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We are thrilled that you have decided to host an Educatius student! Our goal is to achieve greater international understanding by bringing people together from around the world, and host families are an essential part of the Educatius program’s success.

Your Educatius Local Coordinator (LC) will provide you with support and guidance, so it is important that you keep in close contact with your LC throughout this experience. Your LC was chosen to uphold the excellent standards that we have for our program.

The intention of this handbook is to help prepare you as much as possible for a great hosting experience. The more prepared you are, the more you will enjoy your role as an Educatius host family.

Please feel free to contact us at any time. Welcome to the Educatius team!

Sincerely,

Educatius Group
(800) 301-6014
www.educatius.org
II. About Educatius

Over the past 10 years, Educatius Group has welcomed tens of thousands of students to academic programs worldwide. As an experienced and trusted organization, we are truly a leader in the field of international education.

In the USA, we partner with excellent Private Day, Boarding and Public High Schools and Districts to recruit and enroll qualified international students in long term academic F-1 high school programs. Our SELECT High School programs allow students to choose their perfect school in some of the most desirable locations in the USA; and our Academic Exchange High School programs provide an affordable option for international students looking for a more flexible or academic alternative to the J1 high school exchange.

Our extensive and CSIET listed host family program finds and matches international students with a caring and welcoming American family like yours. The ongoing support Educatius provide to all students, and the schools they attend and the host families in which they live, ensures that students are supported and happy throughout their stay. Even foreign governments award us with contracts to place their sponsored or scholarship students in our programs - a strong testament to our diligence, professionalism and high standards in everything we do.

Today, Educatius:

- Has 30 offices throughout 17 countries and 28 cities
- Offers, in addition to the USA High School and University Programs, inbound high school programs in the UK, Ireland, Australia, New Zealand, Canada, Germany, Finland, Sweden, Norway and Denmark
- Enrolls students from over 50 countries represented in our USA partner schools
- Places thousands of students total to all countries per year
- Cooperates with more than 500 international partners recruiting students
- Has over 2,000 school partners throughout the world

We have offices throughout the world in the following locations:

- USA - Boston and Grand Rapids
- Scandinavia - Norway, Denmark, Sweden and Finland
- European continent: Germany, France, Italy, Spain and Austria
- China - Beijing, Shanghai and Guangzhou
- British Isles - London, Birmingham, Manchester and Dublin
- Australia - Melbourne, Sydney and Brisbane
- Vietnam - Hanoi
- Turkey - Istanbul
III. Roles and Responsibilities

A. Role of the Host Family

First and foremost, a host family is responsible for providing:

- A caring environment for their student.
- A bedroom for the student with adequate space for a bed, dresser, and desk.
- Three well-balanced meals a day and must offer healthy ingredients for the student if he/she chooses to pack a school lunch from home.
- If a student chooses to purchase lunch at school, the student will pay for the lunch.

The host family is NOT responsible for:

- The student’s expenses outside of the home. This includes things like clothes, entertainment, presents, prom expenses, yearbooks, school supplies, sports fees and uniforms, personal hygiene items, cell phone service, etc.

Setting expectations for students early is important for avoiding problems down the line. Students need to understand how to be successful members of the household. We recommend taking the following steps:

- Give the student about two days to begin to adjust to our time. Then, set up a time to sit down and go over the house rules, schedules, and expectations. It is advised to have these rules in writing. You will receive a worksheet to help you with this task at your Host Family Orientation.
- Discuss the laundry routine, meals routine, clean up, and preparation.
- If sharing a bathroom, there may be a time you want scheduled for your student to ensure everyone has their needed time in the bathroom in the morning.

- Make a calendar and explain how to use it.
  » If the student has plans for after-school activities, tell them how much notice of these activities you will need. Be clear about what works to make everyone happy.
- Talk to them about transportation needs, getting to and from school.
  » Help them plan their route to school if they are walking or taking public transit. If they are taking public transportation, you will want to go over how to get there and back, the cost, and safety.

