

Global Student Program Handbook

Expectations for Host Families and Global Students



Host Family Requirements

- **Host Family Screening** - All host families meet with the Director of Global Learning or other representative of Lipscomb Academy. Lipscomb Academy will visit and have pictures on file of each home. Host families will submit the names of all individuals living in the home and notify Lipscomb Academy if there are any changes. Host parents must be over the age of 25. Host families with a high school aged child should host a Global Student of the same gender.
- **Host Parent Fingerprint Background Check** - All individuals over the age of 18 living in the host home must undergo a FBI fingerprint background check at an [IdentoGO facility](#). (This requirement is fulfilled for Lipscomb employees who have been fingerprinted in the last 5 years). Melanie Crosby in the Head of School office will send instructions and voucher codes to the prospective host parents.
- **Waiver** - The host family, sending family, and student will receive and complete a homestay waiver (via DocuSign) and School Health Form (via Google Form).

Note for host families: The following are expectations and general guidelines to help as your student transitions into your family. We realize that every family has different house rules, and it is important to communicate these up front. If an issue arises during the school year, please contact us sooner than later. Strong communication between the host family and school is one of the greatest ways we can support international students.

1. **Home:** The host family will provide the student with a private bedroom with a bed, bedding, closet, dresser/ chest of drawers, desk and chair (or other designated workspace in the home), and adequate lighting. The host family will provide the student with either a private or shared bathroom. The student should not regularly be asked to give up his or her bedroom for overnight guests in the home.
2. **Food:** The host family will provide food for breakfast and dinner each day, and lunch on weekends. The student has a daily lunch plan at school*. The host family should be aware of what foods the student likes and, for long-term students, should make arrangements to periodically visit an ethnic food store to stock up. There should be a designated area of the kitchen (shelf in the pantry, for example) for the student's own snacks that he or she purchases. The student should participate in family meals.

**Meal plan may vary depending on specific student/ program.*

3. **Money:** The host family will provide food for meals, basic toiletries and household items (toilet paper, handsoap, etc.). The host family will receive a monthly stipend from Lipscomb to offset the costs of hosting the student. Homestay cost/ stipend may vary depending on specific student/ program, but is generally a \$500 one-time stipend for the Faces and Our Cultures program, and \$700-\$900 monthly stipend for other programs. This is considered non-employment income, and Lipscomb will issue the host family a 1099 tax form each year. In order to receive this check by mail each month, Lipscomb's business office will need a copy of the host parent's photo ID and completed 1099. Money should not be exchanged directly between the student or student's family to the host family. The student will have access to money (credit/debit card provided by the student's sending family) for personal expenses, including technology, snacks, personal entertainment, and shopping. The student is responsible for purchasing his or her own personal hygiene items (including dental hygiene items, shower items, shaving items, deodorant, hair products, makeup, etc.).
4. **Medical:** Each Global Student is required to have medical insurance in case of injury or illness while studying in the United States. Generally, Lipscomb Academy purchases insurance for Global Students

through [LewerMark](#).^{*} The host family will have a copy of the student's insurance information and will know of any health-related conditions. The sending parents will have input on the selection of a medical provider, but it is recommended that the host family make the student an established patient at the family's own pediatrician or select one clinic and take the student there each time for continuity of care. The host family may need to take first-year students to have a physical completed and immunizations reviewed and transferred to the Tennessee Certificate of Immunization, which will be submitted to the Upper School nurse. In the event of illness or injury, the host family will have the power to make medical decisions but should contact the student's sending family, when possible. The school should be notified of any significant medical issues.

**Insurance arrangement may vary depending on specific student situation*

5. **Technology:** The student will have a working cell phone and working computer or tablet, provided at the student's sending family's expense. The host family will discuss technology policies for the home. The following are best practices for families hosting Global Students:
 - a. The host family should have an active internet filter system.
 - b. The phone and computer should be charged outside of the student's bedroom at night (for example, create a charging station in the kitchen or family room).
 - c. Internet time (besides that needed for studies) should be limited so that the student can fully benefit from his or her immersion experience.

6. **House Rules:** The host family will explain expectations for living in the home including "house rules," dress outside of school, chores, curfew, and emergency procedures. The student will be assigned reasonable chores, which should be carried out well without frequent reminders. The student should keep his or her own room reasonably clean and should participate in keeping common areas clean. The student will be given reasonable use of laundry facilities to do his or her own laundry. The student should generally follow the family's schedule. The host family will establish a curfew and "lights out" for weeknights and weekends, which the student should consistently follow. The host family will explain a family emergency plan in the event of a fire or natural disaster (where to go, who to call, etc.). Failure to follow "house rules" may result in intervention by Lipscomb Academy administrators.

7. **Family Communication:** *Host Family- Global Student:* The host family and student should have frequent check-ins to talk about how things are going for both sides and to look at the calendar and communicate on any upcoming events. *Host Family- sending Family*:* Contact information for the sending parents and host parents will be provided to both parties. The host family should make an effort to establish a relationship with the student's parents and communicate via Facetime/ Skype/ WeChat/ WhatsApp/ Zoom, phone, email, or text. The host family will initiate communication with the sending family within the first two weeks of the student living in the home. In the case of a significant language barrier, the host family may just send pictures, or use Google translate to send brief updates.

**In some cases, communication will be with the sending organization rather than with the sending family*

8. **Academics:** The host family should periodically check grades on FACTS, and respond to teacher communication. The student and host family should check in on student academic progress. The host family should contact the student's teachers and/ or Director of Global Learning if there are academic concerns. The student's regular school attendance will be a priority for the host family.

9. **Social Growth:** The host family should encourage and provide opportunities for the student to build relationships, for example: participating in extracurricular activities, accompanying the family to church and social events, and inviting friends to the home.

10. **Driving and Transportation:** The host family will provide daily transportation to and from school (or Lipscomb Academy Transportation Program stop). The student should give the host family notice for requests for special outings. The host family and student should have an agreement for use of ride-sharing companies. In the interest of student safety, Lipscomb Academy does not permit Global Students under the age of 18 living with host families to drive. Additionally, driving is prohibited by many of Lipscomb Academy's partner organizations. If the family of an 18 year old student desires for the student to [obtain his or her driver's license](#) while studying at Lipscomb Academy, and driving is not prohibited by the student's organization, written permission from the sending parents must be sent to Mrs. Williams. Even after obtaining a permit or driver's license, a Global Student is not permitted to drive a host family's car.

11. **Travel:** Lipscomb Academy should be notified when the student will be traveling overnight. Travel information should be emailed to the Director of Global Learning.
When the host family and Global Student travel together, they must adhere to the following guidelines:
 - a. Sleeping arrangements should be the same gender.
 - b. Global Students and host parents should have separate rooms, however, it is appropriate for families to stay in one big room (i.e. cabin, adjoining hotel rooms, etc.).Lipscomb Academy Global Students will not be permitted to travel independently except to return to his or her own home country. The host family should provide transportation to and from the Nashville airport when the student arrives and returns home. When possible, we encourage Global Students to return home to visit their families during Christmas and Spring Break.