

International Parent/Student Handbook



INSPIRED LEARNING.
MASTERFUL TEACHING.

Please note that this document serves as an addition to the CSS Student/Parent Handbook, clarifying policies and procedures relevant to the international student and homestay experience. All CSS policies outlined in the CSS Student / Parent Handbook apply to international students, their families, and Host Families.

SCHOOL MISSION: Through superior academics and mentoring, The Colorado Springs School prepares students to think independently and to meet the needs of a dynamic world with leadership, ingenuity, problem-solving skills, and personal integrity.

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CAMPUS CONTACTS

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The Role of the International Student and Homestay Coordinator

The Director of Enrollment Management serves as the International Student and Homestay Coordinator. The Coordinator serves as the primary liaison between international students, homestay families, birth families, and the Colorado Springs School (CSS), including its faculty, admission representatives, administrators, counselors, and contractors. The Coordinator manages all aspects of an international student's non-academic records, including medical insurance enrollment and claims, waivers of parental consent, social contracts, and business office administration. The Coordinator also advises international students on academic affairs and, in partnership with the school Registrar, requests and maintains documentation required by the Student and Exchange Visitor Program (SEVIS) division of U.S. Immigration and Customs Enforcement.

The International Student and Homestay Coordinator conducts visits to homestay family homes once per academic year. The primary intent of the home visit is to establish personal contact with members of the host family. Secondly, the International Student and Homestay Coordinator must visually confirm that living conditions are indeed as reported and the risk is limited. Additionally, the International Student and Homestay Coordinator maintains monthly contact with each international student and host family throughout the academic year. Contact may be made in person, over the telephone, or via email.

The International Student and Homestay Coordinator serves as the primary point of contact for homestay families. The Coordinator should be informed of academic or behavioral concerns, issues related to student well-being, intentions to travel, and any medical conditions. Additionally, the Coordinator serves as a resource to homestay families as they navigate the role of surrogate for a minor. Finally, the Coordinator will check in with host families on a regular basis, including at mid-semester and mid-year, to

discuss academic outcomes and address any successes or challenges that may have arisen.

HOMESTAY STIPEND

Host families are compensated with a monthly stipend. The stipend is intended to offset the expense of supporting an additional child in the family's home. Stipend checks are distributed throughout the 10-month academic year, beginning in August and concluding with the May check. Checks are cut on or around the 5th of each month. They are then sent through USPS. Currently, mail processing for Colorado Springs is conducted within the Denver distribution center before the mail is reassigned to Colorado Springs for delivery. Consequently, host families should expect to receive checks during the third week of each month. Should a family wish to receive checks in a more timely fashion, the CSS Business Office can terminate mail delivery and instead prepare the check for the family to pick up at school. The International Student and Homestay Coordinator can be contacted to take advantage of this option.

EXPECTATIONS OF HOME ENVIRONMENT

Agreement Between The Colorado Springs School and Hosts

All residents of the home, age 18 and older, must consent to a background check. Hosts will notify the International Student and Homestay Coordinator of any changes to the family's situation transpiring from the time the original Host Family Application was submitted, and during the hosting period. Such changes include, but are not limited to, additional students or family members residing in the home, changes in marital/relationship status, medical or family relationship issues, dwelling and student accommodations, family preferences, and transportation arrangements.¹

Food Provisions

CSS asks that host families model and encourage proper hydration and balanced nutrition. Host families are expected to provide a *minimum* of two well-rounded meals per day for a homestay student, including breakfast/brunch and dinner. Families may prepare daily lunches for their student or provide the necessary ingredients for the student to make their own lunch. Alternatively, the student may receive lunch at CSS as

¹ "Homestay Host Agreement." *YRDSB Homestay Services*. York Region District School Board, 2014. Web. 26 Oct. 2015.

part of the all-inclusive tuition model. Host families are also asked to maintain a well-stocked pantry and refrigerator with ready-made nutritional snacks. Several specialty food markets in Colorado Springs serve as excellent sources for global options that students may miss from their native countries.