Communication is the key to successful relationships. How you interact with your students will have a great impact on how well they adjust and how quickly they get comfortable in your home. Here are some tips for clear and effective communication with your student:

- Ask your student a lot of questions about their routines in their home countries. Having an idea of what they consider to be normal can help you give them direction to fit into your home.
- Be clear about your expectations and write them down. Students sometimes feel or act as though they understand, but there is always the chance that some points can be missed in translation.
- When you explain something very important to a student, ask them to repeat it back to you in their own words. This helps confirm that they understand. Don’t assume because a student seems to speak English well that they understand equally as well.
- Your student may take a while to become familiar with your regional English. Often the student will say “yes” to almost everything. Don’t accept this as proof of understanding. Try not to ask yes or no questions. Draw the student into conversation and ask them to explain it back to you.

Set expectations as early as possible about mode of communication, frequency, response time, when to communicate about change of plans, weekly schedule, etc. If a student disengages or is disrespectful, have a polite one-on-one conversation about your expectations and style of communication. They’re teens!

- Host Dad, Massachusetts

- Host Mom, Illinois

"They have to learn to do many things for the first time in their life. You need to be a parent, a teacher and a friend."

"Set expectations as early as possible about mode of communication, frequency, response time, when to communicate about change of plans, weekly schedule, etc. If a student disengages or is disrespectful, have a polite one-on-one conversation about your expectations and style of communication. They’re teens! - Host Dad, Massachusetts"
In accordance with Educatius policies and standards, we ask that you, the host family:

- Contact your LC if there are any changes in the home, such as someone moving in or out of the home.
  - If you have guests for a very short period of time, you do not need to notify your LC.
- Contact your LC if you move, change your contact numbers, emails, etc.
- Adhere to our rule that Educatius students may not be left without adult supervision overnight. If you are going to be out of your home overnight without your student, please contact your LC with information concerning the arrangements made for your student.
- Adhere to our standard that host families may host up to a total of 2 international students at the same time. This can be 2 students from our company or 1 student from our company and 1 from another company. If there are more than 2 students total in the home, our student’s agent can request that we move our student(s).

"Communicate often, like every morning and evening reviewing plans for the day or next few days. These are teenagers and their plans change by the minute, it’s what teenagers do, no matter how much we try to teach planning ahead, constant communication will help with those changes. Student will say they understand when sometimes they don't but are too embarrassed to say they don’t understand.

- Host Mom, Arizona"

If you have any questions or need any guidance, please reach out to your local coordinator.

B. Role of the Local Coordinator (LC)

Your Educatius Local Coordinator (LC) is your first contact should you need to discuss any situations regarding your student. Your LC maintains frequent contact with the Regional Manager.

The LC supports you, meets with you in your home, explains the program, answers any questions, and helps you understand what to expect during the year. After your student arrives, your LC maintains monthly contact with your family and the student to ensure a positive experience. Please feel free to contact your LC or the Boston Office (1-800-301-6014) at any time.

Your LC will conduct the Host Family Orientation, which is required to take place before the student’s arrival. The LC will also facilitate the Student Orientation shortly after the arrival of the student.

Throughout the year, your LC will talk with you and your student. Sometimes, your LC will ask to speak to you and/or your student alone because it is important for all parties to be able to discuss their feelings freely.

Each month, your LC is required to ask specific questions for a monthly report. Please share how your student is doing with your coordinator so that we may provide this feedback to the agent and natural parents.

If your LC does not maintain regular monthly contact with you and your student (or more frequent contact when support is necessary), please contact the Boston Office.

"If you have a Chinese student, it is important to remember that they do not have the words ‘should’ or ‘could’ in Chinese. In the USA, we are used to someone saying, ‘Could you please take me to the store?’ The Chinese might say, ‘Take me to the store.’ At first you think they are rude, but their language is so culturally different that it does not have ‘should’ or ‘could,’ so do not take offense to this.

