



**International Academic Cultural Exchange,
Inc.
Student Handbook**

“Every Culture Has Something To Teach The World!”

January 2013

INTRODUCTION

Welcome to International Academic Cultural Exchange, Inc. (IACE)!

This is an exciting time knowing you are going to be coming to the United States for an academic school year or more. It will be the most rewarding and challenging things you will ever do.

Throughout the journey, students immerse themselves into another culture, language, family, learn about the American school system, gain independence, mature, and make new lifelong friends. In order for you to be successful in the IACE program, student and parents must have realistic expectations and understand the IACE policies. Students and parents are expected to read, understand and agree to IACE policies. If you have any questions or do not fully understand what you are reading, please discuss those questions/understandings with IACE. If the biological parents do not read English, they must have these policies interpreted to them so that they are aware of the IACE policies before signing to agree to the policies.

We have prepared this document to help answer any questions you might have about our program. Please carefully read this handbook, as it contains important information about student safety, IACE's services, program requirements and IACE policies/ guidelines and information to help you have the best possible year.

Once you have finished reviewing our handbook, please sign the Acknowledgement Form on page 14 and the Behavior Contract for Students on page 15 and return them to IACE. Please make a copy for your records.

ARRIVAL/DEPARTURE

Students should arrive one week prior to the start of school. This week gives the student time to adjust to the time difference, to their host family and to their new surroundings. Either an IACE representative or host family will pick you up at the airport upon arrival and take you to the airport upon completion of the program when school is finished. During winter break/spring break from school, if the student decides to go back to their home country, IACE will help arrange transportation to and from the airport at the student's cost. Student's may travel to their home country during these breaks but may not depart before the break begins and may not return after school is back in session (no additional days can be missed). Also, student must notify an IACE representative in advance of any travel plans/dates prior to purchasing airfare.

HOST FAMILIES

Student safety is our number one priority, so at IACE we visit every potential host family home and conduct in person interviews with all members of the household. In addition, IACE conducts a thorough criminal background check on each family member 18 years and older. IACE is located in Los Angeles only so we are local to our students, host families and schools. IACE monitors/supervises all IACE student's ensuring that both student and host family are doing well. We also monitor the student's academics to ensure they are succeeding in their studies. We are located less than 30 miles from participants and their host families. If any problem or concern arises, students should contact IACE immediately.

HOST FAMILIES (continued)

International Students will live with a local host family. Some students will be the only international student in a host home while others will have a roommate. Families are carefully selected and screened. In many cases, the host families we have chosen have hosted other international students from our program or are well-respected community members. Families in the U.S. are diverse and uniquely different. You are expected to have an open mind and realize Americans are not what you see on television programs. Some live in large homes, others in small homes. Some families have pets, others will not. Some have one parent; others may have two. Some host parents are young, others are middle aged and some are older. Some host families have young children, others teenage children and some no children.

In spite of the differences, all IACE host families are committed to providing you with a safe and nurturing environment, and have a sincere interest in getting to know someone from another culture and welcoming them into their home as a family member. Because your host family is inviting you into their home and treating you as part of the family, IACE expects you to follow family rules and have a gracious and thankful attitude at all times. Host families will provide students with a private or shared furnished bedroom (of the same gender), shared bath, 3 meals a day (American students usually pack a lunch from home -if student chooses school lunch this is a cost to the student). The host family also provides bedding, towels, and access to washing machine and dryer.

GETTING ALONG WITH YOUR HOST FAMILY

One of the most important relationships you will have while studying in the U.S. will be with your host family. Having a good relationship with your host family can mean the difference between having a positive and enriching experience or having a negative unfulfilling experience. Your parents are entrusting you to be responsible and mature. You are also representing your family so good behavior/respect should always be followed. Below are some key points/guidelines to living successfully with your host family:

- It is your responsibility to adjust to your host family's way of doing things and lifestyle not the way you do things in your home country. The family has not been asked to change by accepting to host you in their home. This includes food. The family is not expected to cook you food from your home country. What they prepare for themselves they will prepare for you.
- You will be treated as a part of the family not a renter therefore; you will be given duties and responsibilities that are normal for American families such as: helping clean up after dinner, cleaning your room/bathroom, doing your laundry, etc...
- Do not wait to be asked to help; ask yourself what I can do to help and offer that help with a positive attitude.
- Clean up after yourself. Do not leave a mess in the kitchen/room/bathroom.
- Make your bed "every" morning and keep your room clean.
- At meal times have a conversation with your host family and share your day or ask about theirs. For Americans, meal time is a very important time to have family time and talk.

