

Likewise, Host families commit to the Homestay Program on a year-by-year basis. A host family should not exit the program during an academic year without first discussing the matter with the Dean of Students and notifying the Housing Coordinator so alternative housing may be found for the student(s). Host parents will be asked to indicate their intention to continue or opt out of participation in the program at least six (6) weeks prior to the end of each academic year.

TAX INFORMATION

Host parents participating in the Homestay Program are considered independent contractors and must complete a form W-9 upon entering the program. If a host family receives more than \$600 from LCC through the program during a calendar year, they will receive a form 1099 MISC around the end of January or beginning of February. Host parents are encouraged to talk to an accountant or tax preparer about the tax implications of participating in the Homestay Program.

Travel

FAMILY VACATIONS & TRAVEL

Host families are encouraged to include students in family outings and travel, provided such travel does not interfere with the student's academic obligations and schedule. If the host family travels without the student, the student may remain in the home with the consent of the host parent(s). If the student cannot stay in the home while the host family is away, the host family is responsible for finding an alternative temporary housing arrangement for the student. Such an arrangement must be approved in advance by the Dean of Students. The same procedure applies if one host parent is away from home overnight and the remaining host parent is of the opposite sex of the student and would be alone with the student.

STUDENT TRAVEL & ACTIVITIES

Students will participate in outings, activities, and travel with other students and members of the community from time to time. Out of Christian love, respect, and consideration for the host family, the student should keep his host parent(s) informed of his plans for activities and travel, including with whom he is traveling and when he expects to return. Overnight stays and overnight travel with non-family members of the opposite sex is prohibited, unless in conjunction with a group activity or trip where chaperones and appropriate accommodations for separation of the sexes are provided. Violations of this policy should be reported to the Dean of Students.

Food & Meals

Mealtimes and the sharing of food provide excellent opportunities for students and host families to bond and regularly communicate. If providing room and board, host families are encouraged to include students in meal planning and preparation. A Host family providing room and board should agree upon expectations for food and meals and communicate those expectations to the student prior to or upon his arrival.

ROOM & BOARD ARRANGEMENT

Host families providing room and board are expected to provide food to the student and are encouraged to include the student in evening family meals when practical. Other meals such as breakfast and lunch need not be prepared by the host family. The student should have access to food items available to the rest of the household and have access to a kitchen for food prep. The host family and the student should agree on an arrangement regarding food and meals that best suits the circumstances of the household.

If a student wants to eat a significantly greater amount of food than the host family would typically provide, the host family can ask that the student contribute to the cost of groceries or purchase his own additional food items. A student is expected to pay for food in the following circumstances:

1. If the student does not want to bring a lunch from home to campus and would rather buy a lunch from a grocery store or eatery, the student is expected to pay.
2. If the student wants “special” food or snack items the family does not normally purchase for themselves or their children, the student is expected to pay for these items.
3. If the student has special dietary needs or desires which significantly differ from the host family’s eating habits (such as eating only organic foods), the host family may request that the student pay for such special food items.

ROOM-ONLY ARRANGEMENT

A Host family providing room-only accommodations is not expected to provide food to a student. In a “room-only” arrangement, the student is solely responsible for buying his own groceries and preparing his own meals. The student must be provided access to a kitchen equipped with essential appliances and appropriate storage for food items. The host family may still invite the student to join them for meals, but it is not required.

EATING AT RESTAURANTS

If the host family is bringing the entire family (including the student) to a restaurant, the host family should pay for the student’s meal since there is no other meal option. If the student chooses to go to a restaurant with friends and not as part of a family gathering, the student is expected to pay for his own meal.

Expenses & Financial Issues

STUDENT EXPENSES

The student should have sufficient money to cover his expenses while in the Homestay Program. This includes school supplies and books, electronics, clothing, cell phone, special food items, and other expenses. These items are entirely the student's responsibility, and the host family is under no obligation to provide additional money to the student.

