

Global Horizons USA

Host Family Handbook



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Welcome

WELCOME to Global Horizons USA!

You are about to begin your international exchange experience, a profound and meaningful adventure in culture, education, and life to be shared with the entire family. Your international student will soon become a part of your family, and you will begin an exciting adventure together. It is our goal that you will have a rewarding and fulfilling experience.

Thank you for opening your heart and your home to a Global Horizons USA student. With our students, we emphasize open communication, strong academic participation, and commitment to understanding cultural differences. We expect the student to become a full member of your host family, and we will do our best to facilitate the process.

This handbook incorporates both host family and student materials. We believe it is important for host families to understand what is expected of our students. In the following materials you will find guidelines for what host families may reasonably expect from their exchange students. You will also want to rely on the guidance and assistance of your assigned Global Horizons USA Local Coordinator. If you need any additional assistance please don't hesitate to contact our National office.

We will certainly do all that we can to make this year a positive one for you, your student and the school.

Best regards,

Your Global Horizons USA Team



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Our organization

Global Horizons USA is an educational and cultural exchange organization devoted to the growth of friendship and understanding among the people of the world.



We believe that learning about other cultures, languages, and customs is the best way to eliminate international fears and prejudices. Global Horizons USA is responsible for the safety and welfare of the student throughout the program. We expect the highest standards of behavior, manners and etiquette from program participants at all times.

It is very important to us that you have a positive experience hosting your Global Horizons USA student. With that goal, we are here to support you and assist whenever we can. In addition to this handbook, we will also conduct a host family orientation. We will give you advice, tools, and guidelines to help you in your new role as host parents. By allowing your student to become a member of your family, instead of a guest in your home, you will find it much easier to adjust to one another and to communicate more clearly with each other from the start. We will help you with this process.

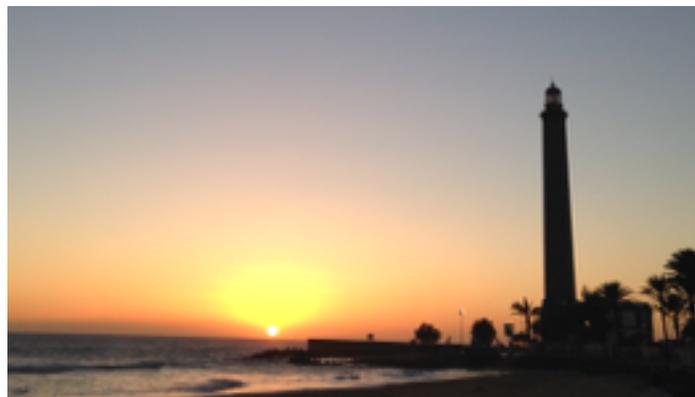
Our Global Horizons USA team has accumulated years of experience working with exchange students, and many of us at Global Horizons USA have personal experience as host parents. Many of us have also had experiences traveling or even living abroad, and we are able to apply these experiences to student exchange. We also have access to specific resource people from around the world who enhance our pool of knowledge about specific cultures and can assist with language barriers.



The last step in the student's preparation of becoming an exchange student is the Pre-Arrival Orientation in their home country. During this orientation, the students are provided insight into what they can expect during their exchange year. Often, members of the Global Horizons USA team will attend these orientations in the student's home countries in order to ensure that students are well prepared before their arrival in the USA. We strive to ensure that you have the best experience possible, and we are always available to you in the event that you need to communicate directly with us. Throughout the hosting experience, we will be in touch with you and your student directly, via your Local Coordinator, and by email through regular host family newsletters.

Our philosophy

- To promote cultural understanding and appreciation, personal relationships need to be formed and cultivated.
- Sharing daily life provides for greater understanding through regular communication and example.
- Younger people are our future. Broadening and opening their minds at an age when they are determining who they are helps them to become more well-rounded intellectually and allows them to base their own life philosophy on first hand experience and knowledge.
- Stereotypes and prejudices can be lessened, and often erased, after sharing a year in another culture. The student and family are able to look beyond physical appearances, language, and cultural differences.
- Host families benefit from having a new member of their family that can bring another culture into their home, breaking down barriers that often lead to misunderstanding. Often, relationships are formed that last a lifetime.
- Host families enjoy sharing their culture, beliefs, and lifestyle with their international students. Through sharing their culture, families are able to understand and appreciate their own culture by looking at it with new eyes.
- Schools benefit by learning about other educational systems and teaching methods. The school's student body benefits by working side by side with students from other cultures. Long-lasting friendships are developed between classmates and the international students.



We hope that this handbook helps you to expand your global horizons.

Preparing for your student's arrival



Your student is coming to the USA to be a member of your family, school, and community and to learn about the American way of life. Students are encouraged to develop an appreciation for new cultures and fresh perspectives. By hosting a student, you have the ability to impact future leaders of nations around the world.

Your family also has the opportunity to explore a culture different from your own. Your student is coming not only to learn about the United States, but also to teach others about their homeland customs and culture.

Your student's impression of the United States will be directly affected by their relationship with you. Above all, you should enjoy each other's company and learn from each other.

Define your goals.

While you are waiting for your student to arrive, each family member should think about what their expectations are for this experience. What do you hope to gain from this exchange? We recommend that you write down your goals and expectations, and then discuss them as a family. Brainstorm ways that each family member can best reach his or her goals. It is important that your student is made aware of your expectations as a host family very early in the exchange.

Keep your expectations realistic.

For example, don't expect to teach your student all there is to know about living in the United States. If you have friends that have hosted students in the past, don't expect to mirror their experiences. Families are as different as exchange students, and your experience will be unique to your family and to your student.

Your student might look like any other American student, and his or her English proficiency may be strong, but he/she may have very different perspectives and behaviors from your family. It is understandable since he/she has spent his/her entire life in a much different family and culture. It is those differences that will make the exchange year an exciting one for you and your family.

Get to know your student's home country.

The more you can learn about your student's culture, the better you will be able to appreciate your cultural differences. A little understanding and knowledge about your student's customs and culture can prevent some misunderstandings between you and your student, and will help you to get started on the right foot. Keep in mind, you are all unique individuals, and even if you shared the same cultural perspectives, adjustments are always required when welcoming a new member into your family.

The exchange year is very exciting.

You will learn a lot about yourself, your family members and a new brother/sister or son/daughter. The experience will be challenging at times and possibly frustrating at other times. It is important to remember to use your Local Coordinator and Global Horizons USA team members to help you. The success of the experience depends on the effort and open-mindedness that each person brings



to the relationship. Keep in mind that the student isn't here to indoctrinate you to his beliefs and attitudes any more than you are meant to make him an American.

Be aware of needs and feelings.

As in any new relationship, there will be a time of adjustment. Open, honest, and immediate discussion is crucial. Sometimes a host sibling feels the student is being "favored" by the host parents; sometimes the student may express an opinion that is totally "foreign" to your family, or counter to your own beliefs. It is important to address these issues in an open-minded and non-judgmental fashion. It has been our experience that these matters can be "talked out" most of the time, and often become growing experiences for all. Patience is key. Sometimes you will need to talk through issues more than once. Remember, your student is a young adult far away from home.

Be prepared from the start.

All exchange students must have their own bed, but they can share a room with a host sibling of the same gender and within four years of their age. It is important to prepare a place where your student can retreat to relax, study, and have some quiet time on his or her own. If your student is sharing a room with a host sibling, both persons need to have a place of their own for private time.

Think about "House Rules."

Keep in mind that your student didn't grow up in your home and most likely will not automatically know what is okay and what is not. It will be very helpful for your student to know what to expect from members of your family, relieving a lot of stress and misunderstandings later on. Explain your rules simply, state why they are important to you, and then it will be much easier for your student to accept them.

For example: *"We need to know where you are going, with whom you are going, and when you will be home. The reason for this is that we are responsible for you, and sometimes there are people that are not always nice in America, as in other countries. We expect this from all of our family members. It saves a lot of worry and is a courtesy that our family insists on."*

If there are no other teenagers in your home, or your son or daughter doesn't want to be the "entertainment committee" for your exchange student, see if there is another teenager in the neighborhood or local church that would be willing to introduce your exchange student around the school and community for the first few weeks. It will help your student meet friends quickly and develop a sense of belonging.

Communicate with your student prior to his or her arrival.

Your student may arrive very tired and feeling rather insecure. Early communication is key to starting the bonding process. We encourage you to get to know your student before he or she enters the US. If you can “break the ice” before your student arrives in your home, then you will be one step ahead in making your student a part of your family. As soon as your student’s placement is finalized, write to your student and send pictures of your family, your home, the student’s room, your community and the surrounding area.

Once your student arrives

The first days

Make your student feel at home.

We recommend giving your student a detailed tour of your home. Some students may be afraid that they might break a house rule that they’re unaware of. Help your student feel comfortable in his or her new surroundings. For instance, you might give your student a tour of the kitchen that includes an inside look into cabinets and drawers. Show your student where to place shoes and coats and where to store personal items in the bathroom. If you show your student something, he or she will know it’s okay to use. Conversely, if there is something that should be off-limits to your student or requires special instructions for use, communicate this information during the tour.



Complete the Host Family Rules Form.

We highly recommend that your family, together with your student, review and complete the **Host Family Rules Form** found in the Appendix of this handbook. Your rules for your exchange student should be consistent with expectations for your own children. Explain carefully your family’s rules and why they are important to you. A few minutes of friendly, frank explanation will save everyone much irritation and bewilderment down the road. After a few months you may find some of your family rules may need adjusting. The goal is to build a relationship with your student that permits open communication as needed.

Be clear about your expectations.

It is possible that your student has never washed dishes before or has never had to pick up her own clothes. You may have to explain or show how to do this. This may seem strange to you, but it is an essential step to making sure your student can follow the rules. Your explanations will be best when given consistently and with good humor. If your student forgets a few times, do not be hesitant about reminding her. Your own children probably forget sometimes as well. You should also be aware that just because your student nods in understanding, she might not truly understand. Make sure you reiterate the rules often in the first few weeks of the exchange.

Share your goals.

It is important that your student knows why you wanted to host him, and what you expect to gain from the experience. It's also important to know what your student expects from the exchange. Discussing this topic openly and honestly will go a long way towards a successful exchange.

The first month

Treat your student as a member of your own family.

Sharing equally in the recreations and responsibilities of your home is very important to ensure your student feels at home. Barring major life decisions, which we will cover later, you have the same authority over your student that you would have over your own children. You should hold your student accountable, and give him consequences for negative behavior. On the other side, you should be prepared to provide understanding, affection and care for your exchange student. Host parents should act as parents to their student. Global Horizons USA students are teenagers who need guidance and positive role models. **Give your student time to rest and acclimate.**

Your student will almost certainly arrive very tired and anxious. He will probably need some time before you will see his true personality. His jet lag will typically subside within the first week, but your student also may seem silent because of fatigue due to the language barrier. This should change as your student adjusts to his surroundings.