GETTING ALONG WITH YOUR HOST FAMILY (continued)

- Do not seclude yourself in your room or sleep in until noon every weekend. It is okay to go in your room after school and study but come out and have a conversation with your host family members. This can be while they are preparing dinner or joining them watching TV. By staying in your room all day and night you are not forming a bond with your host family.
- Ask if you can help with anything before/after dinner. Do not eat in silence, finish your meal, get up and go in your room. This is not a restaurant this is family time and family helps family. It is not polite to get up from the dinner table until all family members are finished eating.
- If your host family takes you to a restaurant leave your I-phone at home. It is very rude and impolite to be playing games or texting during this family dinner time.
- Two of the most important words to Americans are “please” and “thank you”. Always use these words. For example: Can you “please” take me to the shopping mall Saturday to meet my friends?” Your host mother replies, “Yes”. On Saturday she takes you to the mall, you exit her car...”thank you” for giving me a ride. If you do not say these words people will think you are rude and ungrateful.
- Ask your family if you can invite a friend over BEFORE you ask your friend to come. If you are going out with friends over the weekend or having friends over to your house, you must “ask” your host family 2 days in advance not the same day. “ASK” is the keyword not “tell”.
- If you go out and are to be home at 5:00PM and you are late, you must call your host family BEFORE the time you are going to be home to tell them you are going to be late and why. If you arrive home 30 minutes later they are worrying about you because they are responsible to keep you safe.
- Do not make or receive phone calls past 9:00PM or very early in the morning. You may be asked to turn off your computer at a certain hour. Under no circumstances should you be on your computer from 12:00AM-7:00AM.
- If you want to join a club or sport you must “ask” your host family BEFORE you join to make sure they can arrange transportation to and from events.
- Schools encourage international students to speak only English during school hours as this helps to improve your English. If you have a roommate from the same country you must not speak your home language in the home. It is very rude and impolite to be in the home speaking a language that your host family does not understand. For example: If you were placed in a host family that speaks in addition to English, Italian and at the dinner table that host family only spoke in Italian would you wonder if they were speaking about you? Would you feel part of the conversation? Would you feel comfortable and happy? The answer is no.
- Do not ride public transportation alone until your host family and IACE decide it is safe for you to do so.
- Abide by the host families rules at all times no exceptions. If you do not understand, please do not nod your head as if you do understand. Tell them you do not understand and if they can explain. It is better to ask to explain again then not understand and then break the rule.

GETTING ALONG WITH YOUR HOST FAMILY (continued)

- Students should come home directly after school Monday thru Thursday and do their homework. Homework should be turned in to class everyday unless otherwise specified by the teacher for a project that is due at a later time in date. Students should only be going out during the weekends to socialize not during school days.
- There is no such thing as the perfect family. Look at all the positives in your host family and remember they are opening up their home to you for 10 months and welcoming you into their family.
- Do not compare your host family to other student's host families. Everyone has a unique experience and every student will have had to overcome difficult moments. The most important aspect of living with a host family is that your host family will provide you with a nurturing environment and help you through any difficult periods if they arise because they care about you.
- Never criticize your host family. It is never okay to let your host family know you are dissatisfied with them or that you do not approve of them. How would you like if you were made to feel that they don't approve of you? We are all unique and have so much to offer. It is also not acceptable that you discuss your host personal affairs with your friends. If you have any concerns about your host family, discuss them only with your IACE supervisor.
- If you have any problems with your friends, at school, or with your host family, talk to IACE immediately. Do not talk with all the other students about your problems. All problems are minor and can be worked out with prompt communication to your IACE supervisor. When you do not communicate if there are any problems, the problem gets worst as the time goes by so please speak to your IACE supervisor we are always here to help!

Remember that your host family wants you to have a good experience and be safe at all times. If you ask to do something and they say no, it is probably for your own safety and protection. Your parents are entrusting them to take care you of during this academic year.

