

# **Bangor Christian Schools**



## **International Program Handbook**

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## **Bangor Christian Schools International Student Program**

Bangor Christian Schools is located at 1476 Broadway in Bangor, Maine and has been in operation since 1970. The school offers a comprehensive, Bible-based educational program for students from kindergarten through grade 12. Bangor Christian also provides a wide range of co-curricular activities for its students, including athletics, music, drama, and Bible studies. BCS is divided into three schools. Students from K4 through Grade 5 receive instruction in a self-contained classroom setting. The middle school and high school are departmentalized with students having different teachers for each subject area. All students have opportunities to take classes in technology, art, music, and physical education. These students come from approximately 40 different communities in Maine. BCS currently serves as a host school for six international students from China and South Korea. In the past, students have enrolled at Bangor Christian from Europe, South America, and the Caribbean.

### **Bangor Christian Schools Contact Information**

<b>Bangor Christian Schools – Main Office</b>	<b>(207) 947-7356 (ext. 1)</b>
<b>Jim Frost, Headmaster</b>	<b>(207) 947-7356 (ext. 5)</b>
<b>Martha Boone, Principal/Guidance Counselor</b>	<b>(207) 947-7356 (ext. 4)</b>
<b>Kevin Reed, Asst. Principal/Athletic Administrator</b>	<b>(207) 947-7356 (ext. 6)</b>

### **International Coordinator**

<b>Tracy Burgason</b>	<b>(207) 944-7382</b>	<b>P.O. Box 765</b>
	<b>(281) 576-6786</b>	<b>Mont Belvieu, TX 77580</b>

## **Expectations for International Students**

### **Requirements from international students prior to admission to Bangor Christian Schools:**

1. The student should possess a valid passport and valid visa
2. A telephone interview with Mrs. Burgason, our international student coordinator, must take place.
3. The student must have a yearly physical examination (which should be done in the United States).
4. Medical records with immunizations must be made available to the school.
5. Official transcripts from middle and high school (in English) must be sent to the school.
6. A \$500.00 deposit must be paid, which will be applied to total costs. The deposit will be forfeited if the student does not enroll.
7. Two letters of recommendation in English from teachers must accompany the application for admission. These must be sent to Mrs. Burgason directly through the mail before students arrive in the United States

### **Homestay rules for international students at Bangor Christian Schools:**

1. Each student should have a daily devotional time – either in a group or as an individual.
2. There should be a mandatory study/quiet time Sunday – Thursday (1-2 hours).
3. A curfew should be established for week nights and weekends.
4. Church attendance for at least one service on Sunday is expected. Students are encouraged to attend youth group, Sunday School and other services.
5. Students should eat nutritional meals and snacks:
  - Breakfast – will be provided by the homestay parents
  - Lunch – hot lunch program at BCS or students will be given money to bring lunch with them (\$3.50 per lunch). Weekend and vacation lunches will be provided by their homestay.
  - Dinner – provided by the homestay parents
  - Snacks – healthy snacks such as fruit, yogurt, cereal bars, etc. should be on hand
6. All students should eat one meal per day which consists of meat, vegetables, and a starch. This expectation must be adhered to for the student's health and safety.
7. Physical activity should be encouraged and students should be encouraged to participate in interscholastic athletics.
8. Personal cleanliness is important including a shower every day, brushing teeth, etc.
9. Students should keep their own bedroom and personal areas clean.
10. Students should be expected to have regular household duties (set table, vacuuming, wash dishes, clean bathrooms, etc. – rotate).
11. Any visitors, male or female, should be approved in advance by the homestay parents. No visitors will be allowed without one of the homestay parents or their designee being present.
12. Attendance at all off campus activities must be approved by the house parent and a responsible adult must be present at such activities.

13. Transportation to school in the morning and from school at the end of the day will be the responsibility of the homestay parents. The school will work with advisors and coaches to arrange for transportation for co-curricular activities.
14. Students are responsible for their own laundry.
15. The homestay parents will provide bedding for students.
16. The student is responsible to pay for going out to eat, the movies, any sports related equipment, personal hygiene items, etc...
17. Students should participate in at least two co-curricular activities per year.
18. Computer use will be closely monitored.
19. Student are expected to observe family routines and rules and be polite and respectful to all members of the homestay family.
20. The homestay parents may establish additional rules at their discretion for the safety and well-being of the student.