Be patient and understanding.

Your student will be faced with many new ideas and new cultural norms. Students come with a set of concepts and behaviors learned in their home countries. Your own set of beliefs and the shared understandings in your own family will certainly be very different from that of your student. It is important to offer patience and understanding when faced with cultural differences between you and your student. Some of the differences will be obvious (such as table manners, fashion, hygiene, etc.) Others



will be subtler, such as the view of the proper roles of men and women or the relationship between parents and children. These ideas may affect the student's willingness to do particular chores or initiate communication within your family.

Understand that “common sense” often goes only as far as one's own culture.

Many people who don't have experience with other cultures are surprised to discover that “common sense” is a very cultural thing. There will probably be instances where your student is not showing good common sense, but the same behavior or actions might make perfect sense in his or her own culture.

Communicate clearly with your student.

As you recognize issues that may be problematic, you must talk openly about them with your student. Discuss them in terms of what is important to do or accept while in your home rather in terms of what is “right” or “good.” What is “right” or “good” in our culture may be taken very differently in your student’s culture. Things such as frequency of baths and changing clothes need not be embarrassing topics if they are approached early and in terms of your family’s customs. If you let things “drag on” because you don’t want to offend or embarrass your student, they will most likely need to be addressed in the future when it will be much more difficult for everyone.

Be empathetic to your student.

Your student will need assistance to adjust to your family. Be careful not to overemphasize the trivial. Try to help your student understand customs that are important in order to adjust to his or her new family and community. Although your student may have been exposed to some cultural differences, she will better understand them by having experienced them. Your care and support is key in helping your student adjust to the cultural differences in the US.

**Have a sense of humor.**

Be sure to keep a sense of humor! It is a great release and can help in overwhelming, embarrassing or awkward situations. If you can be flexible with your expectations and open in your communications with your student, the experience can be very rewarding.

Communication tips

Talk over problems privately and calmly.

When your student seems bothered or is not fitting in with your household in some way, set aside some time to calmly address the issue with the student where you can both speak openly without interruption. Be sure to listen to your student and practice empathy for his or her situation. Sometimes, it is easy to expect more from your student than you do of your own children, or to become frustrated with their perceived behavior. Talking about things openly can relieve both you and your student of prolonged uneasiness. It is a sound approach to the many adjustments you will experience within your family while your student is with you.

Make sure your student feels free to discuss concerns with you.

It's important that your student feels comfortable to speak with you about things that might be bothering him. Encourage your student to communicate with you about any problems he might have.

Accept your student as one of your own children.

Show support, understanding and love towards your student's cultural differences. This does not mean spoiling or excusing chores. If you do that, your student will not adjust to becoming a family member. On the other end, your student will quickly realize if he is being treated with less favor than your own children, which will lead to hurt feelings.



Show your student affection.

Often an arm around the shoulder or a hug will say what words cannot. Your student may be accustomed to receiving this kind of expressed affection or may need it to feel secure and loved. If, on the other hand, your student is uneasy by such outward expressions, a different kind of reassurance will be required.

Remind your student that you only want to help.

Your student should realize that you are trying to help him adjust to the US and are not trying to change his character. It can be easy for exchange students to forget the reasons behind their host parents' actions. Once again, showing patience and understanding that your student is a teenager and an imperfect human being will go a long way.

Be involved in your student's life.

Although it is not expected that you function as tour guides for your student, you should be actively involved in your exchange student's life, just as you are in your own children's lives. Every reasonable effort should be made to naturally and comfortably integrate the international student into daily family life.

Student travel

The U.S. Department of State requires all exchange students to book a return flight prior to entering the United States. *Due to airline rules that set a maximum window in which a flight can be booked in the future, the return flight for your student is often simply a placeholder flight.* For instance, if your student is placed with your family several months before the beginning of school, his return flight may be booked for February of the following year, as opposed to June (end of school). This is because the airline may not allow a flight to be booked more than twelve months in advance. The student's flight will be re-booked during the exchange year.



Travelling Alone

For safety reasons, your student must not travel alone in the United State while on the Global Horizons USA program.

Approved Travel

During all travel, your student must be accompanied by a responsible adult of at least 25 years of age. Some examples of acceptable student travel includes travel with the host parents or other adult family members, school field trips, youth groups, student clubs (such as a scouting group), sports camps, Global Horizons USA sanctioned field trips, and travel with any other responsible adult approved by the host parent.



Please note: Global Horizons USA must run a Criminal Background Check (CBC) on any adult travelling with your student who has not already been vetted by Global Horizons USA (such as immediate host family members) or other organization (such as a teacher chaperoning a school field trip). Please inform your Local Coordinator if CBCs need to be processed prior to your student's travel.

Travel Forms

Global Horizons USA uses two forms to help track and approve student travel. The most common form is called the Request for Permission to Travel Form, used for all domestic travel longer than 3 nights and/or involving air or rail transportation. The second form is called the Travel Request & Hold Harmless Agreement Form. This form requires the signature of the natural parents as well as approval of Global Horizons USA, and is used for all international travel and cruises.

*Please note: As a host parent, you will have access to a signed copy of your student's **Natural Parent/Guardian Travel Release Form**, giving permission for their child to travel with the host family during the exchange period.*

Students Visiting Family & Friends

We often get requests from exchange students to travel to and visit their own relatives and/or friends who happen to be in the United States. For instance, your student may have relatives who live in Chicago or friends who live in Florida. Global Horizons USA strongly discourages such visits. Past experiences have proven such visits are often disruptive and problematic. We ask our students to please reserve such visits for the timeframe directly after their exchanges. In the unusual occurrence that such a visit is permitted, it is only with the express written consent of the host family and Global Horizons USA.

Missing School Days

We discourage travel that involves missing regular school days. In the event that your student will be missing school due to travel plans, we ask that your student notify school administration by acquiring a school official signature on the *Request for Permission to Travel Form*. A student with poor academic performance should never miss school in order to travel.

International Travel:

International travel is allowed, provided the following conditions have been met:

- Your student brings with him or her completed and approved Request for Permission to Travel and Travel Request & Hold Harmless Agreement forms.
- Your student brings his or her valid passport, including the I-94 form and a DS- 2019 form that has been signed off on by a member of Global Horizons USA staff designated by the Department of State as a “RO” or “ARO”
- Your student has received additional visas, which may be required for the country being visited.



Please note: Global Horizons USA cannot be responsible for visa applications for student visits to foreign countries. The approval or denial of a student visa application for travel to a foreign country is completely out of the control of Global Horizons USA. Visa requirements vary widely from country to country and based on your student’s home country. For instance, a German student may visit Canada without a Canadian visa, but a Chinese student may not.

Student Visitation by Natural Parents

Global Horizons USA asks that natural parents plan their vacations before or after their child’s exchange, and NOT during the exchange. Global Horizons USA and our partner organizations strongly discourage parents from planning holidays or visits with their children during the exchange year. We also strongly discourage visitations by friends from the exchange student’s home country. The natural parents have signed a statement of understanding of these rules. If your student’s natural family wishes to visit, we ask that they reserve such a visit for the end of the exchange period. Although you may have the

best intentions by allowing a visit from your student's natural parents, our experience has shown that such visits are often disruptive and awkward for the student and the host family. Please contact Global Horizons USA if you discover that your student's natural parents are planning a visit during the exchange year.

Travelling Home during the Exchange Year

Students are not allowed to return to their home countries during the exchange year, for example during the Christmas holiday season, or for a birthday. Sharing holidays and other special events with the host family is an important part of the exchange experience. Our experience has shown that such visits during the exchange year are almost always disruptive, causing problems for the student and the host family upon the student's return. If a student wants to return home, or their natural parents decide that they want their student home for the holidays, etc., the student may not be allowed to return to the US for the remainder of their program.

Please note: Exceptions to this rule are made for extraordinary cases, such as a death in the immediate family or a serious illness.

Student Travel on Host Family Vacations

Host families are strongly discouraged from paying for their student's portion of family vacations and holiday travel. Students should be responsible for their own airfare, tickets to amusement parks, their portion of a resort, etc. Please be sure to warn your student's natural parents about any planned travel far enough in advance. In most cases, it is not a problem for your student to join your family trips and pay their own way. In the rare cases that it is a problem, contact your Local Coordinator to make arrangements for your student while you're away.

Host Parent Travel without their Student

Although we encourage host families to either include their student when they travel, or finish such travel before the students arrive, there are times when a host family must travel without their student. ***Host parents should never leave their exchange student home alone overnight.*** If you find yourself in a position where you must travel away from home, please contact your Local Coordinator as quickly as possible in order to arrange a place for your student to stay while you're gone. If you need to leave your student home with another adult overnight, please inform your local coordinator in advance. ***In both cases, to ensure student safety, Global Horizons USA must conduct a criminal background check (CBC) for the appointed caretaker.***

Student travel requests – procedures & guidelines

For the protection of our students, travel is regulated through their program stay. Your assigned Local Coordinator must be made aware of all travel plans. Even if approval is not needed, your Local Coordinator should know where your student is and how to contact your student at all times, in the event of an emergency.

Travel that does NOT require Global Horizons USA approval

- **Spending the night at a friend's house** – This is at the discretion of the host family as it would be with your natural children. (Your Local Coordinator does not need to be informed)
- **Short trips with host family** – Trips involving no more than three overnights and that do not involve air or rail travel. (Please give your Local Coordinator the trip information, but no pre-approval is needed).

Travel that requires a Request for Permission to Travel Form

- **Youth group or school field trip involving an overnight** – Travel with a group other than the host family requires the presence of an adult chaperone over the age of 25.
- **Host family trip longer than 3 nights, and/or involving air or rail travel**

Travel that also requires a Travel Request & Hold Harmless Agreement

- **All cruises** – Many cruise lines require signed hold harmless agreements by the student's natural parents.

Please note: Make sure to inquire with the cruise line about any other special paperwork requirements well in advance of the cruise. Global Horizons USA cannot be responsible for issues that may arise due to missing paperwork required by the cruise line.

- **All International travel** – As previously stated, your student may additionally require a visa for visiting foreign countries during international travel. Please contact the nearest embassy of the country you would like to visit. Your student may also contact his or her own country's embassy to the United States for clarification.

Please note: An Global Horizons USA National Director must also sign your student's DS-2019 form, authorizing international travel. If this is not done, your student may be denied re-entry upon his or her return to the USA.

End of the year student travel – Global Horizons USA approval required

- **Travel with host family/extended stay** – Normally, a student is expected to return to their home country within 5 days after the last day of school or school event (such as a graduation ceremony). If host families wish to take their student on a trip at the end of the school year, or wish to extend their student's stay, *students may extend their stay for 2-3 weeks past the last day of school if Global Horizons USA receives a written request (by letter or email) from the host family to do so.* The student must fly home within 30 days of the expiration date on his or her visa.