IMPROPER REQUESTS

The student should not request additional money from the host family for expenses for which he is responsible. Likewise, the host family may not ask for, or accept, any money from a student to cover household expenses. A host family may not ask a student to pay for home utilities, cable or internet, or other expenses. Improper requests for money on the part of a student or a host family should be reported to the Dean of Students.

VACATION EXPENSES

If the host family is taking a family vacation including the student, the student can be expected to cover the costs of specific items related to the vacation. These costs should be communicated to the student in advance. Costs can include airfare, theme park admissions, or similar items. If the student is to have his own hotel room, he can be expected to bear the additional cost of that room. If the host family is renting a house as part of the vacation, or the student is sharing a room that would have already been booked for another family member, the student should not be expected to cover that cost. A host family is not required to include a student in family vacations and travel.

USE OF FINANCIAL INFORMATION

Under no circumstances should a host family member have access to or use the student's credit card, cash, bank account, PIN, or other personal financial information. Likewise, the student should never have access to or use a host family member's credit card, cash, bank account, PIN, or other financial information.

DAMAGES

If the student causes any damage to the host family's house or property, he is expected to pay for that damage. If the host family files an insurance claim, the student will pay the host family's insurance deductible instead of the entire amount. Students are encouraged to acquire renter's insurance coverage.

Safety & Security

LAW ENFORCEMENT & EMERGENCIES

The student and the host family are expected to obey local, state, and federal laws. Criminal offenses on the part of the student or the host family should be reported to local law enforcement as well as the Dean of Students. Students and host family members should call 911 to report fires, accidents, medical emergencies, dangerous situations, or any other emergency. In the event of an emergency, students and host family members should call 911 before alerting LCC officials.

PERSONAL SAFETY

The host family is responsible for ensuring the safety of the home and may give the student counsel and advice on safety; however, the student is ultimately responsible for his personal safety. The student should always be aware of his surroundings and avoid placing himself or others in dangerous or potentially dangerous situations. If the student or the host family has concerns about unsafe conditions or behavior, they should discuss the issue and attempt to resolve the matter internally before involving LCC officials.

KITCHEN SAFETY

The host family will provide the student access to kitchen equipment. The student should ask the host family for guidance if he is unfamiliar with different appliances (such as a gas stove) and abide by the host family's rules for kitchen use and safety.

CANDLES, OPEN FLAME, HEATERS

The student should not use incense burners, oil or kerosene lamps, or other open flames in his bedroom. If used, a space heater or baseboard heating unit should be turned off whenever not needed, and no items should be placed on or near the heater. The student must receive permission from the host family before lighting candles, using a grill, or any household appliance with an open flame.

FIRE SAFETY & PLANNING

The host family should discuss an emergency plan with the student, make him aware of all escape routes from the house, and identify the location of any emergency items in the home including first aid kits and fire suppression equipment. Students and host family members should understand how to use emergency equipment (such as fire extinguishers).

FIREWORKS & EXPLOSIVES

Fireworks and other explosives pose a danger to people as well as property. A student is not allowed to possess or use fireworks on the property of the host family without permission from the host family. If fireworks are used, all applicable safety precautions and instructions should be observed. A student should not feel obligated to participate in the use of fireworks if it makes him uncomfortable.

HANDLING OF HAZARDOUS ITEMS

The student is responsible for safe handling and storage of any knives, scissors, razors, chemicals, or other hazardous items in his possession. Particular care should be exercised to prevent unauthorized access to such items if young children are present in the home.

FIREARMS

LCC respects and upholds the right of U. S. citizens to lawfully own and use firearms in accordance with the Second Amendment to the U. S. Constitution. A student in the Homestay Program may lawfully possess a firearm (including guns, rifles, pistols, BB guns, paint guns, pellet guns, etc.) and store it in his host family's home if (1) the student receives permission in advance from the host family, (2) the student can prove he has acquired a firearm permit recognized by the state of Wyoming or completed a hunter safety course, and (3) it is demonstrated that the firearm(s) can be safely and securely stored within the home so as to prevent unauthorized access, handling, or use. The host family reserves the right to deny permission to the student to possess and store a firearm in their home.