### **General rules for international students at Bangor Christian Schools:**

1. Upon arriving at Bangor Christian Schools, the student will read and agree to abide by all of the rules and principles stated in the BCS Student Handbook.
2. There will be no use of alcohol, illegal drugs or tobacco. A student will be automatically sent home for any violations of this rule.
3. A student's homestay may be changed one time. If another move is warranted, the student will have to transfer to another school or go home. The student will be responsible for any plane fares to the new school or to return home.
4. Students are not permitted to drive ANYTHING with a motor i.e. cars, snowmobiles, four wheelers, motorcycles, mopeds, boats, etc.
5. Students must be able to pass the TOEFL (a grade of 80 or higher) or he/she will not graduate from Bangor Christian.
6. To be allowed to continue studying at Bangor Christian, the student must have a "C" average.
7. There will be no traveling in the United States unless accompanied by a member of your host family or your own biological family. An exception will be made to allow students to visit prospective colleges and this will only be allowed with approval of their biological parents.
8. If a student breaks any of these rules, Bangor Christian has a right to send the student back to his/her home country without any refund of any money.

## **Expectations for Homestay Parents**

1. Complete an Application to Host International Student form and have every adult living in the home complete a Background Inquiry Release form.
2. Ensure that the student has a daily devotional time – either with other family member(s) or as an individual.
3. Establish a mandatory study/quiet time Sunday – Thursday (1-2 hours) for homework.
4. A curfew should be instituted for week nights and weekends.
5. Church attendance for at least one service on Sunday is expected. The student should be encouraged to attend youth group, Sunday School and other services.
6. Make sure the student eats nutritional meals and snacks:
  - Breakfast – will be provided by the homestay parents
  - Lunch – hot lunch program at BCS or students will be given money to bring lunch with them (\$3.50 per lunch). Weekend and vacation lunches will be provided by their homestay.
  - Dinner – provided by the homestay parents
  - Snacks – healthy snacks such as fruit, yogurt, cereal bars, etc. should be on hand
7. The student should eat one meal per day which consists of meat, vegetables, and a starch. This expectation must be adhered to for the student’s health and safety.
8. The student should be expected to have regular household duties (set table, vacuuming, wash dishes, clean bathrooms, etc. – rotate).
9. It is the school’s preference that the student have his/her own bedroom. The homestay parents will provide bedding for students.
10. The student should keep his/her own bedroom and personal areas clean and take care of his/her own laundry.
11. Any visitors, male or female, should be approved in advance by the homestay parents. No visitors will be allowed without one of the homestay parents or their designee being present.
12. Attendance at all off campus activities must be approved by the homestay parent and a responsible adult must be present at such activities.
13. Transportation to school in the morning and from school at the end of the day will be the responsibility of the homestay parents. The school will work with advisors and coaches to arrange for transportation for co-curricular activities.
14. The student is responsible to pay for going out to eat, the movies, any sports related equipment, personal hygiene items, etc.
15. Physical activity should be encouraged and students should be encouraged to participate in interscholastic athletics. Students should participate in at least two co-curricular activities per year.
16. Computer use and television viewing should be closely monitored by the homestay parents.
17. The homestay parents may establish additional rules at their discretion for the safety and well-being of the students.
18. Private homestay parents will be reimbursed each month for room and board and transportation.

# **Expectations for Bangor Christian Schools**

## **To our International Students:**

1. Provide a homestay facility that is safe, clean, and has sufficient living space.
2. Offer an appropriate course of studies to meet the academic needs of the student.
3. Provide an English Second Language (ESL) course as part of the curriculum.
4. Have in place a variety of co-curricular activities in interscholastic athletics, music, art, and other areas.
5. Offer guidance and counseling services to assist with college planning, standardized testing, social and cultural issues, and other concerns that may arise.
6. Assist host families in providing additional educational, cultural, and social opportunities.
7. Secure medical insurance for the student prior to arriving in Bangor. Renew such coverage each student until he/she graduates or transfers to a new school.
8. Assume payment for all normal medical expenses (co-payments, prescription medicine).
9. Pay for one TOEFL test per year as well as one of each of the following standardized tests: SAT, ACT, and Advanced Placement.
10. Provide lunch on days when school is in session. The student has the option of eating the hot lunch provided at Bangor Christian or bringing lunch from home. Students choosing the second option will be given \$3.50 per lunch to enable them to purchase food for their lunches.
11. Fees for books and co-curricular activities are included in the student's tuition payment.
12. Offer an annual survey to solicit input from students to improve the international student program.

## **To our Homestay Families:**

1. Attempt to effectively keep lines of communication between the school and our host families.
2. Conduct a meeting at start of the school year to review the responsibilities of the school, host families and our international students. A mid-year meeting should be held for students entering in January for the second semester.
3. Adequately remunerate homestay families for room and board and transportation.
4. Provide a medical information packet for each international student to include:
  - the student's insurance card
  - confirmation of insurance
  - description of coverage
  - letter authorizing medical care
  - EMMC Pediatric Medicine information
5. Assist in transporting students home who are attending after school activities.
6. Assist homestay families in providing additional educational, cultural, and social activities.
7. Assist homestay families in addressing any behavioral issues or other matters that might arise.
8. Provide the homestay parents with a survey to allow feedback to improve the international student program.