Risk and Liability

Students must have ready access to adult supervision at all times when they are not participating in school activities or programs. Upper school-age students may be left alone at home during daytime hours, but they should not be left overnight.

Recreational facilities and equipment in the home and on the property can present high risk for injury, trauma, and even, in the most severe circumstances, death. This includes but is not limited to swimming pools, large trampolines, utility four-wheelers and all-terrain vehicles, and weapons. The International Student and Homestay Coordinator must be notified of the presence of any such facility or equipment.

In some circumstances, an international student's birth parents will not provide consent for the child to participate in hazardous or high-risk sports or activities, and this wish must be respected.

Abiding by the Law

Individuals coming to the United States on an F-1 visa are required to abide by all domestic laws. It is possible that an international student's cultural norms may conflict with local, state, or national laws; therefore, it is essential that host families collaborate with CSS to ensure that students are properly informed about the expected conduct in the United States. Host parents should never hesitate to guide a conversation about any law that seems important at the time. Students should also be encouraged to ask for clarification of laws as needed.

The use of alcohol, drugs, or smoking materials is illegal for minors and violates school rules. The use or abuse of any such substance by an international exchange student will most likely result in immediate dismissal from school and the student's return to their home nation. All expenses will be the responsibility of the biological family. Please report any concerns regarding substance abuse to the International Student and Homestay Coordinator.

Internet Provision

CSS operates with a BYOD (Bring Your Own Device) program in both Middle and Upper School; students are required to bring a computing device to and from school daily. Student work is assigned and completed via an online platform, and therefore, students must have the ability to easily access the internet at home.

Household Chores

CSS encourages each host family to introduce its student to household chores and rules and to hold the student accountable for meeting expectations. However, the majority of international students will be unaccustomed to demonstrating personal responsibility in the home. It is recommended that the entire family engage in a formal conversation within the first few days of a homestay student's stay to clarify roles and responsibilities, communication methods, and consequences. It will take time for the student to feel comfortable with her/his ability to meet the family's expectations and to contribute to the upkeep of a home. Regular feedback and positive modeling by the host parents will increase the student's fluency in American social norms and, ultimately, help her/him feel safe in being an active family participant.

Family Life

Family rules, including stipulations for socializing and dating, should be discussed early on. Friendships and interest in dating are not under the control of the host parent, but sensitive guidance and the same oversight a host parent would provide for her/his own child are appropriate for a homestay student. Dating or any act of physical intimacy between a homestay student and a host sibling is a violation of the international student program and will result in disciplinary action and removal of the student from the home.

Knowing the homestay student's whereabouts, with whom the student is, what the plan is, and a mutually agreed-upon curfew is always expected. In particular, it is especially important that host parents are aware of any student drivers who may transport international students and whether these student drivers are in violation of Colorado DMV rules. It is possible that the hosts' standards and regulations differ from those of the student's natural parents. Please engage in open and honest communication with the biological parents and the International Student and Homestay Coordinator if you have concerns about the student receiving inconsistent messages.

International students enrolled at CSS have proactively sought out an American educational experience and immersion in American family life. Host families are

expected to include and integrate homestay students into family events and activities as if s/he have always been part of the family's norm. Obviously, it will take time to develop authentic relationships between family members and a new addition. An international student joining a new home life must also cope with the temporary feeling of being a stranger in their new home. Furthermore, during the student's first weeks and months in Colorado Springs, they will be adjusting to the altitude and climate, new norms related to personal hygiene, and foods that differ significantly from their own culture. Consistent warmth, care, and sensitivity will nurture comfortable living patterns for everyone in the household.

Most adolescents crave and benefit from increased privacy as they transition into adulthood. Sporadic withdrawal from family socializing is a normal part of human development at this age. A homestay student should be regularly encouraged to join social activities, but is entitled to exercise discretion regarding their own participation. Should you be concerned about a student's overall happiness or well-being, please contact the Enrollment Management Office.