*Please note: There is a 30-days (J-1) or 90-days (F-1) grace period on your student's visa, which means your student may stay in the United States for up to 30 or 90 additional days after the expiration date without penalty. It's important that your student departs the United States by the end of this 30 / 90-days grace period in order to avoid problems entering the United States in the future. Also, **your student cannot depart the USA and re-enter during this grace period** (for instance, your student cannot visit Canada or Mexico during the grace period, and then re-enter the United States).*

- **Travel with natural parents** – Sometimes, the natural family will choose to fly to the US to “pick up” their son or daughter and travel together, either directly home or touring the states. This is allowed, but we require the natural parents to sign a program release (for liability protection). Again, the student must still exit the USA with their natural parents within 30 days of the visa expiration.

Please note: Host families should not feel obligated to host the natural parents in this situation.

Travel that is NOT Permitted

- **Overnight travel with friends that does not include an adult over the age of 25**
- **Travel to the student's home country in the middle of the program year** (Exceptions may be made in cases of emergency or death in the family.)
- **Visits from home country during exchange year** – Visits from friends and family are not allowed until the very end of a student's exchange.

Problem solving and support

Language barriers

It can be very exhausting to communicate in a foreign language 24 hours a day. Your student may need time alone, especially in the first few weeks, to rest. This will be especially true when he starts school. If your student wants to spend time alone, or go to bed early, allow him time for sleep and adjustment. Even if your student is fluent in English, it will take a few weeks or months before your student begins to think in English. Until then, your student must think of what he wants to say in his native language, translate it into English, and then say it. Then, he must process the response and translate it to his native language. His brain will be working overtime for a while.

Try to arrange activities that give a feeling of acceptance without demanding constant communication. Physical activity, music, art and work all provide means of expression and allow the student to feel like a part of things. Keep in mind, however, that it is through conversation that the student will gain confidence to speak and understand. Do not consciously avoid communication or try to compensate by using his or her native language regularly.

Mentoring your student

Expect your student to be overwhelmed.

Most students have some difficulty speaking and understanding the host language at first. Your student may be overwhelmed by the language difference or may simply be confused by individual words or phrases. In either case, try your best to make sure your student understands your instructions and daily communications. Misunderstandings can often be traced back to the fact that a word may have different meanings for you and your student.



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Expect your student to become frustrated.

Your student may express frustration, which comes from being unable to express complex ideas or feelings with such a limited vocabulary. When customs are new and communication is on an elementary level, your student may revert to the feeling of a child... a feeling that is not enjoyable for him.

Speak slowly and do not lose patience.

If you feel discouraged, the student will feel it also. Have all members of your family make an effort to talk slowly and to repeat things until they are understood. At first, you may want to avoid using complex sentence structures, speaking in slang, and using idioms.

Encourage your student.

Remind him that language skills will improve, and at the end of the exchange period, he will understand almost everything.

Please note: Your student is not hard of hearing. You should never raise your voice when your student does not understand you. This is a common mistake that people make when they encounter exchange students having a difficult time with the language. If your student has a fairly severe language problem, notify Global Horizons USA so that we may assist you and the student through the transition phase. If you would like additional language guidelines, contact Global Horizons USA. In severe cases, we can help your student locate an English tutor.

Homesickness

Occasional homesickness is perfectly natural. If a student is kept busy and is shown affection, it will usually pass quickly. However, if it persists and manifests itself in withdrawal, frequent tears or other signs of unhappiness, this may be due to problems either in your student's adjustment to the new surroundings, relationships within your family, or adjustments outside the home. It is wise to try to discuss the problem and discover the cause of the unhappiness. Alert your Local Coordinator as well. Your Local Coordinator is available to support both you and your student.

Please note: Frequent communication with home almost always exacerbates a student's homesickness. As a host parent, you have the authority to set reasonable limits for your student to contact home. Daily contact with home is not acceptable. At Global Horizons USA, we recommend your student limit his or her contact with home to one hour, once per week on average.

Culture shock

Culture shock is a universal phenomenon experienced by anyone who moves from one culture to another, no matter how young or old. You would also experience culture shock if you were suddenly dropped into your student's culture. Most of the issues you may experience with your student can probably be attributed to culture shock.

A few normal symptoms of culture shock:

- Mood changes such as anxiety or becoming easily frustrated.
- Rejection of the new culture. A common phrase is "it's stupid"
- Student is easily stressed and may overreact to situations

Warning signs that a problem may be developing:

- Student becomes more withdrawn and increases his or her alone time
- Student stops trying to integrate and you begin to feel like your student is a "boarder" instead of a member of your family.
- Student increases communication with home, and may attempt to hide this from you.
- Normal symptoms get worse instead of better. If any typical symptom intensifies, it is a sign of a problem.

Tips to minimize culture shock:

- Treat your student exactly like one of your own children
- If necessary, minimize your student's communication with home
- Keep your student busy
- Do not allow your student to spend too much time alone or on the computer
- Remind your student that these things are normal
- Make an effort to learn about your student's culture and how to cope with culture shock.

Please note: We suggest some wonderful books that offer valuable insight on this topic in the "Recommended Reading" section later in this handbook.

Family matters

Addressing the host parents

Your student may be bothered by not being sure what to call you. At first, “Mom” or “Dad” or other similar terms may seem strange, yet “Mr.” or “Mrs.” may seem equally inappropriate. Try to find the solution that is most comfortable for both your student and your family. If there is awkwardness, discuss several approaches to the problem early in the stay so that your student does not avoid calling you anything because of anxiety about what terms to use. In most cases, students are happy to call their host parents “mom” or “dad”, but some students feel like this is a betrayal to their own parents. Open and honest discussion about this topic will be helpful.

Age and maturity

Although your student may seem very mature for his or her age, do not forget your student is a teenager, and like your own children, your student will need reminders and positive reinforcement. Your student may need to be reminded about appointments, sharing in the housework, changing their clothes, taking showers, finishing their homework, and many other daily routines. Do not be afraid to suggest that your student write letters home, send thank you notes, or observe customs.

Comparison between home and the U.S.

Your student will probably have strong feelings about his or her country. This is quite natural. Being surrounded by a completely different culture, your student may become defensive or seem to compare the United States unfavorably with his or her own country. Try not to take these comparisons as personal affronts. If your student is acting or speaking in a tactless or overly frank manner, make sure your student is aware that people in America could take his comments as offensive and hurtful.

It is important to express an interest in your student’s home country. Engage your student in conversation by taking an interest in his home country. Just as it may be hurtful if your student speaks badly about the United States, it’s also important that you only speak about their home country in a positive way. Remember, their native country is their home.

Please Note: Your student’s negative comparison between the United States and their native country is a classic symptom of Culture Shock. A wonderful way to combat this is through patient and constant reinforcements that the way of life in United States is not “wrong”, but is “just different”.

Religious differences

You should respect your student's religious beliefs, and he or she should respect yours. Your student may want to join you in your worship; on the other hand, some quiet time alone may be more important. If it is necessary to make special arrangements in order for the student to observe his or her religious practices in everyday life, do your best to develop a compromise that works for everyone. Your student will probably appreciate some recognition by your family on particular religious holidays if there is a difference of faith.



You should not attempt to change any of your student's beliefs.

You may encourage visits to a variety of churches and synagogues, not necessarily as a religious experience, but as an intellectual or cultural one. At home, the student may be unaccustomed to finding any form of social life in a house of worship. However, youth group or social activities in a church or synagogue may be enjoyable when they are understood to be opportunities for social engagement rather than religious conversion.

Following the Rules

If your student comes from a more protected or controlled environment, such as in many Asian cultures, be prepared to give more guidance and make more decisions than you do for your own children. Until he or she becomes accustomed to the American way of life, your student may need the security of being told what to do.



Conversely, students from most European countries may be accustomed to having considerably more freedom than you grant your own children. You, of course, should follow whatever is the custom in your family or community. It is the student's job to adjust to the American way of life. Be sure to take the time to explain to your student the reason behind your rules. Clarification tends to go a long way in helping your student understand how to fit in with your guidelines.

Drinking Drugs & smoking

In many parts of the world, such as several European countries, it is legal for teenagers to smoke or consume alcohol with full consent of their parents. Customs and attitudes vary around the world. However, Global Horizons USA students **MUST ALWAYS** obey **ALL** U.S. laws and social norms while living in the United States. Your student is **NOT** allowed to use these substances once he or she enters this country. **Smoking cigarettes,**

drinking alcohol or using illegal drugs is strictly forbidden. Global Horizons USA students have no immunity from the laws regarding drugs.

Please note: All Global Horizons USA exchange students and host families are expected to obey all federal, state and local laws regarding controlled substances (cigarettes, drugs, and alcohol). Any violations of such laws constitute grounds for immediate termination of an exchange and/or possible legal action by local authorities against the offending parties. In the unlikely event that your student becomes involved in any way with the illegal use of drugs and alcohol, please inform Global Horizons USA without delay.

A guide to telephone/ computer use

Your student should take financial responsibility for calls to his or her home country. Recently, students have tended to rely solely on Skype, Facebook, and email for their communication with home. As long as data usage and Internet access is not a concern, these methods of communication should be free. If your student must use the phone to contact home, he or she should call collect or use a pre-paid calling card.

Please note: If you use a VOIP service such as Vonage, Comcast, or Net2Phone, calls to your student's home country may be free. Contact your service provider for details.

The “One Hour” Rule: We strongly recommend you limit your student's contact with home to one hour, once per week on average. Frequent phone conversations tend to increase homesickness and make it more difficult for the student and the host family to adjust. Help your student establish healthy habits from the very beginning, and encourage your student to set aside a certain time of week when he or she will communicate with family and friends (Sunday afternoon works well). It may be a good idea to include your Local Coordinator in this discussion for positive reinforcement. You may later discover that communication with home is not an issue with your student, but it's best to start out with the proper ground rules. You can always relax the rules as your student adjusts.

Please note: We tell our students that they will never be able to fully live in the United States if their mind is at home. If your student struggles with contacting home too often, open a dialogue about this issue. Many students think that their family and friends “need them”, and if they don't keep in constant contact, these people will not be there when they return home. Once your student learns to “let go”, he or she will be much happier here in the United States.

Excessive computer usage is an issue with many teenagers.

It is not healthy for your student to spend too much time on the computer or other hand-held electronic device such as a phone or iPad, especially if she is using social media such as Facebook, Twitter, and Skype to constantly communicate with friends and family at home, or playing games. Encourage your student to get out and become active in the school and community instead of spending time on the computer. Help your student establish rules for healthy computer/ electronics usage, including specific time limits. Please be sure to discuss this



with your student and Local Coordinator early in the exchange if computer use becomes a problem.

Please note: Remember, you are the parent. When you do not fill that role your student will naturally take advantage of your relaxed attitude. Your student is a teenager, and will tend to do what is most comfortable unless you are there to offer guidance and support.

