



# Arizona Lutheran Academy Housing Handbook

Latest revision – June 2018

## Introduction

It is a wonderful privilege for Arizona Lutheran Academy to be able to provide Christian education for students outside the Phoenix metro area. ALA wants to continue to promote this opportunity for prospective students to attend ALA from all across the state of Arizona and beyond. We're very grateful for our housing parents, who make housing out-of-town students a reality for us. We're also thankful for parents who are so dedicated to their children that they give up the privilege of daily contact in order to give their children a Christian education. We offer this booklet as a beginning point for the discussion of some of the realities of life that pertain to housing students with an ALA host family.

## Housing Parent Authority

Parents and students will, of course, realize and accept that when a student is staying with a host family, the student is an invited guest in their home. Therefore, the standard for conduct, cleanliness, and discipline will be set by the housing parents.

It is understood that these standards will probably be slightly different from the standards in the student's home life. Christian love and concern will no doubt evidence itself in both the student's and the housing parents' willingness to be flexible, communicate (involving the student's parents when necessary), and work out reasonable solutions to any problems that might arise. In day-to-day matters pertaining to housing, the housing parents shall have ultimate authority unless a compromise position has been agreed upon by the parents and housing parents.

## Discipline

The housing parents will be responsible when matters requiring discipline arise. They certainly may request the assistance of Mr. Ben Edmundson, Housing Coordinator. If the discipline is of a serious or repetitive nature, it is essential that the student's parents be involved as well, so that school, home, and host home can function as a unit in identifying areas of change for the student. All students are expected to help each other as Christian brothers and sisters and to show Christian love and charity toward one another in all respects. Failure to lead a life consistent with that of a loving child of Christ will result in disciplinary action.

## Communication

As stated above, it is essential that our students, parents, school, and the housing parents communicate with each other on a regular basis.

Anticipating needs and openness about concerns can solve many problems before they even arise. However, once problems do arise, we strongly encourage the parents and housing parents to discuss these problems lovingly, patiently and openly. The Housing Coordinator also stands ready to assist in the communication process if the need arises. The housing parents and the school will

inform the parents of all major discipline actions that may have to be taken. Likewise, the parents should inform the school and the housing parents of any special discipline they may have taken so that a consistent and uniform policy may be established for the student.

Issues that parents and housing parents may want to consider discussing in advance are topics such as health/medical issues, discipline, dating, curfews, phone use, spending money, bedtimes, supplies, permission for riding with other students, household duties in the host home and any special rules which host families may have already established for their own families. Many of these issues are addressed to an extent in this booklet, but some are not.

### **Duties**

Students are expected to keep their rooms clean, neat, and orderly. They should also assist the housing parents in keeping other areas in the home in good order.

### **Daily Schedule**

- A. The daily meal-time schedule will be set by the housing parents.
- B. Students are expected to keep their rooms neat and orderly. Beds should be made before students leave for school each morning.
- C. Students will participate with the housing parents in family devotions.
- D. Students are responsible for completing their own homework. In special cases, with the housing parents' agreement, the housing parents may be asked to provide special monitoring and structure so that the student can complete homework more effectively.
- E. Bedtime for students will be set in consultation with the housing parents. Students are expected to respect their host family's needs when it comes to arranging for bedtimes. Students are expected to be able to get themselves out of bed in the morning and to take care of their own needs in a timely fashion before departure for school.

### **Check Out**

A check out procedure when leaving the house will be established by the housing parents. Students are expected, out of respect for their housing parents, to communicate effectively with the housing parents regarding their whereabouts. Also, it is important for the housing parents to know the student's plans at all times in case an emergency arises.

### **Weekends**

The student is expected to stay in Phoenix four nights and at home three nights per week. Students would then check out Friday morning for the weekend and be expected back from the weekend on Monday evening after school. At times, however, students may not leave until Friday evening and return already on Sunday evening. It is assumed by the housing parents that all transportation home and back is with the parents or with someone previously approved by the parents. Transportation with anyone else requires the housing parents' knowledge and permission. It is the student's responsibility to keep the housing parents informed of travel schedules and plans.

Students may stay weekends, especially when school activities are scheduled. However, students are expected to spend as many weekends as possible at home. Weekends with friends in the Phoenix area could be arranged so that the housing parents would have some weekends to themselves. Housing parents should be notified of the student's weekend plans by Thursday before

the weekend. If the student does opt to remain over the weekend with his housing parents, he or she will participate with the housing parents in Sunday worship activities. If students stay longer than the four-night arrangement, additional money for food must be paid.

Students planning on staying with families other than their parents or housing parents must obtain prior parental approval and must inform the housing parents of the time, location, and purpose of the visit. The housing parent has no responsibility for the student on those weekends.

If a host family will not be able to supervise a student for an extended period of time, for example a family vacation or event, the host family should make arrangements, in consultation with the student and his/her parents, for alternate supervision.

### **Supplies**

The housing parents will supply bed linens and towels. Students will supply their own personal items including but not limited to toothbrush, toothpaste, bath and laundry soap, shampoo and hair care, deodorant, shaving supplies, and postage stamps.

### **Laundry**

The use of laundry facilities or need of having laundry done will vary from one situation to another. In general, laundry should be done at home on the weekend. If this is not possible, an arrangement must be made between the parents and the housing parents.