- Host Mom, Massachusetts"
IV. Living with an International Student

These teens have their culture ingrained in them from birth, we cannot and should not change that. We need to be patient in teaching how our culture is different. When they don’t follow our rules, don’t be so quick to say they don’t listen or don’t care. To them, it’s not easy to change and conform to everything that is different than how they were raised.

- Host Mom, Florida

A. Understanding and Aiding Cultural Exchange

Educatius strives to open the window of understanding between countries and cultures of the world while giving a new understanding and perspective of American culture to our partners and students. Be open to new dialogue and thoughts about your home country as well as the country of your student. Openness in your relationship with your student will help you discover more about your own world as well as his/hers.

We encourage you to read about the culture that your student is coming from and to engage him/her in conversations. This can help prevent many misunderstandings in the future.

What challenges might the student experience during the time on the program?

1. Homesickness
2. Culture shock
3. Language difficulty
4. Challenges making new friends
5. Difficulty interpreting culture-specific social cues
6. Host family conflicts
7. Different rules and expectations from their home
8. Various emotional difficulties

How will I know when the student is facing these difficulties?

1. Does not seem to be learning English
2. Does not talk about new friends or positive activities
3. Spends excessive time alone
4. Calls home frequently or spends too much time online
5. Becomes irritable or has angry outbursts
6. Becomes anxious or depressed
7. Does not perform well in school

What should I do?

1. Talk to the student about the signs you are seeing.
2. Ask open-ended questions, allowing the student to talk freely.
3. Help the student find activities to become involved in.
4. Offer to help arrange for additional language assistance.
5. Encourage the student to talk to his/her LC.
6. Notify the student’s LC if the student is encountering any exceptional problems such as illness, significant difficulty adapting to your host family or school, anxieties about family matters, or serious homesickness.

Note: There may be times when you are frustrated with your student. Don’t be overly concerned; this is a normal reaction to adjusting to someone new in your life. Your LC can help you work through this, so please let them know.

Ask your local coordinator about “CultureGrams”, an educational resource containing facts and information about your student’s culture.
B. Culture Shock

Almost everyone who studies, lives, or works abroad experiences some degree of culture shock. This period of cultural adjustment involves everything from getting used to the food and language to learning how to use the telephone. No matter how patient and flexible you are, adjusting to a new culture can, at times, be difficult and frustrating.

Culture shock and homesickness affect each individual in different ways at different times. If you anticipate that your students will experience some degree of culture shock and homesickness, you will be better prepared to help.

Tips to help your students overcome culture shock include:

- Keeping students busy with exercise, walks, joining clubs, sharing their culture with you and other activities that will help the student engage with the community and your family.
- Limiting communication with family and friends from the home country by text, calls and Skype.
- Inviting students to share aspects of their culture (such as meals or holiday traditions) with your family.

Culture shock is covered with the students at their orientation as well. The students often come here thinking they will not be dealing with this much of an adjustment, so it comes as a surprise to them when they do.

Here is a graphic outlining the stages of culture shock given to the students during orientation:
C. Student Application

By clicking on your student’s name when you first log in to Zapp, you will be able to access the student’s application. There are 17 pages to the application. You can view each page. It is important to view:

- Student Health Review (14)
- Student Immunizations (15)
- Medical Release (16)
- Health Insurance Form (16)

These are all important documents to print and have available.

D. Student Medical Insurance

Your student will have an insurance policy in case of accidents or illness. It is a travel insurance policy, and therefore it is not as comprehensive as a regular insurance policy. You will receive complete insurance information at the orientation given by your LC. Certain activities are considered “high risk” by the insurance company will not be covered. Any expenses that are not covered by insurance are the responsibility of the student’s natural parents. Immunizations, sports physicals, and some sports are not covered. If your student asks to participate in a new sport, please ask if the school offers extra insurance.

