



Kennedy Catholic High School Homestay Policy and Procedures

I. Purpose

The purpose of this document is to provide a written Homestay policy for the International Program of Kennedy Catholic High School ('the school') and to comply with overall policies, procedures, values and best practices of Kennedy Catholic and the Archdiocese of Seattle. It is the goal of the school to create a safe environment for Homestay students which is positively conducive for the student to meet the academic requirements of the school.

- Students under the care of the school should be provided with the knowledge and information they require to feel empowered to take action in the event of abuse or neglect.
- The school acknowledges Homestay students are unique and valued individuals and deserve to be treated with care and respect.
- The school is committed to the security, safety and wellbeing of Homestay students under its protection.

II. Scope

Housing for all international students must be approved by Kennedy Catholic High School administrators. All students must utilize the Kennedy Catholic Homestay option and comply with stated school requirements with the following exceptions:

- Parents, grandparents or biological aunts or uncles
- Homestays provided directly through their own agent or agency

This policy applies to:

- Homestay host families
- Homestay international students
- Visitors and/or long term residents of the host family's home

III. Definitions

- A. Host Family Program Coordinator - The person arranging, coordinating, monitoring and evaluating the Homestay program
- B. Homestay Family/Parent or Host – The adults (at least one primary must be age 30 or older), residing in the home full time who are responsible for the care of the international Homestay student
- C. Homestay Student – The international student currently registered and attending the school under an F-1 Visa, residing with a host family

IV. Selection & Training of Homestay hosts

The school recognizes that risk management for children in Homestay begins with the recruiting, screening, evaluation and selection of the right people to provide an accommodation service. It continues by having consistent procedures in place for all stakeholders to follow, with adequate management and supervision to ensure they

comply with these procedures.

In choosing a Homestay host, the school must comply with all relevant laws, school and Archdiocese policies, general best practices and be satisfied with the ability of the Homestay host to care for the student in a safe and secure environment, and to provide appropriate support and supervision for a child or adolescent attending school and adjusting to living in a new environment.

All Homestay hosts must agree to the school's Homestay Policy. The school has criteria with regard to how a decision about the suitability of a Homestay host is selected. These criteria include, but are not limited to, the following minimum requirements:

V. Homestay Requirements:

- A. Safety – A prospective Homestay host applicant must be able to provide a clean and safe living space and environment for their Homestay student. The following safety requirements are required but not limited to:
 - 1. Home inspection by approved school representative.
 - 2. Criminal background check of Homestay hosts and all permanent residents over the age of 18 including any visitors who may reside more than 50% of the time at the Homestay residence.
 - 3. Completion of the Archdiocese of Seattle Safe Environment (SEP) course, updated annually.
 - 4. If more than one primary Homestay host, one must be at least 30 years old.
 - 5. Proof of Homestay residence and motor vehicle insurance of all registered vehicles of permanent residents in the Homestay residence.
 - 6. Domestic pets are limited to those that are ordinarily expected. The school reserves the right to ascertain the suitability of pets.
 - 7. The use of marijuana by the Homestay host and/or use of marijuana in the Homestay residence or vehicle is prohibited. Any violations will be grounds for a termination of the Homestay Contract.
- B. Housing and Accommodations Standard:
 - 1. Homestay student must have a private or semi-private legal bedroom, linens, desk, chair, lamp, dresser (or shelves), and closet.
 - 2. Homestay student must have their own bed and not share the bed with anyone else.
 - 3. The Homestay student must have access to laundry facilities.
 - 4. The home must be generally clean and maintained to a standard that would generally be expected.
- C. Transportation Availability and Accessibility:
 - 1. Homestay host must be able to provide transportation for the Homestay student to and from school and school related

- activities.
 - 2. The hosts can drive the student in their car.
 - 3. In the event that the Homestay host is not able to provide transportation, the Homestay residence must have reasonably convenient access to public transportation.
- D. Technology:
- 1. The Homestay host must be able to provide a reliable and efficient way for the student to access the internet thru WIFI with sufficient bandwidth to complete school related assignments and projects.
 - 2. The Homestay host must be able to communicate with the international student and the school for emergencies. There must be at least one adult in the home who is fluent in English.
- E. Sustenance and Nutrition:
- 1. The Homestay host will provide at least three meals for the student per day.
 - 2. Meals should be considered nutritious and balanced.
 - 3. International students will make their own breakfast and lunch from food provided by the host family or make a mutually agreeable plan.
- F. Mandatory reporting, training and meetings:
The Homestay host will:
- 1. Attend all required meetings, training and orientation held in August of each year.
 - 2. Comply with all required reports that may be requested by the International Program and the school.
- G. Inclusion in general family environment and culture:
Being in a different country far away from home and a different culture can be stressful and one of the goals of the International Program is to involve the Homestay student as much in possible into the positive aspects of American culture. We expect the Homestay host to include and involve, as much as reasonably possible, their student with their family life and activities. We encourage Homestay hosts to assist and facilitate the Homestay student in exploring and finding viable outlets for recreation, worship and cultural interaction.

VI. Homestay Preference:

Without prejudice to Homestay requirements, preference for Homestay hosts will be given in the following order.

- 1. Family preferences of the Homestay student parents or legal guardian.
- 2. Current Kennedy Catholic families with students currently enrolled.
- 3. Kennedy Catholic families who may not currently have enrolled students but are active in the school and the community.
- 4. Previous experience as a host family. Names and references of the host student and year last hosted must be provided.
- 5. Current Kennedy Catholic staff and faculty.

The school reserves the exclusive right to qualify and select families for the Homestay Program.

