

**Le Monde Immersion
French Intern Program**

**Intern + Host Family Guide
2017-2018**

Intern + Host Family Guide Table of Contents

Calendar	3
Program Background	4
Intern Responsibilities and Expectations	5
Host Family Responsibilities and Expectations	7
Partner Family Responsibilities and Expectations	10
Program Policies	11

Le Monde Calendar 2017-18

Dates subject to change, please see the syncing calendar on the web for the most current information.

September 5	First Day of Classes for Grades 1- 6/Kindergarten Assessments
September 8	First Day of Classes for Kindergarten
September 14	Back to School Night
September 15	EARLY RELEASE I teacher planning
September 29	Picture Day
October 13	No School - In-service / teacher planning
November 10	No School - Veterans Day
November 20	No School - In-service / Teacher planning
November 21- 22	No School - Conferences
November 23 - 24	No School - Thanksgiving Break
November 27	Classes resume
December 2	Winter Family Dance
December 8	EARLY RELEASE / teacher planning
December 18	Begin Winter Break
January 2	Classes Resume
January 15	No School - MLK Day
January 29	No School - In-service / teacher planning
February 16	EARLY RELEASE / teacher planning
February 19	No School - Presidents Day
February 23	Winter Spectacle
March 21	EARLY RELEASE / teacher planning
March 22- 23	No School - Conferences
March 26 - 30	No School - Spring Break
April 2	Classes Resume
April 7	International Day
April 13	No School - In-service / teacher planning
May 19	La Fete Fundraiser
May 25	No School - In-service / teaching planning
May 28	No School - Memorial Day
June 16	Spring Spectacle
June 22	Games Day and last day for 5th grade
June 27	Last Day for Kindergarten through 4th Grades and 6th Grade

Background: Le Monde Immersion French Teaching Intern Program

- The program is set up to benefit the students, teachers and school:
 - Provides an additional French (native) speaking adult in the French classroom
 - Allows for teachers to provide more small group instruction in the classroom
 - Allows students to learn about the French culture in addition to the French language
- As well as benefit the interns:
 - Provides a supervised training experience that will benefit them in their future careers in education
 - Interns have the opportunity to learn skills associated with an immersion education model
 - Free room and board to explore the U.S.! Opportunity to improve their English skills.
- The interns are here on a J-1 Intern Visa. A **J-1 visa** is a non-immigrant visa issued by the United States to exchange visitors participating in programs that promote cultural exchange
- How program works today: Interns arrive in August and stay through June
 - First family hosts one week before school starts through December/January
 - Second family hosts December/January through one week after school ends

Intern Responsibilities and Expectations

Responsibilities

In order to complete the French Intern Program, interns must fulfill all responsibilities as outlined in the following sections:

Responsibilities to the Host Family

Personal Responsibilities as a Family Member:

- An Intern is not a hotel guest and is considered a member of their host family.
- Full participation in the household – clean up, cooking, setting the table, washing dishes, yard work, and other duties are expected.
- An Intern is responsible for:
 - cleaning up after using a common area in the house
 - doing their laundry
 - keeping their bedroom clean
 - keeping a private bathroom clean or helping to keep a shared bathroom clean

Communication is key! Host families and interns need to discuss their needs at the beginning of the hosting period in order to best understand each other. Interns can also offer to help right away – don't wait for an invitation. Host families appreciate initiative and this will serve as the foundation for a good relationship.

Sharing & Participation:

- Interns are expected to share their life and culture with their host family. Some examples of how this may be accomplished are:
 - sharing pictures of your family
 - talking about home life
 - sharing traditions, holidays, and family customs
 - cooking national or regional specialties or traditional holiday dishes
- Interns are also expected to share in the life and culture of their host family by trying new foods, new experiences and new activities.
- Interns are encouraged to initiate or suggest activities and to participate in host family activities. This is not considered rude in American culture.

Courtesy:

- Interns are expected to:
 - be appreciative and communicate directly, openly and honestly
 - inform hosts about their plans and activities
 - respect family customs, schedules and routines

French in the Host Family's Home

- Host families and interns are vital to the success of the French immersion program. It is the responsibility of the host parents in conjunction with their child's desire to speak French to agree with the intern upon the amount of French spoken in the host family home. The amount of French spoken in the host family home should not exceed 50%.