It is CSS's goal that each homestay family embraces its international student(s) as their own. Accordingly, a student should feel welcome and encouraged to use the shared spaces that other family members also use, such as the kitchen, living room, and family room.

Providing a Comfortable Home Away from Home

All homestay students must be provided a bedroom that contains adequate closet and dresser space for personal belongings. This space typically serves as a refuge or safe haven for a student living away from their natural family. Consequently, host families are encouraged to make this a comfortable space for the student: paint or decorate the room in the student's favorite color(s), provide a comfortable seating option for conferencing or phone calls with the student's biological family, and accommodate the student's bedding preferences. The host family will supply a bed, pillow, and bed linens that are adequate for warmth and comfort, as well as a set of towels.

It is permissible for most students to share a room with a peer in the family, provided that both students are of the same gender and approximately the same age, and each has their own bed. Students from China, however, must be provided with a private bedroom. The International Student and Homestay Coordinator must be notified of and approve a shared-room arrangement.

Bathrooms may be shared as necessary. There should be clear expectations and communication regarding who can shower/bathe, when, and for how long. Showers should not be taken late in the evening if they disturb the household. The host family will provide toilet paper and hand soap; however, the student may be asked to supply their own personal items, such as bath soap, shampoo and conditioner, moisturizing cream, toothpaste, toothbrush, hair comb, and feminine hygiene products.

Study space is also important. It may be best to establish study space after the homestay student has had an opportunity to get his/her bearings in the home. Many host families designate a common space, such as the family room or dining room, where all students in the home study. This arrangement fosters academic conversations between homestay siblings, encourages collaborative approaches to assigned work, and facilitates peer-to-peer tutorials. Additionally, adults can make themselves readily available to answer questions or review student work when the study space is centrally located in the home. Should it be decided that the homestay student will study in his/her bedroom or another private space, host parents are encouraged to check in on the student's homework progress periodically during each study session. Consistent monitoring of the student's work pace will keep the student accountable and minimize distractions that compete for the student's attention during study time.

Religion

In the spirit of diversity and inclusion, host families are encouraged to introduce homestay students to important family practices and religious affiliations (s). However, a homestay student may not share the same religious views as his/her host family. A student can be invited to attend religious-based events with the family, but cannot be required to attend. A student can determine for her/himself if s/he would like to experience this facet of U.S. culture. The student should never be made to feel bad for choosing not to participate. Allowing a student to continue practicing their own faith is thoughtful and important. Please consider that a homestay student may need transportation to key religious events.

TRANSPORTATION

Arrival and Departure

International students will travel to Colorado Springs by way of a round-trip air ticket, as required by the U.S. Department of State. International students are advised to arrive in Colorado Springs one day prior to The Colorado Springs School's annual ice cream social kick-off. The homestay student's travel itinerary will be shared with the host family *at least* two weeks prior to arrival. At least one host parent is responsible for meeting the homestay student at the airport upon their arrival. Students travel with a form provided by the school that lists contact information for the following: homestay family, International Student and Homestay Coordinator, emergency contact, and natural family. The information on this form ensures seamless communication between all relevant parties throughout a student's travel.

Host obligations terminate on the day following commencement exercises. After this date, The Colorado Springs School relinquishes all responsibility and liability for international students. The host family assumes all responsibility and liability for its homestay student in the event that the student continues to reside with the family beyond the contract expiration date. However, host families are entitled to receive additional monthly stipend checks based on the duration of a student's stay in the summer months.

At least one host parent is responsible for driving the homestay student to the airport at the time of his/her departure. The host parent(s) is expected to adhere to general airport drop-off recommendations: two hours prior to a domestic flight and three hours prior to an international flight.

Motor Vehicles

International homestay participants affiliated with the Colorado Springs School agree to comply with all applicable state and local laws regarding driving and curfew. The Driver's License Administration division of the Department of Motor Vehicles stipulates the following legal parameters for drivers who are minors.