VII. Inquiry and Application:

The form for inquiries is available from our website or by contacting the International program at 206.957.9757 or by email at INT@kennedyhs.org. Staff will contact you to arrange for an interview to assess a good match for the program and program requirements. If deemed eligible, staff will schedule a home inspection and provide applicable forms, including a background check form.

VIII. Disclaimers:

1. When so applicable, an application, inquiry or assignment of a Homestay student is not an implicit or explicit guarantee of admission to the school.
2. When so applicable, an application, inquiry or assignment of a Homestay student is not intended to be an implicit or explicit award for financial aid for use in payment of tuition for the school.
3. The stipend is intended for the full care of the Homestay international student and is not intended to be an implicit or explicit award for financial aid for use in payment of tuition for the school.
4. The host family is not guaranteed that a Homestay student will reside in their home or continue to reside in their home. (This may be due to, but not limited to, an international student denied a visa, illness or expulsion from the school.)

IX. Indemnification:

The Homestay Host/Parent/Family agrees to protect, indemnify, defend and hold harmless the school against and from any and all claim(s) or cause of action arising out of loss, damage, or injury to persons or property resulting from any accidental, negligent or other actionable fault in connection with the Homestay students occupancy of the Homestay host residence and use of property and interaction with all members of the Homestay host family and other persons who are residents or visitors of the said residence.

X. Monitoring and Evaluation:

Once approved as a Homestay host, ongoing monitoring and evaluation from both the Homestay host and the Homestay student is required.

1. Inspection – school staff will schedule home inspections of the residence. Adequate notice will be provided in advance of the inspection.
2. Evaluation – Staff will provide a questionnaire to be completed by the Homestay host and student midway through the Homestay and also at the end of the Homestay. The school will use this data to evaluate the program and make necessary adjustments and changes.
3. The Homestay student has recourse through the school’s International Program if he/she feels that the requirements of the Homestay program are not meeting their needs or if there are any grievances, complaints or suggestions that they may have about any aspect of their Homestay.

XI. Financial Arrangements and Terms:

Upon completion and acceptance of the Homestay agreement terms as contained in the contract, the school will provide the Homestay host with a stipend. The following are key provisions of the financial arrangements of the stipend:

1. Annual amounts to be paid are set by the school on a yearly basis and the school has

- sole discretion in setting the Homestay payments to the host family.
2. The school expects the Homestay host to provide all the required meals for the Homestay student from the Homestay stipend.
 3. All payments to Homestay host as part of the Homestay Program are taxable and host families will need to complete a W4. A 1099 will be issued to the Homestay host.
 4. The annual amount payable to the Homestay host will be made in equal monthly installments over the term of the Homestay.
 5. Where it is so applicable, the Homestay payment is not to be applied as tuition credit, unless approved by the Director of Finance of the school. The school has sole discretion in providing any accommodation in the application of these payments as tuition credit. The application of the payment as tuition credit does not change the taxable nature of this compensation as described in item 2 of this section.
 6. Where so applicable, if the Homestay host is eligible for tuition assistance, the tuition assistance award will be reduced by the amount of the Homestay stipend.
The Homestay stipend and tuition assistance is not additive and cumulative.
 7. A Homestay host is prohibited from, without express approval from the President or Director of Finance, entering into a direct Homestay arrangement with an International student if said student was originally placed by the school with the Homestay host.
 8. The final Homestay payment will be held back until successful completion of an evaluation by the Homestay host.

XII. Homestay Process:

The following is the process for a Homestay application, stipend and ongoing monitoring:

1. Inquiry – Potential Homestay hosts will complete and submit an inquiry form to the applicable staff in the school's International Program. The International Program staff will review and initially screen all applications and invite applicants who meet the Homestay criteria and eligibility to apply for a Homestay stipend.
2. Application – Prospective Homestay host applicants will complete an application form and submit to the applicable staff in the school's International Program who in turn will review and recommend potential approved applications to the Director of Finance. The Director of Finance reviews and approves or denies the stipend and communicates the decision to the applicant. Approved applications are contingent on meeting program eligibility and requirements including but not limited to:
 - a. Background check
 - b. Interview of Homestay host
 - c. Inspection of the Homestay residence
 - d. Completion of all waivers
 - e. Proof of Residential/Motor Vehicle Insurance
3. Homestay Contract Execution – The Homestay Contract is signed and executed by both the Director of Finance representing the school and the Homestay host once all required documents have been processed, reviewed and approved. The Homestay host will agree to scheduled monitoring, inspection and evaluation by the school of all requirements of the Homestay program.
4. Homestay Inspection and Monitoring – Ongoing scheduled inspection and

monitoring of the Homestay host will be arranged between the school and the Homestay host. The inspection and monitoring form will be completed and documented by the International Program. Inspections will be scheduled with the Homestay host with at least seven days' notice. The school reserves the right to determine the frequency and duration of the inspections and monitoring. The school will minimize any disruption to the Homestay host by providing notice and using due diligence in the application of this requirement.

5. Evaluation – The International Program will conduct an evaluation of the Homestay program with the Homestay student within 5 days after they leave their Homestay host or before they leave the school whichever comes first. The International Program will conduct an evaluation of the Homestay program with the Homestay host within 10 days of the termination of the Homestay Contract of when the Homestay student left the Homestay host. A completed Homestay evaluation from the student and host is required by the Business Office before final payment is issued to the Homestay host.

XIII. Termination of the Contract

The school reserves the right to terminate the Homestay Contract at any time and withhold payment if the terms of the Homestay Contract are not met as defined by the school. The Homestay host can terminate the agreement with a 20 day notice to the school. If the contract is terminated in advance of the contract end date, the Homestay Contract stipend will be prorated up to the time the Homestay host has provided services. The balance of the contract is not payable to the Homestay host nor can it be applied as tuition credit.