If the host family grants permission to the student to store a firearm in the home, it shall be securely stored in accordance with applicable laws. If the student intends to acquire a firearm while living with the host family, he must inform the host family in advance, receive their permission to store the firearm in their home, and provide proof he has acquired a firearm permit recognized by the state of Wyoming or completed a hunter safety course.

If the host family becomes aware of the student's possession of a firearm in the home without their prior knowledge and permission, they may confiscate the firearm and bring the matter to the attention of the Dean of Students. If the host family does not give permission to the student to possess and store the firearm in the home, the student will be required to remove the firearm from the home and store it elsewhere. Any violation of this policy may result in immediate removal of the student from the Homestay Program without a refund.

If the host family has concerns about the student's possession or handling of a firearm, or believes the student is a danger to himself or others, the student's parents and the Dean of Students should be contacted immediately. Host parents are encouraged to take reasonable action to ensure the safety of the student and family members at all times. Host parents may request a student be removed from the home in the event of violations of this policy, and violations may result in consequences up to and including immediate removal of the student from the Homestay Program without a refund.

KEYS & ACCESS CODES

The student will be provided a house key and/or access code, as well as a room key, by his host family. Any keys or codes provided to the student are his responsibility. If the student loses a key, he should report the loss to the host family immediately. Under no circumstances should the student duplicate keys, or loan keys and access codes to others not entitled to have them. Any keys provided to the student must be returned to the host family prior to the student moving out of the home.

SECURITY OF PERSONAL PROPERTY

Personal property can be damaged by accidents and unexpected natural events. Property can also be stolen if not properly safeguarded. Students are strongly urged to take precautions to protect their personal property, including acquiring renter's insurance. Renter's insurance assists in replacing personal property and any damaged items for which a student may need to reimburse his host family.

LCC assumes no responsibility for loss of or damage to any student's personal property, regardless of the cause. Students are urged to take valuable personal property home with them during breaks from school. A student should not leave his valuables unsecured and should keep his room door locked at all times when he is away. A student should also lock the door to the host family's house if he is the last to leave.

ENTERING A STUDENT'S ROOM

The host family should respect the student's privacy and provide him with a lockable bedroom door and a key. The host family maintains the right to enter the student's room for the purpose of inspection, repair, emergency response, and conduct violations. Generally, host family members should always notify the student in advance before entering his room, usually by knocking and/or requesting the student's permission to enter.

Conduct Policies

LCC students participating in the Homestay Program are expected to abide by State and Federal laws, as well as all policies contained in the Student Handbook. If any language in this handbook disagrees with the Student Handbook, the Student Handbook shall control.

VIOLATIONS RESULTING IN IMMEDIATE REMOVAL

The following conduct violations will result in immediate removal of the student from the Homestay Program:

1. Illegal possession, use, or selling of drugs.
2. Fighting and abuse (physical violence).
3. Bullying, harassment, intimidation, or threatening behavior.
4. Being convicted of a criminal offense.
5. Sexual assault.
6. Unauthorized possession of firearms, explosives, illegal knives, dangerous chemicals, or other dangerous items.

ALCOHOLIC BEVERAGES

Wyoming state law prohibits the serving of alcoholic beverages to persons under the age of 21 who are not in the presence of their parent, spouse, or legal guardian. Likewise, the consumption of alcohol by persons under the age of 21 who are not in the presence of their parent, spouse, or legal guardian is prohibited. The purchase of alcoholic beverages for persons under the age of 21, as well as the soliciting of persons over the age of 21 to purchase alcoholic beverages for persons under the age of 21 is also prohibited.

Even if the student is 21 or older, he should respect the rules of the host family regarding alcohol in the home. Some families may not allow any alcohol at all, regardless of age or special occasion. Any consumption of alcohol by the student and host family members should always be in moderation, so as to remain sober-minded and avoid the sin of drunkenness.