Within the first six months of a driver receiving his/her license, only *biological* family members may be passengers in the car. This **excludes** homestay students from being a passenger in a vehicle that is driven by a newly licensed driver. The only exception is if an adult passenger, 21 years of age or older, with a valid license and at least one year of driving experience, is in the vehicle. It is not permissible for a student driver with a temporary permit to drive while an international student is in the vehicle, regardless of an adult's presence.

Within 6-12 months of a driver receiving their license, *one* non-family member under 21 years old may be a passenger in the car. In the event that a host family has sponsored *two or more* international students, a newly licensed driver is prohibited from driving other students within this time period. The only exception is if an adult passenger, 21 years of age or older, with a valid license and at least one year of driving experience, is in the vehicle.

A minor cannot drive between the hours of 12 midnight and 5:00 a.m. unless s/he has held a driver's license for at least one year, except in the following circumstances:

- An adult passenger, 21 years of age or older, is in the vehicle who has a valid license and has held a driver's license for at least one year
- The minor is driving to school or a school-authorized activity, and the school doesn't provide transportation. A signed statement is needed from a school official showing the date of the activity
- The minor is driving because of employment; the driver must carry a signed statement from the employer verifying employment
- The minor is driving because of an emergency

After 12 months of possessing a driver's license, any number of non-biological family members may be passengers in the car.

The only exception to the above stipulations is court-approved legal guardianship by the host family or adoption.

A Permissions to Drive form must be submitted to CSS by an international student who wishes to ride as a passenger in another student's vehicle.

Acquiring a Driver's License

It is an individual decision whether or not to obtain a driver's license. Students who want to obtain one are recommended to use a driver's education school. However, owning a car is not a simple matter, especially for a teenager, and a host family assumes significant risk and liability when offering one of its own vehicles to an international student for personal use.

Regardless, learning to drive is a rite of passage and is one of the most memorable educational experiences that a student will undertake. Additionally, it provides students with extra freedom. Should a homestay student express a strong interest in applying for a driver's license, please communicate this to the International Student and Homestay Coordinator. The Coordinator will serve as a liaison between the host family, school administrators, and U.S. Immigration and Customs Enforcement, the division of the U.S. Department of Homeland Security that assists visa holders in obtaining benefits such as a driver's license or state identification card.

Any student affiliated with Educatius International or PSE must follow the driving policy of the agency. Students acknowledge that they understand the policy when they sign the Student Orientation participant form at the beginning of the school year. Most commonly, the only automobile a student is allowed to drive is a certified driving instructor's vehicle. Students are never allowed to drive a host family's car, nor may they be added to the host family's insurance policy.

TRAVEL

Independent Student Travel During the School Year

On occasion, homestay students may wish to take a trip independently from the host family or a legal guardian. To do so, a "Permission to Travel" form must be requested from the International Student and Homestay Coordinator and completed in its entirety. The permission must be signed by both the host parent(s) and the natural parent(s) and approved by the International Student and Homestay Coordinator. This process serves to release both the host family and The Colorado Springs School from responsibility and liability during the host student's independent travel.

The release form must be attached to a trip itinerary that details the transportation mode(s), date(s), and time(s), location(s) of accommodations, proof of emergency funds, and contact information for the location. In addition, if this trip entails missing school classes, the student must follow the protocol for a planned absence: upon collecting a "Planned Absence" form from the Registrar's office, the student must get signed approval from current teachers, his/her advisor, the division lead, and the student's biological parents, as detailed in Student and Parent Handbook.

Requests must be processed by the International Student and Homestay Coordinator at least two weeks in advance.

Student Travel with Host Family

Including a homestay student on short trips and typical family outings is appropriate and part of the adventure. Day trips to popular Colorado destinations are encouraged in order to enrich the students' immersion experience. Should a host family regularly stay overnight outside the home on weekends or during holidays -- this might include camping or traveling to a lake or mountain home -- we ask that the family be transparent about this with the student's natural parents and the international student campus contacts at CSS. While it is not necessary to submit "Permission to Travel" requests for these types of regular excursions, we do ask that host families err on the side of communicating early and often with the International Student and Homestay Coordinator about recurring travel plans.