SCHOOL EXPECTATIONS

You are an international student that IACE recommended to attend a high school in the U.S. Therefore you are not only considered an ambassador of your country, you are a representative of an IACE student. It is expected that all students obey the school rules and be respectful to school administration, faculty, staff, students and host families. Your attitude and behavior at school must always be positive and respectful. You must attend school daily and be enrolled as a full time student. You are required to take 5 academic classes and electives. You may not change an academic class to an elective. Students may not be absent from class without permission from their host family. When absent the school must be notified of the reason (some school require a note from your host family and some school require the host family email the school). If you are absent from school for 3 days or more, you will be required to go to the doctor and have a doctor's note to return to school.

SCHOOL EXPECTATIONS (continued)

American school system uses a grading system of A (being the highest), B, C, D, FAIL. Students are expected to maintain at least a "C" (70%), (2.0) average. If you are having trouble in any class and you are achieving a "D" or below, IACE may require you to get a tutor at the student's expense, attend a special class after school, limit co-curricular and weekend activities until the grade is improved. IF a student continues to receive below a 2.0 average at quarter and semester grade reporting periods, it will result in dismissal from the IACE program and the student must return to their home country and no program fees will be given. We expect all students to have good study habits, do homework daily and turn in homework the next day, treat all teachers with respect, raise your hand and participate in class discussions (participation is required by all students not only international students and is normal in the U.S.).Your IACE supervisor will monitor your academics and be in communication with your school and host family. If you are having any difficulties please speak to IACE and we will help you find a tutor in that specific subject.

ACCIDENTAL & HEALTH INSURANCE

Students are required by U.S. law to have insurance for illness or accidents for the entire duration of their stay in the United States. IACE provides students with a comprehensive insurance policy that covers most of your medical needs and that exceeds the minimum medical coverage requirements. You will have co-pay for doctor visits. You will receive a health insurance ID card upon arrival as well as information about the insurance. Please read carefully the policy brochure which will be given to you upon arrival to the U.S.

MEDICAL INFORMATION

Immunization requirements for the U.S. are much stricter than those in other countries. Students must have the required immunizations that are listed in the IACE application. All required immunizations must be completed and the medical forms must be submitted to IACE at least **thirty days in advance** of a participant's arrival in the United States.

MONEY

The cost of this program includes guardianship/sponsorship, placement in a public/private school, placement with a host family, medical insurance and monitoring of student both personally and academically. Students are expected to purchase personal items such as toiletries, clothing, school supplies, cell phones, school expenses, entertainment and other incidentals with their own money.

Student should bring a credit card / traveler's checks to pay for any incidental expenses during their stay. In addition, IACE recommends and will assist students to open a U.S. bank account. A U.S. bank account allows students to use a debit card, thus eliminating the need to carry cash. U.S. bank accounts also give parent the options of wiring funds directly to their children. Students should not bring large amounts of cash.

CELL PHONES

ALL students will be required to carry a cell phone. They can bring their own cell phone or purchase a cell in the U.S. that requires you buy minutes each month for usage.

TRANSPORTATION

Host families will ensure that students have appropriate transportation to and from school. Host families are not required to drive you to social events or outings. They will drive you on occasion if you give them enough notice (at least 2 days prior). Telling your host family that you need to go somewhere with 1 or 2 hours notice is not acceptable. Host families will also show students how to use public transportation but students must refrain from using public transportation until their host family feel that it is appropriate and safe to do so. Students may not ride in the car with a driver who has had his/her license less than a year and is under 25 years of age.

TRAVEL

Students may not travel **anywhere** outside the normal day routines unless approved by IACE in advance. If your host invites you on a vacation during winter/spring break you will be required to purchase your airline ticket and have spending money. You may not go out of state without the prior approval of IACE and must be accompanied by an adult over the age of 25 years. If the students naturally parents have relatives/friends in the area, the student may not go with them without the prior approval of IACE. If the students naturally parents have relatives/friends in the area and the student wants to go out with them or stay over the weekend, the natural parents must sign an authorization form and the relative/friend must complete page two of the authorization form and include a copy of his/her driver's license, automobile insurance, license plate, make, model and year of car, contact information and where he/she will be taking the student. Students will **not** be allowed to go until IACE has received the completed authorization form from the natural parents and the person they will be going with. **This authorization must be received at least one week prior to the outing.**

FAMILY VISITS

Parents must schedule visits to coincide with school holidays so that participants do not miss any school. IACE will provide students with exact dates of school holidays once a student is placed. IACE is happy to assist in the recommendations of airport transportation companies, taxi companies, and hotel accommodations in the area. Public transportation is not usually convenient so we recommend that parents rent a car during their visit. Natural parents may not stay in their child's host family home.