The student’s insurance coverage is provided by Aetna. The student’s insurance card can be found on page 16 of the student’s application in Zapp. Print out that form and keep a copy available. Insurance assistance is provided by GBG Assist; GBG Assist can help you find an in-network provider and verify your student’s benefits. Contact GBG Assist prior to taking your student to the doctor or urgent care in all non-emergency situations. If your student is experiencing a life-threatening emergency, contact GBG Assist within 48 hours. If GBG Assist is not contacted, this could lead to a reduction of insurance benefits. The GBG Assist number is 1-800-817-4345.

I. Going to the Doctor

- In-network doctors or urgent care facilities can be located by calling GBG Assist at 1-800-817-4345.
- There is no co-pay for regular visits to the doctor or urgent care visits.
- Co-pay for the hospital emergency room is $350 unless the student is admitted for inpatient treatment. This should be paid at the time of service by the student.
- Take the student’s insurance card, medical release form, and medical history to any appointments.

II. Prescriptions

- Prescriptions are covered by the insurance policy.
- The student will be required to pay up front and will need to file a claim to be reimbursed. The form is on the insurance website: www.gbg.com under “Forms.”

III. Insurance Exclusions

- Students’ insurance does not cover extreme sports such as: mountaineering; hang gliding; parachuting; bungee jumping; racing by horse, motor vehicle or motorcycle; motorcycle/motor scooter riding or any other two or three wheeled vehicle; scuba diving, involving underwater breathing apparatus, unless PADI or NAUI certified; water skiing; spelunking; para-sailing; white water rafting.
• Students’ insurance does not cover routine health exams, sports physicals, vaccinations/immunizations, and most pre-existing conditions.
• If your student is planning on participating in any activities that are excluded under this insurance policy, please ensure that they have purchased additional insurance coverage.

Healthcare in other countries is usually very different than ours, so students may not quite understand the co-pay. Help them understand that they will have to pay a co-pay if they make a visit to the emergency room. This co-pay should be made before leaving the hospital, even if it is not requested. Do not put your name on any medical records or billing.

DID YOU KNOW?
In most Asian countries, high school students stay in the same classroom all day while their teachers move from room to room. Our school system is totally different from what our students are used to, and it may take a while for them to get the hang of things.

E. School

It is highly advised that you register your students before the first day of school. Please call the school and ask how to obtain a registration packet, if you do not have one already. During the admissions process, Educatius provides the schools with the necessary enrollment documents; however, it never hurts for the host family to also have a copy of the student’s transcripts, immunizations and passport. These items are in the student’s application which was sent to you by the LC. You may also find it by logging into your host family application at www.gozapp.com. If you are not able to locate it, please contact your LC and he/she can help you.

I. Immunizations
• If a school says the student needs immunizations, please contact your LC and let him/her know that the student needs these shots. We will then get confirmation from the natural parents.
• Students may not get immunizations without approval from Educatius.

II. Free & Reduced Lunches
• Students may not take part in free and reduced lunches.

III. Graduation and Sports
• Students who wish to play sports must advise their counselor and talk to the athletics director during the first week of school. This is very important.
• The student must be sure to communicate their wishes to graduate or play sports to the appropriate person at the school.
• Students must tell the athletic director that they are an international student. In some states the student will have to fill out additional paperwork or wait until second semester to participate.
• Please note: Educatius cannot guarantee that a student will be allowed to participate in school team sports.

All students must attend school daily. There is no student exempt from full-time attendance. They must also be on time every day to every class. Students may not miss school unless they are very sick, such as having a fever. International students are not exempt from state truancy laws.
F. Money

Students and host families should not borrow money from each other. Students with large amounts of cash should deposit it into a bank account. Host families may not put their name on the bank account. If your student has a bank account, it must be in his or her name only. Please call the bank ahead of time to ask if they will allow the student to have a savings account without your name on it.