If a host family has a major trip planned and wishes to invite its homestay student, it is important to consult the student's biological family to request their permission and discuss the anticipated costs. It is recommended that families get to know their homestay student for a few weeks before making a decision about inviting the student on a major trip.

It is possible that, on occasion, a scheduled family trip will be deemed most appropriate for the immediate family only. Families need not feel awkward about traveling without the host student, especially for events such as weddings, overnight stays at a friend's or relative's home, or when incurring expensive flight costs. Additionally, the international student may have school commitments that require him/her to remain in Colorado Springs during a family trip. In such circumstances, host parents must still act in accordance with the reasonable and prudent parent standard, which means careful and

sensible parental decisions that maintain the homestay student's health, safety, and best interests.

Request a Respite from Host Duties and Responsibilities

CSS can coordinate occasional short-term respites from hosting responsibilities to help host families meet the standard of care. Contact the International Student and Homestay Coordinator to request this type of arrangement. Please submit any such requests as early as possible, but at least two weeks in advance. One of two options may be filed when requesting a respite:

1. The name(s), address, email address, and phone number of a trusted individual or family with whom the hosts have personally arranged for the homestay student to reside during the family's absence. CSS requires that an individual be at least 25 years of age to assume responsibility for a host student.
2. The need for a substitute host arrangement to be coordinated by CSS for the dates of family travel. The International Student and Homestay Coordinator maintains a list of CSS families who cannot commit full-time to a student but enjoy hosting on a temporary basis. In these situations, the host family will pay the respite family a per diem fee to compensate them for their time and the expenses incurred when hosting a guest in their home.

The host family will be relieved of responsibility and liability during the scheduled time away from the homestay student. This risk will be temporarily transferred to the chaperoning family.

MEDICAL MATTERS

Permission to Treat

All international students and their natural families sign an authorization form, which permits host parents to secure medical treatment in the event of a student's illness or injury, and in the absence of the student's designated custodian. Should circumstances warrant, host parents agree to secure medical treatment for the student. The host(s) should contact the International Student and Homestay Coordinator when serious issues arise.

Medical Appointments and Benefits

Homestay students generally arrive in Colorado Springs having completed the annual physical exam required as part of the school enrollment process and with an up-to-date record of required immunizations. Should an international student require medical, vision, or dental attention during the year, the host family may coordinate appointments on the student's behalf. Alternatively, the International Student and Homestay Coordinator can schedule such appointments and, if so requested, provide transportation and adult supervision for the student at the time of the appointment. Please consult with the International Student and Homestay Coordinator for a student's medical insurance benefits.

Medical Insurance

J-1 and F-1 student visa holders are required by law to have student accident insurance coverage. The International Student and Homestay Coordinator will coordinate insurance enrollment with each student's biological parents. Host parents will receive copies of the student's insurance card, in addition to the Medical Durable Power of Attorney, and should store this documentation in a secure location that is easily accessible in the event of an emergency.

Financial Responsibility

Upon signing an international student into a medical facility, medical personnel should be made aware of a family's status as "host" and not a court-appointed Guardian. Host families do not incur costs or bear personal financial responsibility for medical services rendered. A student's biological parents assume responsibility for medical expenses that exceed those covered by insurance. If a host parent needs to cover a student's medical expenses, receipts should be shared with the International Student and Homestay Coordinator so that reimbursement can be arranged.

PERSONAL FINANCES

Expectations of Responsibility for Payment

It is essential that host parents and their international student(s) establish a shared understanding of the circumstances that warrant payment by whom. Host families are expected to be open and honest about their expectations for a student's use of personal

funds. Most international students do not have easy access to cash reserves; however, carrying a credit card has become increasingly popular among them. Additionally, each international student has funds available through an incidental account, which is managed by the CSS Business Office. Account funds cover school-related expenses such as required supplies, tutor fees, and Experience-Centered Seminar fees.