GUEST /SOCIAL GATHERINGS

Every host family will have different rules and policies regarding guests, and social outings with friends. Host families have been advised by IACE to meet adults who plan to accompany or drive you and your friends on any outings. You must come home directly after school on school days as this time is reserved for homework and your host family. Socializing with friends is on weekends. You must and "ask" your host family and get permission to go out or to have friends over 2 days in advance and inform them where you will be going. You may ride the public bus/metro/car service with the approval of your host family only. American high school students have limited independence and restrictions. You will get a curfew at what time you are expected to be home. If your host family takes you to an event, you will be required to pay your own admission.

FOOD

Students will be provided three meals a day. If the student wishes to purchase lunch at school versus taking a sack lunch the student may do so at the students cost. At most private schools, school lunch is part of the tuition. You need to purchase special foods or snacks you like on your own. Special foods include chips, cookies, food you bring to a potluck or school party, or any other foods that you like to enjoy on a regular basis. Host families are not required to make special meals just for you or from your home country. They one meal for the family and part of immersing yourself into a new culture is to eat what is being served. Americans eat a quick breakfast usually consisting of cereal, yogurt, banana or toast. Lunch is usually a sandwich, a piece of fruit and water. Dinner is served between 6:00-8:00PM. Because of the diversity of families in the United States, dinner can consist of a meat, potatoes and salad, chicken, rice and vegetables, fish, pasta, Mexican food, Italian food and foods from other countries. If you know how to cook, it would be great to show your family how to prepare some foods from your culture! You should offer to help your host family with kitchen lean up. You may not eat and leave the table until everyone in the family is finished eating and everyone has done their part for clean up. No food (including snack food) should be brought into your room or eaten in your room nor can any food be stored in your room. Your host family will be happy to give you a space in the kitchen to store those foods. You may not cook in the kitchen without the approval of your host family.

PERSONAL SPACE & HOUSE RULES

You must keep your room and bathroom clean at all times. Keep your things organized and no clothes on the floor. Americans make their beds every morning and this is expected of the student as well. American families work as a team. This means everyone in the family will help with chores. This might include washing the dishes, wiping the counter tops clean, bring dishes to the kitchen after dinner, taking the trash out, help carry the grocery bags into the house, etc... You will be required to clean your dirty clothes and bed sheets once a week. Your host family will show you how to use the laundry machine/dryer. American families do not wash under garments by hand and hang them up to dry. All laundry and under garments are to be washed washer and dried in the dryer. Your bedroom may not be locked when you leave the home and your host families may enter your room at anytime. As a responsible student living in the home, you need to be conservative in terms of electricity which is very costly in the United States. This means if you are not in your room or bathroom, turn off the lights, if you are going to school or out in the evening unplug your computer, open your windows in nice weather and close your window in cooler weather.

BEHAVIOR/ATTITUDE

Your attitude will play a great part in whether your experience will be a positive one or negative one. No matter what challenges you face, if faced with a positive attitude will be of great help. Be open-minded and look at all the great things around you. Students are expected to demonstrate a positive attitude and respectful behavior towards their host family, teachers, school officials and fellow students. Bullying amongst other students will not be tolerated. Be open-minded and look for the positives around you. Always explore differences as a learning opportunity versus a negative experience. No culture is better than another's culture we all just all different.

BEHAVIOR/ATTITUDE (continued)

If you constantly complain others will not want to be around you. You are leaving your country to study abroad and are an ambassador of your country and your culture. If you behave continuously in a negative way you will give the impression that all students from your culture act this way. You must represent your country and your culture in a positive way so that future exchange students won't be negatively judged by your actions. You have this great opportunity to study in the U.S. and experience another culture so make the best of every moment. When you go back home you should be feeling great pride and accomplishment versus remembering all the negatives and how you wished you did not behave that way.

Engaging in the behaviors listed below can result in immediate expulsion from the program, termination of a student's visa and the inability to remain in the United States and NO program fees will be refunded. Is student's are not sure if they should or can do something, they should ask their host family or IACE supervisor. We are here to help you!