Cell Phone Use:

Adding your student to your cell phone plan is STRONGLY DISCOURAGED. Students have many cell phone options to choose from, including pay- as-you-go plans that are ideal for the needs of an exchange student. Every year, we hear from host families who are stuck with cell phone bills and contract termination fees because they added their student to their cell phone plan. The best option is to find a pre-paid service provider that offers the best coverage in your area. *Global Horizons USA is not responsible for exchange student cell phone bills.*

Family relationships

Members of your family will need to adjust to having a new person living in the home, just as the student will have to adjust to living with a new family. This may be a relatively easy process, or you may find it necessary to give it considerable effort and thought.

Host parents will need to be particularly sensitive to their own children, who may feel they are receiving less attention or are feeling competitive or burdened by the student's presence. Help your children from the start to have realistic expectations and to work out adjustments as they arise. Be careful, as parents, not to have too many expectations yourselves. *It is unrealistic to expect your Global Horizons USA student and your teenagers to be close or to have the same friends or activities.* Ideally your exchange student and son or daughter will develop a strong working relationship. Be sure to make no comparisons among your children. Each needs to be recognized for their individual worth.

Should jealousy, misunderstandings or signs of friction develop between your student and other members of your family, give everyone a chance to talk out these issues with you privately. You may need to take the lead in opening a discussion with your student, who might feel reluctant to confide feelings for fear of hurting you, seeming ungrateful, or making matters worse.

Host family relationship with Global Horizons USA

The host family's relationship with Global Horizons USA is important. If it seems that too many people are involved in your experience, try to consider how you would feel if your son or daughter were far away. Parents send their child on the Global Horizons USA program confident that their child will be treated with individual attention and that the experience will be a positive one. We must be certain that this is the case. The health and happiness of your family and student are our main concern.

Local coordinator (LC)

Your LC is your local partner and ally, as well as your first point of contact with Global Horizons USA. Your LC will be there throughout your entire exchange experience as a helpful advocate and counselor. Please keep your LC informed of the “ups and downs” of your adjustment early on, particularly if you or your student experience any issues or have concerns. Your LC can only help if he or she is aware of issues you may be experiencing. Your LC is also a great resource for advice and insight into working with exchange students.



Your Local Coordinator is also responsible for maintaining monthly contact with you and your student throughout the program, providing support and necessary information. This will involve consulting you about your perspective of your student's health and well being and also developing a relationship with your student.

Conflict resolution and mediation

Your LC, sometimes with the help and guidance of an Area Supervisor (AS) or Regional Director (RD), will play a helpful role in navigating any conflicts as they arise. Just as a counselor can help a newly married couple adjust to the demands of marriage, Global Horizons USA staff has a wealth of experience that can help you and your exchange student adjust to the newness of the exchange experience. Your LC may offer assistance in some of the following ways:

- Listen objectively to all parties to encourage open communication
- Conduct a student/family meeting to openly discuss feelings and seek resolution
- Help draft a “Behavioral Modification Agreement” or a “House Rules Agreement” so all parties are aware of the new expectations
- Consult with the AS/RD about placing your student on Behavioral or Academic Probation
- In rare cases, help determine if a student move to a new host family or repatriation is necessary

When a Relationship is not working:

In spite of our best efforts to assure a “perfect” exchange, people will be people, and people are not always perfect. Waiting too long to resolve a situation almost always leads to misunderstandings and difficulties which most likely could have been handled easily if open communication and decisive action had taken place immediately. Please address problems early on and seek assistance from your LC or the Global Horizons USA National office whenever needed.

While Global Horizons USA tries to facilitate a satisfying experience for you and your student, misunderstandings or tensions sometimes become so great that only a change of family will ease the situation. In these rare cases, it is determined by Global Horizons USA that a student and his or her host family simply do not get along, and the student’s behavior is not in itself to blame. In such cases, every reasonable attempt shall be made by Global Horizons USA to find a different and more compatible host family for the remainder of the exchange period, and the student is placed in a different home, usually in the same area and within the same school.

If, however, a student’s behavior is not appropriate for an exchange student and causes unrest within his/her host school, family and/or community, or is found to be illegal and/or inappropriate, then such actions constitute grounds for Global Horizons USA to *immediately* terminate the student’s exchange. The student and his or her family will pay all additional costs incurred by Global Horizons USA in such a situation.

Situations that provoke such changes can range from outside circumstances to those involving deep personal emotions. Whatever the cause, there is never a question of blame on any side. The Global Horizons USA program, either academic year or semester, is a short time in which a student hopes to achieve warm personal ties with a family, satisfactory school performance, and a good understanding of the community. Prolonging a tense or uncomfortable situation can severely limit the potential benefits of the experience and leave everyone feeling frustrated and upset.

Should a change become necessary, everyone should try to help it take place easily and naturally. Although the student and family may be upset and disappointed at the prospect, everyone generally feels a sense of relief once it is over. In countless instances, a family change has even led to improved relationships with the original family when the pressure of living together was removed.

The Global Horizons USA National Director, working with our foreign partners, will take final responsibility for deciding if and when a family change is needed.

School and classes

Education

Your student will spend the greatest number of hours at the high school. Because of its importance in the continuation of his or her education, the school experience is a very significant part of the whole Global Horizons USA experience.

Because most of our students attend the 11th grade in the United States, they do not normally qualify to receive a diploma when on the Global Horizons USA program. Some schools offer the student a certificate of participation or some other document suitable for framing. This decision is left up to each individual school, and the conditions for making this determination vary from school to school. Unless you have been instructed otherwise, your student will not receive a diploma, and they have been told as such before arriving in the United States.

School officials have been notified that your student will be attending your school. As a host parent, you should schedule (in advance) a registration appointment with the proper counselor and help your student register for classes. Your student has been instructed to bring a record of the schoolwork performed between the time of application for the program and the time of leaving home. If the student does not have his records, he should obtain them from his home country immediately and notify Global Horizons USA.



Each student's schedule should be tailored to his or her academic abilities and interests in line with the requirements of the High School or School District. If a student's mastery of English is limited, the academic schedule should be geared to the ability he or she will acquire after several months, since the student will otherwise outgrow the designed program.

Course Requirements:

Department of State regulations require all exchange students to take an **English or Literature** class and an **American History or Government** class. Additionally, class selection may be dictated by state or district policy. For example, some school districts may have a policy that states, "Exchange students **must be enrolled in four 'core classes,'** including English, Social Studies, Math, and Science." When necessary, capabilities and knowledge should be tested and future plans discussed to determine placement in particular classes. Some students may overestimate their level in subjects and want to be placed in AP classes - this can be difficult if the student is not prepared for the accelerated level of instruction delivered in English. The school's counselor should be able

to advise you on the best level of classes for your student. If your student is pursuing vocational courses at home, his or her academic schedule should be designed accordingly.

*Please note: Some schools offer alternative classes to **American History or Government**, such as **Constitution, Civics, or Current Events**. These classes are an acceptable substitute if they are available.*



Your Global Horizons USA student is expected to take a schedule that fully challenges their abilities and to work and perform well at school. If your student takes a light program he or she will soon become bored, readjustment to a demanding school at home will be more difficult, and the conclusion may be that “foreign schools are easy.” In addition, in failing to make the best of the opportunities at school, the student’s reputation here and that of his or her country and of Global Horizons USA may be jeopardized, perhaps eliminating the possibility of hosting students in the future if the school becomes disenchanted. Your Global Horizons USA student is in your community to live as a responsible student and family member, and this involves making a solid effort at school.

Please note: Your student may inform you that her school year here in the United States “doesn’t count”, and therefore her grades do not matter. This is not the case. ALL Global Horizons USA exchange students, must maintain at least a “C” average in every class.

If questions arise about your student’s course schedule, particularly if it involves her academic career at home, refer the matter to your Local Coordinator.

Please Note: Students may not change classes after the first two weeks of school unless they have permission from their Local Coordinator. Global Horizons USA is required to make class schedules available to the DOS.

The first day of classes may be bewildering for your student. It will take time to learn where to go and what to do. If there is a language problem the difficulties may even be greater. Everything from addressing the teachers to sports activities and social customs will be different.

Your student should not be left to cope with all this alone. A host brother or sister or someone assigned from the high school should stay with the student until he or she learns her way around. This usually takes a few days. You might consider visiting the school before the first day of class to help your student learn his/her “route” between each class.



School Activities

School activities are an important part of high school life and provide a good way of becoming acquainted with peers. Once your student is familiar with his school and its opportunities encourage your student to participate in activities that might be of interest such as student leadership or student social or special interest clubs. Sports can be a great way to get your student

quickly integrated into the school community, although in a few states there are restrictions on participation in varsity competition by a student who has not been in the community the previous year or who may have graduated from another secondary school.

An exchange student with extracurricular activities such as sports, music, drama, etc., may need extra help traveling to and from games, concerts, plays, etc. Host families might want to organize carpools with other parents whose kids also participate in similar activities.

Social activities and dating

Social Activities

Students may have difficulty feeling accepted and may feel that others see them more as a curiosity or a commodity than as a person. In addition, the social life of your community's teenagers is probably quite different from that to which your student is accustomed. Your student may be more used to group activity and less used to single dating, or may be confused by casual invitations to "drop in," or unclear on how to judge when the offers are sincere. The Global Horizons USA student may wonder, "where is the action?" not seeing where peers gather and not recognize that their social life may center around school, the home, or in other activities as opposed to clubs or town squares.

The Global Horizons USA student living with your family will need explanations from you, and more importantly, from someone the same age and sex. Should your student prefer not to date or dance for religious or other reasons, try not to press the student into behavior she feels is improper. Your emphasis should be on helping the student to enter local teenage life in a way that will be meaningful and that will enable real friendships with interests that can be shared. Do not worry if she is different from last year's student or from another student in town. Each student contributes to your community in his or her own way.

Dating

Dating and sexual norms may be very different in your student's culture than what you are accustomed to in your community. Although these subjects are often emotionally charged, it is most helpful to talk with your student to be sure he or she understands what your family's attitudes are, what the cultural norms are, and to share your feelings if any problems or misunderstandings arise.

Please note: Please keep in mind that in many parts of the world, such as most European countries, sex among teens is much more casual, and often is not discouraged by their parents. Your student will benefit from open discussion with you and/or their Local Coordinator if you sense this may become an issue. If the student is made aware of the issues such behavior can create here in the United States, they will be much more likely to understand how to modify his or her own attitude or behavior.

Medical care, insurance and emergencies

Medical Care

Before arriving in the United States, your student was issued a basic health insurance policy covering most illnesses and accidents. As a host parent, you have authority to seek medical treatment for your student.

Insurance:

Your student's insurance provider specializes in coverage for exchange students. And does not cover such things as pre-existing conditions, psychological care, elective surgeries, injuries sustained while operating a motorized vehicle, or extreme sports (such as bungee jumping or skydiving). Your student's insurance does cover most other medical care, including prescriptions. You will be provided an insurance booklet and access to the insurance website before your student arrives. Your student will have an insurance card that includes a toll-free number that can be called with insurance questions.