Opening a Student Bank Account

Prior to a student's arrival in Colorado Springs, CSS advises that they allocate \$30-\$ 50 for spending money per week of the exchange experience, plus \$ 1,000.00 for special purchases, such as gifts, ski trips, etc. However, international students are strongly discouraged from carrying or keeping large quantities of cash.

A student savings or checking account with an ATM card is recommended. UMB Bank provides these services for students. A host family can help by taking its student to the bank to open an account. A passport (personal identification) and a letter of authorization from the International Student and Homestay Coordinator are required. The bank will file an IRS Form W8-BEN in lieu of a Social Security number for identification on the account. The law does not require students to have a cosigner on a savings account. Do not cosign on a student account, and refrain from requesting *a PIN for your student's account*.

CSS prefers that host families not lend money to a homestay student unless immediate reimbursement is guaranteed.

Student Employment

Employment is generally not permitted on a student visa, and international students' time is at a premium during their stay at CSS. While students may enjoy earning small amounts of money from occasional babysitting or lawn care jobs, homestay students are not considered "live-in help."

COMMUNICATION TO HOME COUNTRY

Methods of Communication

The majority of CSS's international students are quite experienced with technology. Like all children, international students desire and need regular communication with their biological families. Host families should expect that a homestay student will want to maintain relationships with friends and extended family through email communication, cell phone contact, video conferencing, or messaging apps. Likewise, biological families look forward to receiving regular emails and texts with picture attachments so they know that their child is doing well here. However, please establish with an international student that bedtime is a time for rest and recovery. It is not a time for using devices to game or connect with family and friends. The International Student and Homestay Coordinator can intervene if a student's behavior suggests insufficient sleep and also suggest strategies that may improve a student's sleep habits.

Cell Phones

It is most common for international students to utilize pay-as-you-go cell phones from AT&T or Verizon instead of committing to a two-year contract. CSS recommends that a host family not add its homestay student to the family's mobile plan, as this will protect the family from exceeding data coverage and accruing overage charges. The CSS technology policy states that students are not permitted to access the CSS wireless network using their personal phones. Please be mindful of this when guiding an international student through data plan options.

International Phone Calls – Messaging Apps

It is recommended that host parents download a free messaging app (e.g., WeChat, WhatsApp, Messenger) to facilitate international communication with the student and/or their biological family. In today's world, there is little need for international coverage. However, it is convenient for host parents to be able to communicate about issues related to the student even when s/he or members of the biological family are in their home country.

ACADEMIC SUPPORT

Communication from CSS

Hosts are expected to read and be familiar with the contents of the CSS Student and Parent Handbook. Please refer to the Communication section of the handbook for

information about CSS publications and web access. The handbook can be found on the CSS website.

The school's website can be found at <http://www.css.org>. Descriptions of homework assignments are posted to the student's Google Classroom learning management portal. RenWeb is an electronic portal accessible through the website, wherein parents and students can find calendar items, current news, electronic forms, family directory, and records of academic progress. CSS reports student progress frequently, and student grades are readily available to students and parents via RenWeb. It is uncommon for the natural parents of an international student to have adequate English proficiency or internet accessibility to utilize RenWeb. Consequently, host parents are strongly encouraged to work in partnership with the International Student and Homestay Coordinator to regularly monitor academic progress and provide parental support as needed. Host parents whose natural child(ren) attend(s) CSS may configure their RenWeb profile to also include a homestay student. Hosts whose affiliation with CSS does not extend beyond a homestay student will receive RenWeb login information from the International Student and Homestay Coordinator.

Student/Teacher Communication

CSS promotes a culture of student self-advocacy. It is the responsibility of a student to contact teachers or the International Student and Homestay Coordinator with questions or concerns in order to devise strategies for improvement. When a pattern of unsatisfactory work is observed, the teacher, advisor, or International Student and Homestay Coordinator will notify the host parents. Comprehensive grade reports are generated at the end of each semester.