The student shall not:

1. Drink alcohol if he is under 21 years of age and not in the presence of his parents.
2. Give alcohol to persons under the age of 21.
3. Sell alcohol to persons under the age of 21.
4. Allow guests to violate either state laws or the host family's rules regarding alcohol.

DECORATING/PERSONALIZATION OF ROOM

The student should not cause damage to his room by putting up stickers, creating holes, or hanging other decorations. The host family may allow the student to hang pictures or posters in his room, but the student should not do so without asking as the host family may have a preferred method for hanging items. The student should not repaint, attach stickers, or make any other permanent alterations to anything in his room.

DISRUPTIVE BEHAVIOR

The student must cooperate with college officials and the host family. In accordance with God's command to love your neighbor as yourself, the student should not interfere with, annoy, disturb, or obstruct any other

student, staff member of the college, or host family member using noise, abusive language, or any other nuisance whether by phone, in person, or online. A student who engages in such disruptive behavior will face disciplinary action up to and including eviction from the home and removal from the Homestay Program.

DRUGS

A student connected to the illegal use, sale, or possession of drugs or drug paraphernalia may be immediately evicted from a homestay and face criminal consequences. If not evicted, the student will be required to undergo pastoral counseling arranged by the Dean of Chapel in consultation with the Dean of Students. If the student appears to be under the influence of drugs or alcohol, the host family should notify the Dean of Students and may conduct an inspection of the student's room.

Accordingly, the student shall not:

1. Use, possess, or sell illegal drugs.
2. Allow guests to use, possess, or sell illegal drugs.

SMOKING

Smoking by students is not allowed inside the home at any time. If the student does smoke, he should know what the host family's rules are and ask where he is allowed to smoke outside and where he should dispose of finished cigarettes. The host family may not allow smoking even outside the home, and if so, the student must comply (it is important for students and host families to be honest about smoking in their homestay applications). Under U. S. Federal law, it is illegal to sell or provide tobacco to anyone under 21 years of age. Smoking is also prohibited inside any public building or outside a public building near windows and doorways.

GUESTS

The host family may or may not allow the student to have guests in the home. The student should ask the host family about expectations regarding guests and abide by their rules. The student may not invite or bring guests into the home without first receiving permission from the host family. The student should never be alone in a room with a guest of the opposite sex with the door closed, and overnight guests of the opposite sex are prohibited. Other restrictions on guests may be imposed at the discretion of the host family.

QUIET HOURS

The student should inquire about the host family's expectations regarding quiet hours. An example of typical quiet hours is 10pm to 8am, but the host family may have different quiet hours depending on the habits of the household. The student should respect the quiet hours established by the host family, and refrain from playing music, loud conversation, or any other noisy disturbances during quiet hours.

PERSONAL CRISIS

A student who exhibits behavior indicating he may be at risk of self-harm or a danger to others may be referred for pastoral counseling. This counseling may be required as a condition of the student remaining in the Homestay Program. In addition to pastoral counseling, the student's parents will be notified by the Dean of Students and may be asked to take the student home depending on the circumstances.

A student experiencing difficulties such as depression, suicidal thoughts, or addiction should immediately seek counsel from the Dean of Students, Dean of Chapel, or a pastor on the faculty at LCC.

GRIEVANCES

The student and the host family are expected to resolve grievances and conflicts in a Christian manner without the involvement of LCC staff whenever possible. The student and the host family should read and be familiar with LCC's Grievance & Dispute Resolution Policy in the Student Handbook and use it as a guide in the event of grievances or disputes. Serious grievances and disputes which cannot be resolved between the student and the host family should be brought to the attention of the Dean of Students.

WHEN TO CONTACT LCC

The host family should contact the Dean of Students immediately if:

1. The student says he is moving out during the academic year (no students should move during this time unless approved by the Dean of Students).
2. The student is breaking the law.
3. The student has repeatedly broken house rules and has not changed his behavior after being spoken with by the host family.
4. The student is involved with sexual assault, harassment, drugs, underage drinking, or fighting.
5. The student goes to the hospital for an emergency.
6. The host family is unsure of what to do in an emergency situation.