Students are responsible to pay for: school supplies, lunch bought at school, school activities, sports, events, outings, bus passes, cell phone, eating out with friends, and personal hygiene supplies (soap, shampoo, toothpaste etc.). For example:

• If you are going on an outing, simply ask the student, “We are going to the movies this weekend. It will cost you 15 dollars for the ticket and 10 for lunch afterward. Would you like to go?” **Student Pays**
• When taking the student with you on a trip (local or long distance), tell them where you are going and how much it will cost them. Then ask if they want to go. **Student Pays**

**DID YOU KNOW?** Due mostly to differences in the cash and credit systems in their home countries, some students may come to the US with large quantities of cash. They may need your guidance for understanding what is a reasonable amount of cash to carry in the US.

G. Food

Food is often a place where cultural differences become obvious. Many of our students come from countries that do not eat on the same time schedule or the same kinds of foods as Americans. They may have different table manners, eating habits, and expectations than we do. Meal time is a learning opportunity for them (and us) to learn what is customary in the US.

Here are some tips for managing food related issues with your students:

• Be sure to be very clear about what is acceptable to eat at what times. For example, what is an appropriate after school snack? Some students are used to eating their largest meal of the day after school.
• Be specific as to any food that is off limits for the international students. It is a good idea to have a “snack basket” left on the counter for the students so they know where they can get snacks.
• You can also give your student a specific area to keep any food they may purchase for themselves. Make sure everyone in the family is aware of this.
• If you do not want the student to eat or keep food in their room, let them know.
• If a student wants special foods, beverages or snacks that the host family doesn’t normally buy, the student should go shopping with the host family and purchase the items they want.
• If a student is going to body build while in the USA, the host family is not responsible to keep them full with extra food to support this activity. They will need to purchase the additional food that they will require.

**DID YOU KNOW?** The importance of meal time and food are viewed differently in every culture.

Talk to your students about what they eat for breakfast, lunch and dinner in order to better understand where they’re coming from!

• In many Asian countries, teens are served a hot meal at three fixed times per day with careful consideration for nutrition. Therefore, a Chinese student may have a hard time adjusting to cold foods (salads, sandwiches, etc.), and change in eating schedule.
• Many European students are used to eating with their family members every night, and they may find it strange when they have to make and/or eat dinner alone.
H. English

One of the purposes of the Educatius program is to help students improve their English skills. Even if you speak their native language, please refrain from doing so when students are present. It is important that students listen to and speak English as much as possible while here. If they have friends that speak the same language, please also help to enforce English only between them. If your family typically speaks other languages in your home, be sure to only speak English when the student is around. It is important to understand that even though a student may enjoy being able to speak his/her native language, the natural parents and agent will not be as delighted. Not following the English-only rule can risk the possibility of the student being moved to another home.

I. Household Chores

The student’s responsibilities will be similar to that of your own children. Students should clean their own bedroom and do their own laundry. Any additional chores will be decided between the host family and the student. Reasonable chores include things such as taking out the trash, helping with dishes, vacuuming, etc. Unreasonable chores are things such as cleaning up after pets, yard work, using power tools, etc. Students often do not know how to do simple chores. You may need to guide them on the acceptable way to perform these tasks.

DID YOU KNOW?

In many Asian countries, teenagers are not expected to do chores at home because school is considered to be their main priority.

Students from all regions of the world need help understanding the American concept of chores.

J. College Opportunities

Educatius has a great college program to help international students apply to, get accepted to, and receive scholarships for colleges and universities in the US after they have completed their high school experience. There are also Community College and ESL programs that they can attend on their path to a university.

For more information on this program, our college experts can be reached at university@educatius.org
V. Educatius Processes & Policies

A. Host Family Orientation
Each host family is required to attend an orientation prior to the arrival of the student. If you have not attended one, please contact your LC as soon as possible to be included in the next available orientation. Orientations have vital information that each host family will need.