Parent/Teacher Communication

Hosts are not responsible for the educational decisions made by an international student and/or natural parent(s) and any consequences resulting from the decisions. Hosts, however, should monitor student progress and attendance, and attend student-parent conferences at the school. Parent/teacher conferences are formally hosted midway through the first semester. Hosts should address any minor issues the student may have at the school with the International Student and Homestay Coordinator. Hosts should be readily available for contact from the school about routine matters regarding the student.²

² "Homestay Host Agreement." *YRDSB Homestay Services*. York Region District School Board, 2014. Web. 26 Oct. 2015.

School Information Nights

Host parents need to attend important parent meetings scheduled by the school. Generally, teachers will communicate with the International Student and Homestay Coordinator for permission forms and waivers, or if there are major concerns about a student's performance.

English Language Tutoring

Some international students are required or encouraged to participate in tutoring for English language learning (ELL). Improvements made to English proficiency have a direct correlation with academic success. The International Student and Homestay Coordinator will assist the student in connecting with an appropriate tutor. Tutoring can often be arranged within the El Pomar Academic Center building during school hours, but evening in-home tutoring may also be possible.

PARENT OPPORTUNITIES

Host a Student Gathering

A host family is not alone in caring for and providing for an international student. The collection of families who host CSS's international students becomes a community. Host parents are encouraged to offer student-centered play dates and activities for small groups of students or the entire international student and host sibling contingent. Involvement can include offering a home for the venue of an activity, preparing or sponsoring food, or providing transportation to a destination by filling a personal vehicle with students. The administration welcomes and appreciates this involvement.

Recruitment of Future Host Families

Help the CSS International Student Program grow by sharing your homestay experience with others and speaking about it. Host families can be featured in the Kodiak Bulletin by sharing their experiences of the influence of internationalism in their homes. Prospective host families may complete the application process at any time during the year, which facilitates faster homestay placements in the spring and a broader network of pre-vetted families willing to host a student for a short-term stay. Contact the International Student and Homestay Coordinator for program and application details.

International Student Handbook Acknowledgement Form

Student Name: _____

Student ID (if applicable): _____

Parent/Guardian Name: _____

Relationship to Student: _____

Acknowledgement

I, the undersigned parent/guardian of the above-named student, hereby acknowledge that I have received, read, and understood the guidelines and policies outlined in the CSS International Student Handbook. I understand that the handbook contains important information regarding school procedures, expectations, and resources for international students.

I agree to support and ensure that my child adheres to the rules and expectations outlined in the handbook. I further acknowledge that failure to follow the guidelines may result in appropriate disciplinary actions as described in the handbook.

By signing below, I confirm that I agree with the terms and policies outlined in the handbook.

Parent/Guardian Signature: _____

Date: _____

Student Signature: _____

Date: _____

For Office Use Only:

Date Received: _____

Received By: _____

International Student Handbook Acknowledgement Form

International Student Name: _____

Student ID (if applicable): _____

Homestay Parent/Guardian Name(s): _____

Homestay Address: _____

Acknowledgement

I, the undersigned homestay parent/guardian of the above-named student, acknowledge that I have received, read, and understood the guidelines and policies outlined in the [International Student Handbook]. I understand that the handbook contains important information regarding my responsibilities as a homestay parent, including school procedures, student care, and support expectations.

I agree to comply with all rules and regulations concerning the care and supervision of international students as described in the handbook. I understand that my role is crucial to the student's adjustment and well-being and that failure to follow the handbook's guidelines may result in review or termination of my participation as a homestay provider.

By signing below, I confirm that I agree to comply with all terms and obligations outlined in the International Student Handbook.

Homestay Parent/Guardian Signature: _____

Date: _____

Homestay Parent/Guardian Signature: _____

Date: _____

For Office Use Only:

Date Received: _____

Received By: _____