- Sharing French in the household is an opportunity to broaden and encourage language usage beyond the school setting possibly including conversation on topics of interest, discussions on cultural characteristics, asking/answering questions, playing games and preparing meals.

The Host Family experience is a significant part of the Intern Training Program. Interns must demonstrate maturity and discretion when discussing family matters. Confidentiality should be upheld at all times.

Responsibilities for In-Classroom Training

Licensed Teachers

- Interns are assigned to a licensed teacher.
- If a teacher is ill or absent, the school will provide a licensed substitute teacher. The intern will assist the substitute teacher in classroom activities.
- In rare cases of sudden illness or absence, interns may be asked to step in and help until a licensed teacher can be secured. There will be a designated licensed teacher nearby who will be present to accept responsibility for the classroom.
- Some classroom teachers may not be native French speakers. It is acceptable to speak privately with your teacher about language errors.

In-Classroom Training

- In-classroom training will include observation and supervised participation in classroom instruction. Intern classroom training activities may include:
 - second language modeling
 - instruction by following lesson plans, explaining and interpreting class assignments
 - assist students in obtaining materials and other information needed for class assignments
 - circulate within the classroom to support students and keep them on task
 - presentations on culture and country
 - lesson plan preparation consistent with the teacher's requirement
 - help assist with supervision of daily classroom routines including transition times, bathroom breaks, and recess
 - assist with correcting papers and tests, provide feedback and record keeping to report pupil progress
 - assist teachers with clerical duties not to exceed 2 hours per week
 - monitor students' behavior on school property
 - assist a substitute teacher in maintaining the daily routine
- Each teacher and each group of children will require different combinations of the responsibilities listed above.
- Interns are expected to cooperate with teachers to develop an effective routine in the classroom.
- Interns may suggest new educational ideas and activities to their teacher.

Host Family Responsibilities and Expectations

Host Families are expected to

- Provide voluntary room and board for half of the school year, and receive no financial compensation for hosting an intern.
- Interact with the intern as a close member of the Le Monde community, providing support and friendship.
- Look forward to an exchange of French and American culture in their home.
- Represent the wonderful diversity of American culture...working parents, single parents, families with stay-at-home moms or dads, families with young children, older children, one child or many children.
- Complete a host family application, intended to match the interests and lifestyle of the interns.
- Spring host families shall provide room and board for up to one week after the last day of the school term. If this is not possible, the intern and the host family should make other arrangements.

Realistic Expectations of a Host Family

Room and Board

- The program requires the host to provide the intern with a house key.
- Interns must have their own bedroom which includes: a bed, a desk or table for studying and writing, and space for the intern to organize, store, and display personal belongings.
- State law requires the bedroom to have at least one legal egress window.
- Shared bathrooms must provide privacy for the intern's possessions.
- Board includes three meals a day.
 - Provisions must be provided for breakfast, lunch (whether eaten at home or school) and dinner.
 - If an intern chooses to purchase food or beverage from the school, it is at the intern's expense.
 - The host family is not responsible for meals taken outside of their home.
- Room and board is provided for the entire period of the hosting commitment.
 - Holidays are generally included. Special housing arrangements may be made for the intern with prior approval of the intern committee.
 - Interns with independent plans to travel, be with friends, or return home for the holidays must notify the host family of their plans in advance.

Transportation

- Interns may walk, bike, or ride public transportation to and from school.
- The following suggestions may help the intern when seeking transportation assistance:
 - Ask for rides in as far as advance as possible
 - Be willing to carpool with other interns
 - Be flexible when asking for a ride
 - Don't always ask the same family for rides
- If the intern cannot safely walk, bike, or use public transportation the intern should use the following steps in the order listed:

1. The intern should ask their partner family or other volunteer families if they are available to help with transportation.
2. The intern may then ask their host family for a ride.
3. If after completing these steps, if the intern is still unable to find a ride, the intern may contact a committee member for transportation assistance.

Privacy

- Interns have a right to privacy and time alone.
- Host family members must have the intern's permission prior to entering the intern's bedroom.
- Interns should politely explain to the host family when they need alone time.
- Alone time should not exceed the amount of time the intern spends with their host family.

Computer Usage

- If the family has a shared computer the intern must ask permission before using it.
- Intern should be respectful and considerate of computer time for the rest of the family.
- Do not download anything without the permission of the host parent(s).