B. Host Family Stipend
You will receive your monthly stipend by the 10th day of each month. You will receive a direct wire transfer into your banking account. Please ensure you have the correct information in the host family application (page 4) or the stipend will be delayed. You will only receive the stipend for the number of days that the student is actually in your home, and it will be prorated for arrivals, departures, or student moves. Please plan accordingly, as you will be responsible for initial costs when the student first arrives. You will receive your first stipend the month after the student arrives.

C. Agents and Natural Parents
Agents (or sending organizations in the students’ home countries) should not be contacting you directly. If they do, please politely refer them back to the Regional Manager and inform your LC of the contact.

It is normal for natural parents to want to communicate with the HF. It is fine to exchange pleasantries over email or social media. However, we need to take care of any issues through the proper channels. If there is any kind of support problem, please do not try to resolve this with the natural parents or their agent. If a natural parent contacts you directly about a problem with their child, please kindly refer them back to their agent.

If you are contacted by an agent or natural parent, always be sure to notify your LC.

D. Religion
Students are not allowed to make any life changing decisions while on the Educatius program. This includes changing religion. Host families may invite a student to attend religious services or activities; however, host families may not require the student to attend. We advise students that many American places of worship have active youth groups and attendance may provide an opportunity for them to make friends. Host families and students must respect the religious affiliation of each other.

E. Cell Phone and Computer Usage
Students will have their own cell phone and computer for their use during the program. They are required to have a US cell phone number. Host families should not add students to their cell plans or put their name on the student’s cell phone services. Students should get a “pay as you go plan” that does not need a contract. There are a number of carriers that offer plans without a contract.

Please note that in a support case involving over use of cell phone or computer, the HF may not confiscate the student’s electronics. However, the HF or LC may require that the items be stored in a common area of the home rather than the student’s bedroom at a certain time in the evening.

The following is the information given to the students at orientation regarding electronics usage. Please keep in mind that these are recommendations and not strictly enforced rules:

- Follow all of your host family’s rules about electronics and using the internet.
- Be careful when you are doing schoolwork and researching online. If you use someone else’s content or images, quote them or give them credit so that you don’t plagiarize.
- Do not download illegal or inappropriate content.
- Be very cautious on all social media and online apps. Think about how you want to present yourself online – remember, everything on the internet is permanent!
- Do not share personal information with people you do not know over the internet.
- Be aware of how much time you spend on the internet, your phone, playing video games, and using other devices.
- Do not sext or send sexually explicit photos or messages.
- Be respectful – never take part in online bullying.
F. Transportation

The host family is not a taxi service. However, transporting the students to a couple of places in a week is normal, such as to a friend’s house or to the mall. Students should ask in advance if they want a ride some place other than school. **Host families may not charge the student fees for transportation.**

G. Student Driving Policy

It is Educatius policy that while on our High School program:

1. The only automobile a student is allowed to drive is a certified driving instructor’s vehicle during a driver education course.
2. Students are at no time allowed to drive a host family’s car.
3. Students may not be added to the host family’s insurance policy.
4. Students are not allowed to purchase a car or any other motorized vehicle.
5. Students may obtain a US Driver’s license through a certified driving school only.
6. All driving hours must be completed with a certified driving school instructor in the school’s automobile.

H. Travel Guidelines

Students may travel with the host family, school, or coordinator, but all independent travel requires approval. The Student Independent Travel Request Form must be submitted 14 days prior to travel and must be approved by the Regional Manager. Tickets should not be purchased until the student has received approval.

The student can travel with their host family without a travel request unless they are traveling outside of the USA or are travelling during regular school attendance days. In these cases, they must submit a travel request form. Contact your LC to get a travel form. After the form is submitted by the student, the student and host family will be advised, by email, if travel is approved or denied.