### **Medical**

The housing parents will not administer any medicine without parental instructions or doctor's instructions. Parents will provide the housing parents with a *Special Power of Attorney* form to be used for emergency medical situations.

### **Phone**

If at all possible, long distance phone calls from the housing parents' home should be made with a calling card or the student's own cell phone. Charges for any student calls which are billed to the housing parent will be added to the student's monthly housing bill. ALA strongly recommends that students should not place calls or receive calls from other students if their homework for the next day is not yet completed. ALA also recommends that students should limit their calls to ten minutes or less. Housing parents have the right to limit, restrict and monitor incoming calls.

### **Meals Out**

When students participate in sports and other after-school activities, there may be times when dinner will need to be purchased at a fast food restaurant near school. Since the host family is responsible for the evening meal, it is suggested that at these times the host family give the student money to help cover this meal. If the student chooses to spend more on the meal, this would be covered out of his/her pocket.

## Eligibility and Report Cards

Housing parents will be provided a copy of the student's report cards so that they may effectively monitor and counsel the student on study times.

## Spending Money

Parents are encouraged to have students operate within a budget. It should be noted, however, that during certain months, activities increase. This usually means additional cash requirements. As a general rule, December and May are the busy months. Parents may want to consider providing housing parents with an emergency petty cash fund.

## Transportation

With the many extra-curricular activities available at ALA, it is unlikely that all transportation needs will be met with our scheduled buses. Therefore, it is anticipated that the housing parents may be requested to do some supplemental transporting of their housing students. ALA tremendously appreciates the housing parents' cooperation in this effort and recognizes that this is not always an easy task with today's hectic schedules. Therefore, we hope that this can be kept at a minimum through prior planning and use of car pools. There may be situations where a student's requests become burdensome. To help compensate the housing parents, a mileage allowance has been established. This procedure is referenced in the *Cost* paragraph.

## Cost

Charges for room and board are \$9.50 per day without lunch and \$11.50 per day with lunch. Mileage for extra trips is \$.40½ per mile. Parents are asked to leave an additional amount of spending money with their child for purchasing soda and snacks while at school events or away from home. These costs are not included in the daily rate and are the responsibility of the student.

## Payment

Each month the school will pay the host family for the room and board used by the student for the previous month. Billing to the parents for the previous month's housing charges will be sent during the first part of the month. **For timely reimbursement, host parents must submit their records to the ALA financial office within 30 days of the end of a billing period. Records submitted after the 30 day period will not be reimbursed by ALA.**

## Housing Forms

Housing forms should be completed by the housing parent each month and returned to the school office as soon as possible. When completing the form, housing parents should check only those days on which the student stayed for the night.

## The Housing Privilege

As stated at the outset of this booklet, Arizona Lutheran Academy makes every effort to provide proper housing for its out-of-town students because we consider it our privilege to offer a solid, Christian education. We provide this assistance in an effort to encourage and facilitate attendance at the ALA by students living in all parts of the state and in neighboring states as well. Housing

parents and host families are deserving of the student's cooperation and respect. If the housing privilege is abused, it may be withdrawn.

### **On-campus Housing**

Some students are assigned to live on campus in the house just south of the main parking lot. Some special rules and conditions will apply to those students and their families. A meeting with the houseparent and the parents of the students involved will occur at New Student Orientation Day to work through those conditions.

### **Conclusion**

We welcome you to Arizona Lutheran Academy and pray that your housing experience will be not only a happy one, but also a blessing to you and your child. Once again, it is our privilege to be your child's school and we look forward to the opportunity to serve you in the upcoming year.

## Student Housing Record Form

For \_\_\_\_\_ for \_\_\_\_\_  
*student name* *month/year*

Please check the dates of the month that the student was housed using an "X" for days with lunch, or an "O" for days without lunch.

|          |          |          |
|----------|----------|----------|
| 1 _____  | 12 _____ | 23 _____ |
| 2 _____  | 13 _____ | 24 _____ |
| 3 _____  | 14 _____ | 25 _____ |
| 4 _____  | 15 _____ | 26 _____ |
| 5 _____  | 16 _____ | 27 _____ |
| 6 _____  | 17 _____ | 28 _____ |
| 7 _____  | 18 _____ | 29 _____ |
| 8 _____  | 19 _____ | 30 _____ |
| 9 _____  | 20 _____ | 31 _____ |
| 10 _____ | 21 _____ |          |
| 11 _____ | 22 _____ |          |

Total days housed no lunch \_\_\_\_\_ x \$9.50 = \_\_\_\_\_

Total days housed with lunch \_\_\_\_\_ x \$11.50 = \_\_\_\_\_

Miscellaneous charges:

|  |          |
|--|----------|
|  | \$ _____ |
|  | \$ _____ |
|  | \$ _____ |
|  | \$ _____ |
|  | \$ _____ |

TOTAL DUE ..... \$ \_\_\_\_\_

Housing Parent Name (print) \_\_\_\_\_

Housing Parent Signature \_\_\_\_\_

Date \_\_\_\_\_

*For reimbursement, the host parent must submit this completed form to the ALA financial office within 30 days of the end of this period.*