Unrealistic Expectations of a Host Family

Financial Assistance

- Beyond the expense of room and board, all other financial obligations are the intern's responsibility.

Long Distance Phone Calls

- All interns are required to use a pre-paid phone card when making long distance phone calls from their host family's home telephone.

Use of Family Car

- Use of the host family car is not a hosting requirement; however, the family may choose to lend their car to the intern.
 - Prior to the intern's use of the car:
 1. The intern and host family must discuss and put in writing the rules regarding the intern's use of the car including, but not limited to:
 - if prior permission from the host is always required before use of the car
 - financial responsibility for gas usage
 - miles allowed, distance and/or locations the car may be driven
 - number of passengers allowed in the car
 - times or conditions when use of the car would be prohibited
 - financial responsibility in the event of an accident
 2. It is suggested that a host parent drive with the intern prior to allowing the use of the car.
 3. Host Families should verify with their insurance company that the intern is covered under the host's insurance policy.

Family Vacations

- Host families are not required to include interns in family vacations, however the host family may choose to include the intern in family vacation plans.
 - Prior to extending an invitation the host family must clearly state the cost of the expenses for which the intern will be responsible.
 1. The host family is not required to cover the intern's vacation expenses.
 2. If travel expenses are the intern's responsibility, the intern should fully understand all costs involved before accepting the invitation.

Housing of Visitors: Family and Friends

- Host families are not obligated to provide housing for the intern's friends or relatives.

Communication is Key

For a smooth intern and host experience, the host family and the intern should sit down sometime in the first few days of the intern's arrival and have a frank conversation about expectations. This conversation is vitally important to a positive experience for the host family and the intern. Even if some aspects of the conversation will be awkward, it is important to communicate clearly to establish expectations early. This conversation will be more comfortable than cleaning up potential mishaps later on during the term.

These are some suggested conversation topics:

- food (meal planning, grocery shopping, dietary concerns, basic likes/dislikes, expectations around meals)
- speaking French in the home
- participating in the household cleaning or chores (cleaning common areas, maintaining cleanliness in the bedroom and bathroom, dishes, laundry, etc)
- using the computer, phone, etc
- transportation needs
- communicating absence, illness, and travel
- general culture in the home
- check in regarding any possible intern questions or concerns

Partner Families

Partner Family

A partner family...

- is the intern's "extended community" during his/her stay in the U.S.
- acts as a support team for both the intern and the host family

- offers more opportunities for the intern to experience American culture and create friendships

Expectations of a Partner Family

Realistic expectations

- engaging in social activities with the intern
- spending family time together with the intern
- providing support for the intern by providing transportation, shopping assistance, etc.
- offering to spend time with the intern 2 or more times per month

Unrealistic expectations

- sole reliance on the partner family for intern's transportation needs
- financial assistance

Suggestions for activities to invite the intern:

- ★ beach day/weekend
- ★ berry picking
- ★ bowling
- ★ Timbers/Thorns/Hops/Winter Hawks or other sport outing
- ★ roller/ice skate
- ★ hike
- ★ ice cream
- ★ coffee
- ★ family dinner
- ★ Portland sight seeing
- ★ 4-T trail
- ★ farm visit (pumpkin patch, hay rides, etc)
- ★ visit to Powells books

Program Policies

Orientation

- Interns must attend orientation, which will provide an opportunity to meet staff, other interns and an overview of the program, school tours, establishment of a bank account and other beneficial information.

Personal Funds & Debts

- Interns must arrive with sufficient funds for their personal needs.
- Interns will be held responsible for ALL debts they incur while in the U.S.
- Interns will be held responsible for their debts. If interns do not pay their debts, they can expect to have their visa cancelled and to be dismissed from the program.

Absences Due to Illness

- An intern must notify their teacher(s) if they are sick.
- An intern must notify the supervising teacher, the Executive Director, and the school secretary if leaving school early due to illness.

Computer Usage

- Interns are provided with a e-mail account on the district's network.
- Interns may only use a computer for personal use during breaks and before or after school.
- It is unacceptable to check email or to do personal work on the computers in the classroom when students are present.

Babysitting

- Interns are prohibited from babysitting on a paid or unpaid basis. Babysitting is not allowed for host family children or any other families.