If the student is traveling internationally, there may be additional visa requirements. The student is responsible for researching the requirements and for any costs associated. Students who wish to leave the US and return must have their I-20 signed before departure. This is imperative as they will not be able to return to the US without the signed I-20.

Please inform your LC of any travel with your student, even if it does not require a travel form. We need to be able to locate each student in case of emergency.
I. Program Rules for Educatius Students

General Rules

• Students who are 18 upon arrival or who turn 18 during the program are subject to the Program Rules in their entirety. Educatius has a contractual agreement with the natural parents, and obligations towards natural parents are the same as for students who are under 18.

• Any and all past and current physical or psychological medical conditions need to be communicated to the sending organization in full, prior to program start.

• If a student is experiencing any health issues that are endangering the student’s well-being (e.g. eating disorders), the Program Review Committee will determine if it is in the student’s best interest to return home and be with the natural family.

• Students must have a working cell phone with a local number.

• Students must follow the host family (HF) rules, participate in HF everyday life, and aim to integrate in the HF community. Students must act respectfully and always keep the HF aware of their whereabouts.

• Students must accept placement with a HF of any race, creed, or color. Students must act as a member of the HF, respect the rules and customs of the HF, and accept the responsibilities given.

• School attendance is compulsory. Students must follow all rules set by the school, as well as:
  – attend school every day and follow school policies with regard to absence.
  – maintain a C-average or higher in all courses at the host school.

• Use of phone and/or other forms of communication to contact home should be restricted in order to avoid homesickness.

• Natural parents are advised not to contact the receiving organization unless approved by the sending organization.

• Students must abide by all laws of the host country.

• Students may not accept any form of employment that is in violation of the rules of their visa or study permit.

• Independent overnight travel is allowed, as long as it is in accordance with Educatius Travel Policy. Students must complete the Independent Travel Request Form at least 14 days in advance, and the trip must be supervised by an adult 25 years of age or older. The form must be approved by the host parents, school (if applicable), natural parents, and Regional Manager.

• Convalidation of grades or approval of school year is the student’s responsibility.

• Students must leave the host family’s home within five days of the last day of school.

Be aware that the local laws may be different from laws in the student’s home country. Violations of the above rules may have serious consequences and/or result in a cancellation of the program.

Specific Rules

The following actions/behavior are not permitted:

• Hitch-hiking

• Sexting, that is, the sending or sharing of sexually explicit digital images, videos, text messages, or emails

• Life changing decisions:
  – Marriage
  – Changing religion
  – Changing nationality
  – Tattoos
  – Piercings
  – Becoming pregnant or impregnating another person

• Driving or purchasing a motorized vehicle (car, motorcycle, boat, or any other vehicle requiring a driver’s license)
  – Driving is only permitted with an instructor of an official driver’s education course. It is only permitted during class hours.

Any students breaking the above rules may be returned to their home countries immediately at the natural parents’ expense.
J. Support Issues

Our rules are made with our students’ safety in mind. To ensure student success, we have a set process for handling situations in which students break the rules and require additional support.

This process involves the following:

**Positive Improvement Plan (PIP)**

The goal of a PIP is to help students and/or host families resolve minor issues together by opening up communication. The Local Coordinator will meet with students and host families to facilitate conversation and identify areas of improvement.

**Success Plan (SP)**

The goal of an SP is to provide students with the tools they need to overcome more escalated issues. If an SP is issued, a Student Experience Advisor will work with the Local Coordinator and Regional Manager to provide additional support.

**Probation Letter (PL)**

A PL will be issued for major violations of the Program Rules. This will involve the Student Experience Team, Local Coordinator, and Regional Manager.

**Program Review Committee**

A student may be dismissed for major violations of the Program Rules. The Program Review Committee will examine the violation(s) on a case-by-case basis to make sure the committee’s decision is fair and consistent with Educatius’ policies. Only the Program Review Committee has the authority to make the decision to dismiss a student.
K. Sexual Harassment and Sexual Abuse

Inappropriate sexual advances are never acceptable. Sometimes your student may need help understanding how to know appropriate boundaries. They need to feel absolutely confident that it is acceptable for them to say “NO” to anything they are not comfortable with.