Dental Care:

Routine preventative dental care and orthodontics is not covered by your student's insurance policy. Your student received a full dental examination as part of the application process, and was strongly encouraged to finish orthodontic procedures before arriving in the United States. In the rare case of an ongoing need for preventative dental or orthodontic care, you should be made aware of this by your student before he or she arrives, and your student is aware such expenses must be paid for by the student out-of-pocket. Emergency dental care such as broken teeth or root canals is covered by your student's insurance.

Insurance Procedures:

When medical assistance is required, we recommend making sure your student's health care provider is an in-network provider. To obtain a list of in-network healthcare providers please consult the student insurance website. The site can be located on the insurance booklet provided to you and your student. If your student visits an in-network provider then there will be no claim form to complete, and the provider will bill the insurance directly. If your



student uses an out-of-network provider, your student must pay for the medical treatment up-front and file a claim form for reimbursement. In either case, please be sure to leave the doctor's office or hospital with a copy of the bill, documentation of the diagnosis/treatment, and any other paperwork documenting your visit, and make sure your student keeps this paperwork for his or her records. If your student requires a prescription, it must be paid for out of pocket, and your student must file a claims form for reimbursement. If you or your student have questions, your LC can assist your exchange student, and if needed, Global Horizons USA can be a liaison between your exchange student and the insurance company. For further information concerning the coverage, contact the Global Horizons USA National Office. The National Office will mail you a copy of the insurance policy booklet and the student's insurance card shortly before the student's arrival.

Please note: Take your student to the hospital emergency room for emergency care only. Do not take your student to the emergency room for non-emergencies. If your student visits an ER and is not admitted to the hospital, there is large co-pay that the student must pay. Urgent Care Clinics are an excellent alternative when your student must seek medical treatment that is urgent, but not an emergency.

PLEASE INFORM YOUR LOCAL COORDINATOR OF ALL MEDICAL TREATMENT YOUR STUDENT RECEIVES DURING HIS OR HER EXCHANGE.

Emergency Procedures

The "Medical Release Authorization" form allows the host family and Global Horizons USA and its staff to secure any necessary medical attention for the students. All serious medical situations must immediately be reported to Global Horizons USA, documented in written form, and supplied to the Global Horizons USA National Office.

Please reference the "Emergencies" section of the "Global Horizons USA Policies and Procedures" located in the Appendix of this Handbook for additional information on emergency procedures.

IMPORTANT!!!!

IN THE EVENT OF A MEDICAL EMERGENCY, FIRST MAKE SURE YOUR STUDENT IS RECEIVING PROPER MEDICAL TREATMENT. NEXT, CONTACT YOUR LOCAL COORDINATOR.

IF YOU CANNOT REACH YOUR LOCAL COORDINATOR DURING A MEDICAL EMERGENCY INVOLVING YOUR STUDENT, CALL THE GLOBAL HORIZONS USA 24-HOUR EMERGENCY HOTLINE

Seeking Parental Permission

You may find yourself uncomfortable with a decision to allow your student to participate in certain activities. As a rule-of-thumb, if you are allowing your own child to do this, you should feel comfortable allowing your Global Horizons USA student to do the same. There may be, however, some activities - such as hunting, mountain climbing, scuba diving, snowmobiling, etc. which are potentially dangerous, and present an issue in terms of responsibility, insurance, and liability. In such cases, ask your student to write to his natural parents for permission to participate. Be sure to include your LC in such situations so he or she can notify the Global Horizons USA national office and help to facilitate the communication if necessary. The natural parents may need to sign liability responsibility paperwork authorizing and accepting responsibility for specific activities.

Budgeting and money matters

Spending Money



Global Horizons USA students have their own pocket money. Parents are advised and agree to provide their son or daughter with sufficient spending money; the Department of State guideline is \$300 per month. Sometimes, students are unfamiliar with budgeting and are reluctant to use their money for their daily expenses, such as personal items. If this is the case, or your student appears not to have access to appropriate amounts of spending money, please contact your Local Coordinator for assistance.

Conversely, some students may spend relatively large amounts of money, which can create friction when they purchase at levels that cause jealousy on the part of their siblings. This topic is covered extensively in student orientations. If you need guidance please contact your Local Coordinator.

Banking

Your student will probably arrive in the United States with a some sort of a credit or debit card that is connected to a bank account in his or her home country and will work for purchases in the United States. Some students surprisingly arrive with all the spending money they need for the year in cash. In this case, it's important to take your student to

a bank right away to set up a bank account. As long as your student is 16 years old or older, he or she can set up a bank account under his or her own name. Younger students may need an adult co-signer on the account.



Even if your student has an adequate system for accessing spending money while abroad, it's a very good idea to set up an American bank account for them as a back up. If your student loses his or her card (or enter the PIN number into the ATM machine incorrectly more than a few times, in which case the ATM machine will “eat” the card), then your student will have an account to fall back on while waiting for a replacement card to be mailed from home, which can be a lengthy process. If you have questions or problems concerning this, please contact your LC.

Please note: Never “hold” your students money for them. Also, never knowingly allow your student to store large sums of cash in his or her room. Finally, do not act as a bank for your student. If your student is regularly asking if they can borrow money from you, this may be a sign that they are not receiving enough funding from their home country. Please contact your Local Coordinator in this case.

Clothes

It is assumed that your student will arrive with a suitable wardrobe for his or her stay in the host country, but of course there will be a need to purchase some items to make the stay more comfortable. For instance, some items that will help the student “fit in” more easily may not be available in the home country. If the Global Horizons USA student's financial circumstance does not allow the purchase of extra clothing items, contact Global Horizons USA about the problem and ask for help in finding new or used clothing that might be donated for use during the student's stay. The student should be expected to pay for any purchases of clothing or school uniforms.

Misrepresentation

If parents, families or students have misrepresented themselves in any way in Global Horizons USA exchange interviews with a representative of Global Horizons USA, such misrepresentations will be deemed unacceptable and appropriate actions will be taken to remedy such situations.

Changes in host family circumstances

We must be advised of any change in your family's circumstances that may affect the arrangement in which we originally placed your student. (For example, any new household member over the age of 18 would require a background check.) We require your cooperation, and we hope any potential inconvenience will be small in comparison to the friendship and growth you and your student experience together.

Your communication with the natural family

Communicating with your student's natural family can be enjoyable and helpful to all. Although there may be a language barrier, and in some cases the parents may not even be able to write back, your letters or emails will probably be reassuring to them when they are curious about their child's welfare. Even if your student's family cannot speak English, they will certainly be able to get your letters or emails translated. Try to make them feel a part of your experience without actually asking their counsel or worrying them unnecessarily. Because mail service in many countries is unreliable, it is advisable to number your letters so the receiver knows when one has been lost and to use registered mail for important correspondence to some countries. You may also want to urge your student to do the same for mail sent home. You and the natural family may prefer to use email if you both have access.

Please note: We do not recommend that you confer with your student's natural parents on how to parent your student. Much like your student, your student's natural parents do not understand the extreme cultural differences and mores of the United States. For instance, your student's parents might not see a problem in letting your student attend a party with alcohol because this is culturally acceptable in their country.

Global Horizons USA rules and policies

General Rules for Global Horizons USA Students:

1. No illegal drugs or association with anyone involved with drugs.
2. Students may not drink alcohol or attend parties where people who are underage are consuming alcohol.
Please note: We ask that you institute a “no questions asked” policy for your student. If your student finds himself or herself in a situation where there is drug use or underage drinking in his or her presence, it is important that your student can contact you, the Local Coordinator, or another trusted adult to come and remove them from the situation.
3. Smoking by Global Horizons USA students is strictly forbidden, even if they are 18.
4. Students are not allowed to make permanent body modifications such as (but not limited to) tattoos, piercings, or stretching or modification to existing piercings while on program.
5. No sex or serious dating. Although it is not against Global Horizons USA rules that your student dates, we strongly discourage serious dating. Serious dating is any relationship that becomes more important than your student’s exchange and the host family. Please contact your Local Coordinator if you have concerns.
6. All activities must be approved by the host family, and they must know where students are, with whom, and when they will return at all times.
7. Travelling can be done only with the host family, school or church groups, or an adult (age 25 or over) approved by the host family. Students who wish to travel alone to visit a relative or family known by the natural parents or host family in the host country is not allowed. Any exception MUST have prior written permission from the Global Horizons USA National Office. Trips longer than three (3) nights and/or involving air or rail travel must be approved in advance using the appropriate aforementioned travel request form. If you are unsure, ask your Local Coordinator for guidance.
8. Students may not drive any motorized vehicle at any time during their exchange. Students are also not permitted to take Driver’s Education classes. Global Horizons USA does not condone participation in Driver’s Education for reasons of liability. Many states require the host family to provide the necessary insurance to participate in a driving program. In this case, host families become liable in the event of an accident. To protect our host families, students shall not be allowed to enter Driver’s Education classes. In accordance with US Department of State policy, Global Horizons USA students may not receive a driver’s license while on program.

9. No hitchhiking; it is illegal in most places and it can be very dangerous.
10. Students are required to attend school and classes daily. This is an academic exchange program, and school is a very important part of the program. Exceptions to the rule require written approval from a qualified school official.
11. Students must maintain a minimum of a “C” average (70%) in every class.
12. Students are not allowed to take a job during their exchange, except for “small jobs” that do not require a social security number such as babysitting or yard work. This is a visa restriction.

Driving

All Global Horizons USA students are forbidden to drive cars. This rule applies to driving cars anywhere, including private land, driveways, or parking lots. They are also forbidden to drive any motorized vehicle, including but not limited to the following: cars and trucks of all kinds, motorcycles, tractors, motor scooters, powered bicycles, snowmobiles, ATVs or four wheelers, jet skis or wave runners, boats, or airplanes.

The “no driving” rule applies to every student, at all times, regardless of any liability or other insurance that has been purchased. It must be followed without exception, and Global Horizons USA will enforce the rule. Any student who drives will be sent home. We know that many students want very much to drive. However, the reason for the rule derives from the need to supervise a program involving many students from different countries, and we urge everyone’s support of our position. Just a few of the concrete problems resulting from any consideration of student driving are: the need for liability insurance, the need for approval from natural parents and the question of responsibility, the administrative problems caused by the great variety of state requirements, and the financial question of “who pays?” While our limitations in the face of such problems are the primary reason we forbid students to drive, there are also factors of potential accident, injury, and even death.

The consequences of breaking the rule will result in the student’s return home. Anyone who allows a student to drive is wrongfully assuming a very heavy responsibility and putting the student in a very precarious position.

Student Employment/Social Security Cards

According to your student’s visa restrictions, your Global Horizons USA exchange student does not qualify for a Social Security card, and is not allowed to work most jobs. Your student may, however, work “small jobs”. The job must be a small, private, noncompetitive one, such as baby-sitting, newspaper delivery, tutoring, washing cars, delivering groceries, mowing lawns, etc. Even with such a job, your student cannot work more than 10 hours a week, and cannot be a job in the public sector requiring the issuance of a social security card. Global Horizons USA students cannot take jobs to

earn large sums of money, nor can they send payments home to their natural families. If you have any questions, contact the Global Horizons USA National Office.