**EMMC Pediatric Medicine**  
**302 Husson Avenue**  
**Bangor, Maine**

EMMC Pediatric Medicine has graciously agreed to provide medical coverage for all of the international students at Bangor Christian Schools. EMMC Pediatric Medicine is a provider for USA Health and this should allow for efficient treatment of medical issues for our international students. Below is some information provided by EMMC Pediatric Medicine:

- The office phone number is 941-1155, the FAX number 945-5063.
- Phone hours are Monday thru Friday 8:00 am – 4:30 pm. The answering service will take calls outside of that time frame and, depending on the urgency of the medical issue, will either FAX the message to the office to be dealt with during operating hours, or page the on-call provider to call the host parent back.
- The office does have sick appointments only on Saturday and Sunday from 10:00 am -12:00 noon. Calls should be made to the above number. Leave a message with the service. They will FAX it to the office, and will return the call (They have a very limited staff on the weekends and cannot take their own calls due to volume).
- For every appointment that is made, students will be asked to call pre-registration at 973-8900. This department will verify address, contact numbers and insurance to be billed for that date of service.
- If a student cannot be seen in the EMMC Pediatric Medicine office because it is after hours, or if they are out of appointments, he/she will be referred to either the Walk-In Care facility on Union Street in Bangor or the emergency room at Eastern Maine Medical Center, depending on the situation.
- The office employs triage registered nurses (RNs) to answer questions and give advice during the phone hours.
- The office has an automated phone system. Therefore, students/host parents will need to select the service that they are looking for when calling the office. Listed below are the options as a reference:
  - For advice from a nurse, to schedule a sick appointment, or to schedule a follow up from the ED or walk-in care – press 1
  - To schedule a well-child check-up, cancel or reschedule appointment, or speak to clerical staff – press 2
  - To refill a prescription – press 3
  - For test results – press 4
  - For immunization records, school or camp forms, secure messaging help, or medical records – press 5
  - For an insurance referral – press 6
  - To request a specialist appointment – press 7

If students or host parents have any questions at all please, please call the EMMC Pediatric Medicine office. The staff is very knowledgeable and is willing to help in any way.



## **Driving Policy**

1. International students at Bangor Christian Schools are not allowed to drive any type of motorized vehicle at any time. This includes, but is not limited to, automobiles, motorcycles, snowmobiles, four wheelers, jet skis, and boats.
2. The only exception to this restriction would be for the student to take a driver education course during the fall of his or her senior year through a certified driver education program. The student must have permission from his or her parents before beginning the course.
3. Once the student has received a State of Maine driver's permit, he or she may complete the required number of driving hours as follows:
  - The required hours of driving will be done during the spring semester of the student's senior year.
  - The driving must be with a certified driver education instructor
  - The driver education instructor must provide the vehicle for the practice driving
4. All fees for the driver education course and the practice driving will be paid by the student.
5. Should the student decide to pursue a Maine driver's license, the student should make arrangements with the driver education instructor to take the driving test in the instructor's vehicle.
6. Should the student receive a Maine driver's license, the prohibition against driving a motorized vehicle is still in place as long as the student is enrolled at Bangor Christian Schools.

NOTE: Maine law requires that anyone receiving a Maine driver's license must remain in the United States for a period of four months after receiving their license.

**Bangor Christian Schools**  
**Application to Host International Students**  
*Please return this application to Mr. Frost*

Name \_\_\_\_\_ Date \_\_\_\_\_

Address \_\_\_\_\_ Phone \_\_\_\_\_

\_\_\_\_\_ Cell \_\_\_\_\_

E-mail \_\_\_\_\_

**Children at BCS:**  
(name and grade)

**Other individuals living in your home:**  
(name, relationship, and age)

**Church your family attends** \_\_\_\_\_

**Have you ever hosted an international student before?**    YES    NO    If YES, give details.

**Would you be willing to host a:**    MALE    FEMALE    NO PREFERENCE

**Would you be willing to host more than one international student?**    YES    NO

**Briefly describe the living arrangements you would be able to provide for the international student in your home:**

**Please indicate areas of interest for your family (check all that apply):**

_____ computers	_____ science	_____ theater
_____ music	_____ mathematics	_____ art
_____ sports and athletics	_____ writing	_____ chess
_____ other interests	_____	

**Briefly explain why your family would like to take part in hosting an international student:**  
(use the back or another sheet of paper if necessary)