Students should never feel as if they must endure unwelcome sexual comments or advances because they are foreigners, nor should they be pressured to conform to cultural norms with which they are uncomfortable, such as hugging, kissing, or touching on the back, shoulders, etc.

The definition of sexual harassment is: “Unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature that tends to create a hostile or offensive environment.” If the student reports any questionable behavior of a sexual nature, please be sure to pass the information to your LC or RM. Educatius will investigate immediately.

Please note that we take sexual harassment claims very seriously and any report of physical contact or behavior that makes the student uncomfortable could result in Educatius moving the student.

What is sexual abuse?

- Forcing unwanted sexual activity (kissing, grabbing, touching) onto another person
- Being forced to look at sexual pictures, videos, or pornography
- Being watched while dressing or showering
- Any unwanted physical touching that makes you feel uncomfortable

L. Moving a Student

Educatius strives to make good matches between students and host families, and the best experiences happen when everyone starts with an open mind and realistic expectations.

Even though everyone may be trying to do their best, there can still be challenges. When these situations arise, we typically encourage the student and host family to try to work things out with the help of their Local Coordinator for a period of time before a move is considered.

If things are still not working out from either your family’s or the student’s perspective, then a move will be considered as an option. Finding a new host family for a student may take time, and we ask host families to allow us up to two weeks to find a new home.

Moves should never be viewed as anyone’s fault, and they do not mean that a student or family is “bad”. Your LC tried to do her/his best to find the best match, but even the “perfect” fit doesn’t always work out. If this unfortunate situation should occur, please try to remain positive and objective and avoid blaming yourself or the student.

Finally, please note that only the LC can select a new host family and facilitate a move. All student moves must be approved by Educatius prior to the actual move taking place.
VI. Conclusion

We at Educatius would like to extend an earnest thank you for choosing to open your heart and home to an international student. Our organization relies heavily on quality families such as yours to ensure a successful and enjoyable program. We hope that this experience will be a gratifying one for you and your student(s). We will provide support to you throughout the program to ensure this happens. If you have any questions, please contact your LC or the Boston Office at any time.

Take a look at what some of our happy and experienced host parents have said.

"They will hang in their room a lot at the beginning - try to get them out and do small things to get them to feel comfortable and talk more.
- Host Dad, Michigan"

"Welcome them with open arms and a sign at the airport, make them feel welcome right from the start. A hug goes a long way.
- Host Mom, Pennsylvania"

"Include them in everything they want to do. Include yourself in what they do too.
- Host Mom, Arizona"

"Be open to your differences.
- Host Mom, Georgia"

"Go into the experience remembering that these are kids. They are brave and strong but they are still teenagers who may need guidance. They are far away from everything they know. Be sure to look at things from their point of view from time to time.
- Host Mom, Michigan"
Always make sure there is room on the couch! In the beginning, always ask him or her to join you or your family while watching TV!
- Host Mom, California

Take the opportunity to do things you’ve always wanted to do but never get to: a museum, music festival, history, a trip to the beach.
- Host Dad, Massachusetts

Welcome the friends they make into your home. Let them feel like it is a fun, safe place to be.
- Host Mom, Idaho

They have to learn to do many things for the first time in their life. You need to be a mom, a teacher and a friend.
- Host Mom, Illinois

We have hosted for four years. Each student and experience helped us grow as a family in a different way. We are constantly amazed at how different the experience is from year to year. Our family has been blessed in ways we cannot measure to be a part of those 6 kids’ lives!
– Host Mom, Michigan

Ask your student to tell you one new thing every day. It can be about their country, family, school or themselves. Share one thing they don’t know about yourself, your family, or your country.
- Host Mom, Illinois

Thank You!