Returning home upon completion of exchange program

Once the agreed upon exchange term has ended, the student is no longer the responsibility of Global Horizons USA and is on his/her own.

The terms of the student's Global Horizons USA Agreement state the student must go home at the end of the school year. This agreement is made in the best interest of the student, natural family and country. The student and natural parents agreed to this when they signed the Global Horizons USA application.

Students should return to their home country within five (5) days of the end of school, or last school activity (such as a graduation ceremony), unless:

1. The host family provides a written request to Global Horizons USA for the student to stay beyond those five days (either by letter or email), or
2. The student's natural parents are picking up the student at the end of the year and have signed a program release form, thereby releasing the student into their care.

Regardless, every student must leave the US within thirty days of their visa expiration date, as required by the Department of State.

Most host families are reluctant to see their students leave at the end of the school year and may want them to return for University studies. We would like to reassure you that for families, as well as for students, the end of the year is not the end of the learning and the rewards of Global Horizons USA. Many families and students have maintained contact over the years and have watched their relationships flourish and mature, even though distance separates them.

Some of the benefits of living abroad come once the student returns home and applies new insights and skills gained during the Global Horizons USA exchange. He or she is apt to find new opportunities and challenges, as well as many rewards, as a result of increased experience. It is very important that the student then concentrates on the future at home and re-identify with his or her family.

Higher level education

Some students may be tempted to apply for a scholarship to a college or university here in the United States, or people may lead them to believe that it is in their best interest to continue their education here. On the contrary, experience with those who have done so has shown that this is generally a mistake because it does not prepare them well for the needs and opportunities in their home countries. Even though, some students do return for college after their exchange.

Global Horizons USA is not equipped to help students prepare for, apply for, or enroll in any form of higher-level education. Our program is designed for your student to return

to his or her home country at the end of the school year. If your student plans to return to the United States to pursue University level courses, it is his choice, but Global Horizons USA cannot offer any assistance. In some cases, host family may elect to help the student in this endeavor, but this assistance is completely voluntary and not condoned by Global Horizons USA.

Sometimes, host families experience problems with students who pressure them into helping them pursue future college plans in the United States. If you find this is a problem for you, please contact your Local Coordinator or the Global Horizons USA national office.

Please note: Although Global Horizons USA is not in a position to assist students in pursuit of higher education in the United States, we do accept second-year exchange students from time to time. Second year exchange students must enter the United States with a F-1 visa, and must either attend a private school, or attend a public school that is registered with SEVIS and can issue an I-20 form. F-1 public school exchange students must pay tuition equal to the per-pupil funding in your state. Please contact the Global Horizons USA National Office for more information.

Recommended reading

There are a lot of great resources out there for host parents, including some books that will help you better understand your student's country, culture, and culture shock. Below are just a few books we recommend for host families who would like more information.

Culture Shock! – A series of culture guides published by Marshall Cavendish Culture Smart! – A series of culture guides published by Kuperard

Wikipedia: Culture shock: http://en.wikipedia.org/wiki/Culture_shock - Online resource for information about culture shock

Host Family Survival Kit: A Guide for American Host Families by Nancy King and Ken Huff

The New Spaniards by John Hooper – The book offers great information about recent Spanish history and Spanish culture

Encountering the Chinese: A Modern Country, an Ancient Culture by Hu, Wenzhong – An in-depth guide to Chinese culture.

Those Crazy Germans: A Lighthearted Guide to Germany by Steven Somers – A detailed guide to German culture.

I'm a Stranger Here Myself: Notes on Returning to America After 20 Years Away by Bill Bryson - a humorous book written by an American who returns home after 20 years and goes through a lot of reverse culture shock.

Websites that list blurbs about the culture of almost every country:
<http://www.everyculture.com> & <http://www.culturecrossing.net/index.php>

Google Translate - indispensable for online translations of text and entire websites (simply copy and paste web address or text into translation window):
<http://translate.google.com/>

Host Family Rules Form:

Welcome to our family! These rules and expectations are designed to help “bond” our family and prevent misunderstandings. Your Local Coordinator asked us to go over these with you shortly after you arrive. If there are ever any concerns this year, we should sit down as a family and discuss them as a first step. Then, if we cannot come to an agreement, either of us should call the Local Coordinator to discuss this concern. It’s important to know that these rules may change during the course of your time in our family based on your behavior and other factors.

NAMES AND NICKNAMES

I should call my host parents _____ and _____

My host siblings can be called _____

My host family can call me _____

MEALS

Breakfast

I will ___ or will not ___ be expected to fix my own breakfast. Breakfast normally consists of:
(list food) _____

Times for breakfast: _____ am on weekdays, and _____ am on weekends.

Lunch

I will:

_____ buy my lunch at school daily. The cost is _____ .

_____ pack a lunch using food provided by the host family.

(Host families provide 3 meals. If I choose not to pack a school lunch using the food you provide, I may elect to purchase lunch at my own expense.)

On weekends, lunch is usually eaten at _____

Dinner

Dinner is usually eaten at _____ pm.

If I will not be home at this time, I should call by _____ If I will be home later and would like to eat dinner, I should: _____

Snacks

do ___ or do not ___ have unlimited access to the food in the house.

I understand these foods are off-limits _____

I understand that my host family can set reasonable limits to the food I eat, and may help guide me to make healthy choices. If there are certain foods that I would like in the house that my host family doesn't usually buy, if I have a special diet, or if I'm eating a particular food in excess, I understand it's my responsibility to pay for this food.

FOODS and ALLERGIES

I am allergic to these foods: _____

The reaction I have when eating them is: _____

My favorite foods are: _____

My least favorite foods are: _____

I have the following non-food allergies: _____

Members of my host family have the following allergies: _____

HOUSEHOLD CHORES

I am expected at all times to keep my room clean and to make my bed daily.

Other duties: _____ When: _____ How often: _____

Other duties: _____ When: _____ How often: _____

Other duties: _____ When: _____ How often: _____

HOUSEHOLD PROCEDURES

If I come home and nobody else is here, I will get into the house by; _____

Are there any appliances in the home I'm not allowed to use, or which require special instruction? Please explain. _____

CURFEWS

One important courtesy is to always ask my host family's permission **BEFORE** making any plans with others.

My curfew is: _____ pm on weekdays, and _____ pm on weekends.

Although I should always be home before curfew, if I think I may not be home before curfew; I must always call my host family before that time.

These are the times my host family is usually home from work:

Host parent 1: _____ on weekdays, and _____ on weekends

Host parent 2: _____ on weekdays, and _____ on weekends

I should spend _____ evenings per week with my host family and not with friends.

ENTERTAINMENT OF FRIENDS

I can ___ cannot ___ entertain friends in my host family's home.

If possible, I should always ask permission in advance before bringing friends over.

I ___ can ___ cannot have friends over when my host family is not home.

I understand that at no time may I take a friend of the opposite sex to my bedroom.

TELEPHONE AND INTERNET

I understand that calls to home may be very expensive, and the best method of contacting home varies by host family. For personal calls within the United States, I should only use my host family's phone if there is no charge.

The rules for using the phone to make calls within the USA are: _____

When calling home, I should use:

___ A pre-paid calling card

___ Skype

___ My host parent's phone (only if there is no charge to call my home country)

I should list any long distance calls I make on a sheet of paper. I will date the call and write the phone number down. I know it is my responsibility to reimburse the family for these calls when they get their monthly phone bill.

If there is a cost involved in making calls from a host family's phone, Global Horizons USA encourages students to purchase a pre-paid phone card for long distance or international calls, or to use Skype. Also, Global Horizons USA encourages students to purchase a pre-paid cell phone for calls within the United States.

I should not use the phone after ___ pm on weekdays, and ___ pm on weekends.

My host family does ___ does not ___ have Internet access.

I understand that some host families pay for their internet access based on usage, and my use of the Internet may cost my host family money. If my host family pays for internet access based on data usage, I understand that I may have to reimburse my host family for my own internet usage.

___ My host family has unlimited access to the internet, or

___ My host family must pay for internet access based on data usage

I understand my host family will set reasonable limits and rules regarding how much I use the telephone and the Internet.

When I do use the internet,

I will use ___ my own computer, or ___ my host family's computer.

I understand that I am never allowed to download pirated material, even if using my own

computer, and to be safe, I should always check with my host family before downloading anything from the internet.

The rules for using the Internet are:

MONEY

My Local Coordinator will go over with me what I should pay for. I will keep in mind that my host family is providing me with a home for the school year and meals when we are eating at home and when they take me to dinner with the family. I understand that the following expenses are my responsibility:

- School registration (from \$ 0.00 - \$150.00)
- Athletic fees (\$0-\$800)
- School lunches (\$2-\$5 daily)
- School supplies, school yearbook, and school dances
- Going out with my friends (movies, football games, etc.)
- Toiletries such as make up, shampoo, hair spray, personal hygiene items, and deodorant.
- Haircuts
- Clothing
- Travel costs on host family vacations, independent travel, and field trips
- Special food items that I would like to have that my host family does not ordinarily buy (such as snacks, drinks, special diets, and food that I eat in excess)



I understand that it is my responsibility to budget my money. I am not supposed to borrow money from my host family at any time, nor am I to lend my host family money.

BATHROOM

The frequency I should shower is _____.

I should shower in the ____ morning ____ evening

If I shower in the morning, I should do so around _____ am,

and be out of the bathroom by _____ am.

My showers should last no longer than _____ minutes.

I should store my personal hygiene items in _____

(For girls)

How should I dispose of my sanitary napkins or tampons?

SCHOOL

I need to be dressed and ready to leave for school by _____ am.

I will get to school _____ by bus, _____ by car, _____ bicycle, _____ or walk.

I may _____ may not _____ get a ride to or from school with friends.

SMOKING

I understand that Global Horizons USA students are forbidden from smoking, regardless of age.

RELIGION

My host family does _____ does not _____ attend religious services.

Although I will not be forced to attend, my family would like for me, out of courtesy to them, to attend on _____

I need to be dressed and ready to leave by _____.

The church service will last approximately _____.

STUDY

I am expected to complete all homework assignments each night. If I need help on an assignment, I will ask. If I have a host sister or brother studying after I have finished, out of courtesy to them, I will be relatively quiet during that time (for example, no loud television or music).

BEDTIME

My host family usually goes to bed at _____ pm on weekdays, and _____ pm on weekends.

On school nights, I should be in my room no later than _____ pm. If I am up later, I will be quiet. I understand I should be asleep by _____ pm on school nights.

DISCIPLINE

I understand there must be consequences for breaking rules. Some rules, such as curfew, are mentioned on these sheets, but I understand there may be other instances that occur that my host parents will need to address.

