

	<b>LETTER OF AGREEMENT BETWEEN HOST FAMILIES AND PORTLAND PUBLIC SCHOOLS FOR THE JAPANESE IMMERSION PROGRAM</b>
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Host Family Name: \_\_\_\_\_ ( FAMILY)  
Host Family Address: \_\_\_\_\_  
Host Family Phone: \_\_\_\_\_ School Year: \_\_\_\_\_  
Japanese Teacher Intern Name: \_\_\_\_\_ (INTERN)  
Name of Host School: \_\_\_\_\_ (HOST SCHOOL)

**Parties to the Agreement:**

This Letter of Agreement is made and entered into by the FAMILY and Portland Public Schools (DISTRICT).

**Purpose of the Agreement:**

The purpose of this Agreement is to establish the terms and conditions under which the FAMILY will host the INTERN for the DISTRICT Japanese Immersion Program.

**Term of the Agreement:**

The term of this Agreement is \_\_\_\_\_ through \_\_\_\_\_.  
M/D/Year M/D/Y

The **FAMILY:**

1. Will attend the HOST SCHOOL training session for prospective host families; and will attend any other orientation and activity held for host families when possible.
2. Will provide a safe environment where the INTERN is treated as a family member.
3. Will provide the INTERN his/her own bedroom.
4. Will provide at FAMILY expense for INTERN meals, including those that the FAMILY and INTERN may take together at a restaurant or other location outside the home.
5. Will notify the HOST SCHOOL in a timely manner for any of the following reasons:
  - a. FAMILY will provide emergency contact information if the FAMILY leaves the area with the INTERN for more than 24 hours.
  - b. When serious issues with the INTERN arise, including but not limited to injury, serious illness, hospitalization, arrest or detention by authorities for any reason, or potentially harmful or dangerous

behavior by the INTERN.

- c. When the INTERN misses more than three days of work at the HOST SCHOOL.

**The DISTRICT:**

1. At its sole discretion, will be responsible for placing INTERN with a host family.
2. At its sole discretion, will move the INTERN to another family if it is determined to be in the best interests of INTERN and/or the FAMILY.
3. Will provide, through HOST SCHOOL, orientation and training sessions for prospective host families.
4. Will provide access to the HOST SCHOOL intern coordinator who will act as a liaison between FAMILY and INTERN

**Standard Conditions:**

1. Insurance

FAMILY will provide DISTRICT proof of personal liability insurance prior to placement of the INTERN. Personal liability insurance may be provided for this purpose as part of a homeowner's or renter's policy. Proof of insurance will be a copy of the policy declaration page.

2. Indemnity

FAMILY agrees to indemnify, defend and hold harmless DISTRICT from any claims, losses, damages, costs, expenses, or liabilities arising out of or related to any activity of the FAMILY, FAMILY members or FAMILY guests in the performance of this Agreement.

Subject to the limitations of the Oregon Tort Claims Act, ORS 30.260-20.300, DISTRICT agrees to indemnify, defend, and hold harmless FAMILY from any claims, losses, damages, costs, expenses or liabilities arising out of or related to any activity of DISTRICT in performance of this Agreement.

3. Security

FAMILY members over the age of 18 will successfully complete a criminal history verification prior to placement of INTERN in the FAMILY home. Co-ordination of that verification will be through the HOST SCHOOL.

4. Termination.

Either party may terminate this contract upon 10 day written notice.

Please sign and attach a copy of your insurance coverage.

\_\_\_\_\_  
First Host Parent (Print)

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Second Host Parent (Print)

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Host School Principal

\_\_\_\_\_  
Date

\_\_\_\_\_  
Deputy Clerk, Portland Public Schools

\_\_\_\_\_  
Date

\_\_\_\_\_  
Approved as to Form  
General Counsel, Portland Public Schools

\_\_\_\_\_  
Date