Employment

- Interns may not be employed for any purpose or in any capacity while in the U.S. on a training visa, including any role in a teaching capacity, outside of the program..

Dating Students

- Interns are not permitted to date students.

School Hour Schedule

- Interns will follow the schedule of their assigned school and grade level.
- Interns will have approximately 30 hours per week of child contact time.
- A lunch break will be provided each day.
- A minimum of one 45-minute preparation block to spend assisting teachers will be scheduled each day.

Alcohol and Drugs

- Interns must comply with all federal and state laws concerning drug and alcohol use.
- Interns must comply with all school district policies concerning drug and alcohol use.

- Anyone 21 years of age or older may legally consume alcoholic beverages in the U.S.
- State and federal law prohibits purchasing or giving alcohol to minors under 21.
- Interns of legal drinking age must obtain approval from the host parents to consume alcohol in the host home.
- Use of illegal drugs is prohibited.
- Violating the law or unprofessional conduct in this area are grounds for immediate dismissal from the program.

Smoking

- Interns must conform to regulations regarding smoking on school property and in public areas.
- Interns must abide by the host family rules regarding smoking in the house or near the children.

Driving

- An intern may drive if he/she has a valid international driver's license (in English) or an Oregon driver's license.

Travel

- Interns are responsible for all personal travel expenses.
- All interns must receive prior written approval from the Program's Responsible Officer and AIPT at least 2 weeks prior to traveling outside the U.S.
- Visas will be collected during orientation and sent in for Visa Stamp

Personal Days

- Interns are allowed 5 personal days to use at their discretion with 2 weeks prior approval from their classroom teacher(s) and the Executive Director.
- Request forms for personal days are available from the Executive Director.

Stipends

- Stipend checks are paid according to the district's pay schedule and cannot be issued prior to the established pay schedule.

Intern Agreement

- The Intern Agreement must be signed prior to arrival in the United States. Interns will be given a copy of the agreement and the original will be kept on file at school.
- If an intern fails to comply with the provisions outlined in the agreement, the program reserves the right to terminate the intern as specified in the terms of the agreement.

Issues in the Host Home

- The intern and host family should try to work out any issues that may arise by using direct communication.
- Either the intern or the host family may contact the Host Family coordinator (Ali Garfinkle) or the Le Monde School Officer (Shouka Rezvani) for assistance in unresolved issues.
- The Host Family coordinator or the School Officer will determine the best course of action in order to determine a positive outcome.

- All parties involved must practice discretion and confidentiality regarding issues between the host family, the school and its staff, and the intern.

Probation

- An intern will be placed on probation by the program for up to two weeks if severe problems occur at home or at school.
- The purpose of probation is to communicate problems more formally and to allow the intern time to improve or adjust behaviors or actions.
 - The intern and the Program must then agree in writing on the outcome expected by the end of probation period.
- An intern may face dismissal from the Program if significant improvements have not been made by the end of the probation period.
 - In such cases the Responsible Officer, Committee Chair and members jointly determine whether or not an intern is serving Program goals.

If an intern is dismissed from the Program, he/she will usually be asked to leave the U.S. at once. Immediate dismissal without probation is also a rare possibility.

Professional Ethics and Confidentiality

- It is very important that all staff and interns interacting with children respect their rights to privacy and confidentiality.
- Students should not be discussed in the host family home or in front of other adults or children.
- Any questions or concerns an intern may have about a child should be confidentially addressed to the classroom teacher.
- If you have any concerns or problems within the classroom or with one of the teachers, please discuss the issues first with the individual teacher.
- Similarly, concerns or problems experienced with the Host Family should first be discussed with the family.

Dismissal

- An intern can be dismissed for violation of any program policies.

End of Assignment

- The intern assignment officially ends at the end of the last day of the school term
- CICD, our J-1 Visa Sponsor, requires each intern to submit their final travel plans in writing
- 30 Day Grace Period
 - The intern is allowed to travel within the US for up to 30 days after the assignment ends.
 - The intern must exit the US on or before 30 days after the assignment ends
 - The intern cannot exit and re-enter the US during this 30 day grace period
 - As soon as the intern exits the US, your J-1 visa is terminated
- The Spring host family is responsible for the room and board for up to seven days after the assignment ends.
 - If the host family cannot accommodate the additional days, the host family and intern will make other arrangements.