Student's Signature

Date

Host Parent #1 Signature

Date

Host Parent #2 Signature

Date

**** Use this space or extra paper to outline some consequences of breaking family rules:
Notes:

Global Horizons USA policies and procedures

I. Student Selection

Global Horizons USA Overseas Representatives will screen and recommend candidates for participation in the Global Horizons USA High School Exchange Program.

Final acceptance of a student will be made by the Global Horizons USA National Office.

Before a student's final acceptance, the Global Horizons USA Overseas Representative will submit the following documents:

- Completed Student Application
- Student transcripts, teacher evaluation of English skill, and teacher recommendation
- Signed *Medical Release Form*
- Student's Personal Medical History and Physician's Statement of Health, including past immunizations
- Global Horizons USA Standards of Conduct/Program/Consent Agreements signed by natural parents and student
- Teacher's Recommendation
- English Oral Interview Form
- English Language Test Scores

Notice of acceptance, pending host family and school placement, will be provided to Global Horizons USA Overseas Representatives upon receipt and review of all required documents.

Only unmarried students between the ages of 15-18.5 on the program start date are eligible. The students must be secondary school students in their home country who have not completed more than eleven years of primary and secondary study, exclusive of kindergarten.

A qualified student must meet Global Horizons USA criteria regarding English language proficiency requirements. Our current criteria dictates that a student must score a minimum of 215 points in the ELTiS Test.

II. Host Family Selection and Placement Procedure

The Local Coordinator will screen potential host family and approve the host family selection in consultation with the Global Horizons USA Head Office.

The host family will be selected regardless of race, religion, national origin, sexual orientation, or profession.

Qualities sought in host families are emotional and financial stability, flexibility, openness, and a sincere desire to share their life with an exchange student.

The prospective host family must submit the documents required by the most recent US Department of State vetting procedures for Host Families:

- Signed consent forms for a Criminal Background Check (CBC) for each person living in the home 18 years and older.
- Completion of an in-home interview

- Three character references
- Completed Host Family Application
- Photos of the home and host family (exterior front/back, kitchen, dining/living rooms, student bedroom, student bathroom, family pets & at least 2 of host family)
- Host Family must sign Global Horizons USA *Host Family Agreement Form*.

The Local Coordinator must live no more than 120 driving miles from the host family/student placement.

The Local Coordinator will make a home visit and interview the prospective host family according to the US Department of State vetting procedures before the placement can be confirmed.

The Global Horizons USA National Office reserves the right to refuse a prospective host family's application to host an exchange student if it is felt that the family would be inappropriate as a host family.

III. Criteria Used for matching Host Families and Students

- Local Coordinators will make all placements.
- Local Coordinators will attempt to make placements as compatible as possible and will take into consideration the following:
- Country preference of host family
- Sex and age of student and preference of host family
- Professions of host family and career goals of the exchange student
- Hobbies of the host family and those of the exchange student
- Compatibility of the living situation (urban, suburban, rural, farm) of the host family and that of the student or the student's stated preference

Before finalizing a placement, the Local Coordinator will make contact with the school to ascertain enrollment criteria and procedures.

The Local Coordinator will present a *High School Acceptance Form* to the school. A High School Acceptance form signed by an authorized school official will secure the exchange student's right to enroll.

The Local Coordinator will notify Global Horizons USA of the student's placement in the host family and school by submitting the completed *Host Family Agreement* and *High School Acceptance Form* to the Global Horizons USA online system, and by filing a *Placement Report*.

The Global Horizons USA National Office will make the placement information available to the Global Horizons USA Overseas Representative

IV. Travel

All international and domestic flight arrangements are finalized in the home country by the Overseas Representative in consultation with the student and Global Horizons USA who provides the flight preferences of the host family through the placement report submitted in the Global Horizons USA online system.

Emergency travel will be arranged by Global Horizons USA for return in the event of death or imminent death of an immediate family member (parent, guardian, sibling) or of serious student illness. Early return due to other emergency circumstances will be approved only after Global Horizons USA and its Overseas Representatives have concurred. The student must bear the cost of travel to return to the program and to return home at the end of the program.

Travel expenses not covered by Global Horizons USA include:

- Travel to and from the designated point of departure in home country or return to home country.
- The difference between the price of a group ticket and regular commercial airfare for any early return.
- Any individually arranged travel.

V. High School

All Global Horizons USA exchange students will attend public or private secondary schools or boarding schools. School Enrollment:

- Local Coordinators will obtain school authorization for enrollment of exchange students in correlation to placement with host family.
- Local Coordinators will provide school with copies of student application, medical release and consent, transcripts, host family information, and any further information requested/required
- Local Coordinators will maintain close contact with school and assist with any problems concerning the students.
- Local Coordinators will report school progress in monthly reports to Global Horizons USA, who in turn will furnish copies to Overseas Representatives for the information of the natural parents.
- Credit for academic achievement and graduation diplomas is at the school's discretion. No promises or guarantees will be made to public school students concerning graduation or class selection.
- School expenses (e.g., books, fees, sports equipment, etc., or any private-school tuition) are the responsibility of the student.
- Students must comply with all school policies regarding attendance, completion of academic work, conduct, etc.

VI. Leaving the Program

A student will be considered to have left the program if he or she:

- Voluntarily returns to the home country before the scheduled departure for any reason other than an emergency.
- Voluntarily leaves for travel, school, or other reasons not a part of the Global Horizons USA Program.
- Extends stay in host country beyond scheduled return.
- Returns home due to illness or emergency and does not wish to return to the program.

Local Coordinators will notify Global Horizons USA immediately upon learning that a student is leaving the program.

Upon learning of a student's intention to leave the program, Global Horizons USA officials will confer with the Overseas Representative and verify knowledge and plans of natural parents.

Global Horizons USA will notify the Department of State and the U.S. Immigration and Naturalization Service of any student who has left the program early.

VII. Program Extension

The only extension permitted is a transfer from the five-month Fall Program to the ten-month Academic Year Program.

Extensions are for uninterrupted homestay and school attendance.

Local Coordinators will obtain written permission from school officials and from the host family prior to confirming the extension of the student.

Overseas representatives will obtain written confirmation from natural parents regarding the desire to extend their child's exchange.

Global Horizons USA will abide by Department of State and U.S. Immigration policies for compliance with a visa extension.

VIII. Rules of Conduct & Agreement Release

All students must comply with Global Horizons USA Standards of Conduct & Program/ Consent Agreements. Failure to do so may result in repatriation.

IX. Refunds

The student application fee is nonrefundable.

If a student withdraws after a placement has been secured by our organization and accepted by the student, a post-placement cancellation penalty will be assessed.

Refunds will not be made after a student is on program, except in case of emergency early returns. In such cases, settlement will be made at the conclusion of the program in consultation between Global Horizons USA and the Overseas Representative. Refunds will not exceed recoverable costs.

If the program is cancelled by Global Horizons USA prior to the student's arrival in the USA, the student will receive a full-program fee refund.

If the applicant is not accepted by Global Horizons USA, any paid program fees will be refunded.

If a student is terminated from the program because that student (in the judgment of Global Horizons USA) creates a liability to the operation or the reputation of its High School Exchange Program, no refund will be made.

X. Progress Reports

Local Coordinators will input into the Global Horizons USA online system monthly progress reports concerning the student's activities, schoolwork, and overall adjustment and welfare.

Overseas Representatives are responsible for forwarding reports to natural parents. Progress reports are confidential.

Local Coordinators will not receive supervision fees unless they input monthly progress reports into the Global Horizons USA online system.

XI. Problems During Homestay

Although Global Horizons USA endeavors to make quality selections of students and host families and to orient both parties to the nature of the program, occasional problems may arise. The policy of Global Horizons USA is to handle such problems in a professional manner.

Before the student arrives, the Local Coordinator should encourage host families to communicate with the Local Coordinator regarding any problems they anticipate during the homestay.

During orientation, the student will be advised to communicate with the Local Coordinator as to any problems that may arise during the homestay. The Local Coordinator will maintain regular contact (at least monthly) with the student.

The Local Coordinator will attempt to resolve the problem by working with the student and host family. Both parties will always be involved.

Whenever possible, problems should be resolved on the local level.

Information about a student or host family problem situation will be reported in the progress report and will be kept confidential.

Persistent problems will be reported to the Area Supervisor (AS) or Regional Director (RD). Problems requiring intervention will be handled at the local level whenever possible.

The AS/RD will offer guidance to the Local Coordinator, or it may be decided that the student must be counseled directly by Global Horizons USA Staff.

Any decision to relocate a student will be made Global Horizons USA in consultation with the Local Coordinator.

Decisions concerning the dismissal and return of the student to the home country will be made at the Global Horizons USA National Office in consultation with the Local Coordinator, Global Horizons USA Staff and Overseas Representatives.

Detailed reports concerning the dismissal of a student will be furnished to the Overseas

Representative. Return travel will be arranged by Global Horizons USA.

Mental health problems are more appropriately treated in the home country. In such cases, Global Horizons USA will arrange for early return in consultation with the Overseas Representative.

Problems with Local Coordinator:

- Students or host families may confer with the Global Horizons USA National Office at any time concerning any difficulties encountered with a Local Coordinator.
- Global Horizons USA will attempt to resolve any problems regarding the relationship between Local Coordinator and host family/student.
- Any decisions concerning the problem will be made at the Global Horizons USA National Office.

XII. Law Violations

Procedure for if a student is arrested:

The host family will notify the Local Coordinator immediately; if the Local Coordinator is not available, the host family will immediately notify the Global Horizons USA National Office and give the following information if possible:

- Place student is being held
- Telephone number where authorities can be reached
- Name of arresting officer and person in charge of the student while incarcerated
- Nature of charge and situation

Local Coordinator (or Global Horizons USA National Office) will attempt to negotiate with legal authorities for the student to be returned home as soon as possible.

It is a student's legal right not to be questioned by authorities without an attorney and a certified translator present.

Global Horizons USA will immediately inform and confer with the Overseas Representative who will inform the natural parents.

Travel will be arranged by Global Horizons USA. Home country will be notified of travel arrangements. Overseas Representative will notify parents.

XIII. Relationships with Overseas Representatives

Global Horizons USA and its Overseas Representatives work together in program operations to achieve Global Horizons USA goals. The parties are encouraged to consult with one another on all aspects of the exchange program. In areas where agreements cannot be reached, the decisions of Global Horizons USA are final.

XIV. Emergencies

Student Health:

The Local Coordinator or host family will report any health emergencies to the Global Horizons USA National Office, giving the following information:

- Nature of the emergency
- Address and telephone number where the student can be reached
- Attending physician and telephone number.

Local Coordinator will assist student in filling out insurance forms if required.

Global Horizons USA will inform the Overseas Representative, who, in turn, will notify parents.

Death of a Student:

Local Coordinator or host family will notify Global Horizons USA National Office immediately, giving the following information (**DO NOT CONTACT NATURAL PARENTS!**):

- Hospital (name, address, phone number, date and time of admittance) - if student is admitted to hospital
- Attending physician (name, phone number)
- Name of person who signed admittance sheet
- Location of student's belongings
- Name and phone number of officer if police department is involved
- Name and phone number of funeral home

Global Horizons USA will immediately notify the Overseas Representative, who, in turn, will notify parents. Global Horizons USA will arrange with authorities for repatriation of remains.

Natural Disasters (floods, earthquakes, epidemics):

The Local Coordinator will see to safety of all students.

The Local Coordinator will communicate as soon as possible to Global Horizons USA National Office:

- Safety and health of all students
- Location of all students
- Plans
- Next contact

Global Horizons USA will communicate the same information to Overseas Representatives.

Local Coordinators will keep the Global Horizons USA National Office informed at all times until stability is restored.

Student Disappearance:

The Local Coordinator will notify local police.

The Local Coordinator will notify the Global Horizons USA National Office.

Global Horizons USA will notify family via Overseas Representative.

The Local Coordinator will check with authorities regularly and inform Global Horizons USA of any developments.

XV. Employment

Exchange students may not be employed on either a full or part-time basis but may accept sporadic or intermittent employment that does not require a social security number such as babysitting or yard work.

XVI. Life Changing Decisions

While participating in the Global Horizons USA Program, students are not permitted to make life-changing decisions, including, but not limited to, the following:

- Marriage
- Religious conversion
- Other decisions that have legal, religious, or social ramifications including tattoos, body piercings, or modifications of existing body piercings.

XVII. Sex and Pregnancy

The exchange student's behavior is expected to remain above reproach at all times. If it is found that a student is involved in a sexual relationship or involved in an inappropriate sexual behavior or activity, that student may be repatriated.

Students found to be pregnant or responsible for a pregnancy while on program will be sent home immediately.

Under no circumstances will Local Coordinators, Regional Directors, or other staff members of Global Horizons USA offer consent to a student to terminate a pregnancy while participating in the program.

XVIII. Orientations

Overseas Representatives will provide an in-depth Outbound Pre-Departure Orientation before the student arrives in the United States.

The Local Coordinator or other Global Horizons USA staff will conduct the following orientations:

- A Pre-Arrival Orientation for the host family 30 days or less before the student's arrival in the host family.
- A Post-Arrival Welcome Orientation for host families and students within 30 days after a student's arrival.
- A Homebound Pre-Departure Orientation within 30 days prior to the student's departure.

XIX. Evaluation of the Program

An evaluation will be conducted at the beginning and end of the homestay program and will include feedback from staff, students, schools, and host families.

XX. Expenses not Covered by Global Horizons USA

The student's natural parents or guardians will cover the following expenses:

- Travel as per Section IV above
- Medical expenses not covered by the insurance policy of Global Horizons USA
- Fees for passports and visas
- Inoculations and medical examinations
- Fees for handling transcripts, report cards, or validation of credits upon return to home country
- School or school-related expenses
- Lost or damaged luggage
- Luggage insurance
- Bail or arrest bonds

XXI. No Driving/ No License Policy

Global Horizons USA students are NOT permitted to take driver-education classes, behind-the-wheel driver training, or obtain a U.S. driver's license.

If a host parent supports their student in obtaining a license and insurance coverage for a teenage driver, he/she may be held liable in the event of an accident.

By imposing this program rule, Global Horizons USA is attempting to protect the host family and student and prevent unnecessary anxiety and conflict.

If Global Horizons USA becomes aware of a student having obtained a U.S. driver's license, the Local Coordinator is obliged to confiscate the license and inform the local driver license office of such action. The license will then be handed back to the student upon return to their home country. Violation of this policy may result in the student being sent home early.

STANDARDS OF CONDUCT FOR STUDENTS

LOCAL, STATE, AND FEDERAL LAWS

1. Drinking of alcoholic beverages, including beer and wine, is not permitted while on the program and is illegal in most states for persons under 21 years of age.
2. It is against the law in the United States for persons under the age of 18 to smoke or buy tobacco products. It is against Global Horizons USA rules for students to use tobacco products at any age. **Use of tobacco products may be cause for your dismissal** from the program. If the student has stated in the application that he/she is a non-smoker, he/she must not smoke while in the U.S. If a student is found to be a smoker after having stated otherwise, he/she may be returned home.
3. The student must not buy, sell, possess, or use illegal drugs of any kind or use any controlled drugs, unless prescribed for him/her by an authorized health professional. If the student is taking prescription drugs, the name, dosage, and length of time of use for each drug must be listed on the Global Horizons USA Personal Medical History Form. The student must not associate with any person involved in illegal drug taking or drug trafficking.
4. Students must not commit or take part in any act of violence against another person or property.
5. Shoplifting and theft are illegal and may lead to criminal charges.
6. Driving a car without a driver's license is illegal in all states.
7. It is illegal for the student to take regular employment while in the U.S. The only exceptions are occasional odd jobs, such as yard work or baby-sitting. Any such jobs must not interfere with schoolwork, and the student must have host family permission.
8. Students may not access, view, download, email, receive, or have contact with any Internet sites that might be deemed pornographic in nature. This includes, but is not limited to, chat sites, videos, photographs and text.
9. Students may not download potentially illegal/pirated material, including, but not limited to, music, movies, and computer programs.



Fotolia #64934954

Please note: If a student is arrested and found at fault, or if it is reliably confirmed that the student has acted illegally, program sponsorship will be revoked, resulting in early return as soon as legally possible to the home country at the expense of the student's parents.

High School and Interscholastic Sports Participation

High Schools expect students to maintain high academic standards and to participate actively in school life. U.S. high schools believe that the presence of students enhances the learning environment. Therefore, a student who is deficient at school due to problems with attendance, attitude, discipline, or failing grades will be terminated from the Global Horizons USA Program and returned home immediately.

1. The student is not guaranteed placement in a certain grade level, or that transferable credit will be granted, or that a diploma will be awarded at the end of the academic program. All such decisions are at the discretion of individual high schools and/or school districts.
2. No guarantee is made to the student with regard to participation in interscholastic sports. Eligibility is at the discretion of each high school and/or regional/state high school athletic association. Depending on local regulations, if a student has graduated from high school in the home country or has completed a certain number of years of high school, he/she may be deemed ineligible for interscholastic sports. Students who try out for high school sport teams are not guaranteed a place on the team.
3. The student must obey all school rules, attend classes regularly, and be responsible for assuming a full course load, (including an English and History/ US Government course), for making a strong effort in all classes, and for maintaining at least a “C” average on all classes at the end of the semester.
4. The student is responsible for all school fees. Such fees may include but are not limited to: registration, books, lockers, laboratories, gym/physical education, yearbook, class ring, letter jacket, student activities, etc.
5. The student may choose one of the following options for lunch on school days:
 - a. Pack a sack lunch from home
 - b. Buy a lunch at school at the student’s expense
 - c. Buy a lunch off campus at the student’s expense, if the school permits

Host Family Participation

All Global Horizons USA host families are volunteers and receive no compensation for hosting a foreign exchange student. Host families participate in the Global Horizons USA program because of their sincere desire to have a cross-cultural experience and learn about other cultures while sharing the American way of life. Fees paid are used for administrative and supervisory purposes.



1. No guarantee is made with regard to placement in a particular region of the United States, in a town of a certain size, or with a particular kind of host family (for example, with a teenager in the home).
2. A private bedroom is not guaranteed. Only a separate bed is guaranteed.
3. The student must comply with all reasonable rules and expectations of the host family (e.g. curfews, chores, visitors, phone calls/e-mail, etc.).



4. The student must keep the host family informed at all times of his/her whereabouts, with whom he/she is associating, and time of departure from and return to the host family's home.
5. The student must not borrow money from the host family or from any other source. Natural parents must supply the student with an adequate amount of spending money at all times, normally \$200-\$300 per month, and not to fall below \$100. The student is responsible for paying for his/her miscellaneous expenses, such as toiletries, entertainment costs, etc.
6. Global Horizons USA students must pay for their long distance phone calls, or use an alternate method of communication. Calls to a student's home country should be limited to 1 or 2 calls per month. It is recommended that students obtain a prepaid calling card to use for long distance telephone calls.

Family Visits and Student Travel while on the Program

1. Visits by members of the student's natural family or by friends from his/her home country can be very disruptive to the adjustment of the student and an inconvenience to the host family. Therefore, visits during the exchange program are not permitted until the very end of the program. Any visit must have the prior permission of the Global Horizons USA National Office.



2. The student is not permitted to travel outside the local area by him/herself or do overnight travel without a responsible adult chaperone age 25 or older who has completed and passed a Criminal Background Check.
3. The student is not permitted to hitchhike.
4. Overnight or normal weekend travel with the host family does not require prior approval, but as with any travel, the Local Coordinator must be informed of all such trips and have a phone contact to reach the student in an emergency. Students must carry their ID Card and Insurance Cards with them at all times.
5. Traveling out of the area or being away for more than 24 hours with hosts or another family with a responsible adult (at least 25 years of age), church or school groups is permitted if prior consent is given. Please consult instructions and complete the "Request for Permission to Travel". If a student travels outside of the host country, he/she must check with the Website for instructions and the Local Coordinator regarding what documents to carry and information on re-entry procedures.
6. Criminal Background Checks (CBCs) must be submitted by all adult chaperones not already vetted by Global Horizons USA prior to a student's travel (for instance, if a student travels with the family of a friend or host grandparents).
7. If a student travels outside the United States, he/she must always carry a passport and their DS-2019/I-20 form. Before departing, students are advised to contact their Local Coordinator or the Global Horizons USA National Office for more information.

Address of National Office: 4342 119th Ave SE, Tenino, Washington 98589, USA
Emergency Phone Nr: 1-541-760-8621
Email Address: info@globalhorizons-usa.org
GLH-USA Website: www.globalhorizons-usa.org

TAX DEDUCTION FOR FAMILIES

The following is an explanation of the Internal Revenue Service (IRS) Charitable Contribution Deduction for which Global Horizons USA host families are eligible. Please note that this deduction is only available to families who itemize their tax returns.

IRS Charitable Contribution

If you pay the costs of a student living in your home, you may deduct up to \$50.00 for each school month during which the student lived with you. (A period of 15 days or more is a full calendar month for this purpose.) The student may be foreign or American and must be someone who is not a dependent or relative. The student must be a member of your household under a written agreement between you and a qualified organization (such as Global Horizons USA). The purpose of this agreement must be to provide educational opportunities for the student.

If you are compensated or reimbursed for costs associated with having a student live with you, you cannot take a deduction for any part of these costs. However, you may be able to take a deduction if the reimbursement is for an unusual item, such as a hospital bill, vacation trip, etc., that you paid for in advance and at the request of the student's parents or the sponsoring organization.

Depreciation on your home and the fair market value of lodging or any similar item is not considered an amount spent by you. You must actually spend money for the wellbeing of the student. Amounts you pay for books, tuition, food, clothing and entertainment of the student qualify for the deduction.