Students must not:

- Break any U.S. law
- Violate the conditions of the F-1 program
- Purchase/possess and/or use alcoholic beverages
- Possess or use illegal drugs
- Smoke
- Drive
- Engage in dangerous activities such as bungee diving, sky diving, hand gliding, parasailing, jet skiing, riding in hot air balloons.
- Get a tattoo
- Get a body piercing without written consent from their natural parents sent to IACE
- Disobey school personnel, IACE staff or their host family
- No foul language, no bullying (including cyber bullying), no physical violence.
- Travel without IACE permission

CONFLICT RESOLUTION

One of the components of living in another country is learning that there will be cultural differences and styles of communication. There are many differences between the way things are done in the U.S. and they way things are done in your home country. Americans converse at the dinner table as this is called family time where you share your day, talk about things and enjoy one another's company as you do when you go out with your friends. To sit at the dinner table in silence is not interacting as a family member. To come out of your room only at meal times is not interacting. To be invited to go out on a family excursion and always so no, it not interacting. There will be times that you need your host family to be your second parent since your parents are far away, so you should treat them as such and not display non interaction as if you are a renter versus part of the family.

CONFLICT RESOLUTION (continued)

While not all Americans conform to these generalizations, below are some differences students may notice. Americans...

- Expect the international student to be "part of the family" and interact with family members
- Expect the international student as part of the family, to share in household chores like everyone else i.e. help wash the dishes, doing your laundry, cleaning your room/bathroom, etc...
- Use dinnertime to talk as a family about how their day has gone
- Usually shower in the morning (students should shower everyday whether in the am or pm)
- Don't usually take their shoes off when entering the house
- Stay awake and converse when driving
- Turn off lights and heat/air conditioning when they are away from the home to conserve energy
- Make eye contact and smile
- ALWAYS say please and thank you
- Are affectionate meaning they hug as a loving, caring or welcoming gesture
- Value a good sense of humor
- Share responsibilities for taking care of children between mother and father
- Have many hobbies that they enjoy in their free time
- Have strong opinions about many things and express those feelings openly
- Eat large portions
- Eat more bread and pasta than rice
- Come from many different cultures so the way your host family does some things may be completely different from the way other American families do things
- Usually celebrate Thanksgiving with family members
- Usually celebrate new Years with friends
- Often go to church or temple on a regular basis
- Expect international student to take part in family activities and interactions
- American students participate in class. They do not wait for the teacher to be called upon. If a question is asked by the teacher the student raises his hand and the teacher chooses a student that has his/her hand raised to answer the question. Class participation goes toward your school grade.

Americans discuss their feelings and emotions and share feelings to resolve conflict. Americans meet conflict directly to solve the problem quickly. We encourage you to share your feelings and emotions with your host family as to avoid any conflict or misunderstandings. We encourage students and host families to work with one another to resolve any issue that may arise, as this process is very important to ensure that both student and host family are having a positive and rewarding experience. If there is still a conflict, you must notify your IACE supervisor and she/he will intervene. We expect the student to be mature, fair, not argue and see both sides of the conflict understanding you might not receive the outcome that you were hoping for. The majority of time there is a conflict it is a misunderstanding due to the language barrier and is easily solved. IACE will not move a student to another host family home unless there is a safety concern.

HOW TO HANDLE PROBLEMS

In order to resolve and handle problems effectively there needs to be clear communication. Sometimes there is a miscommunication the same way as with a personal friend you meant to say something but it was misinterpreted in another way. If something is going wrong at school or your host family, you need to check yourself first and think about your side of the problem and try to understand the other side of the problem (school or host family). Do not think only one way... my way but look at the whole picture...both sides. Below are some tips on handling problems.

DON'T:

- Complain to other exchange students – they will probably make you feel worse.
- Complain to your natural parents. There is nothing they can do and it will only make them worry about you.
- Tell other people at school or other host families about your problems with your family. You can cause serious damage to their reputation or how other view them without justification and it is very unfair to handle problems this way.
- Ignore the problem and think it will go away...it will not. In fact it might get worst.

DO:

- Call your IACE supervisor and discuss what is happening and how you are feeling.
- IACE is available 24 hours a day to help you if any problems should arise.

We understand that you have been asked to make the adjustment into your host family home. At IACE we expect the student to be grateful and accepting of the host family differences. However, Student's safety is IACE's priority, and we will do everything to ensure that students are safe and well cared for. If you feel you have been mistreated in any way, we cannot help you if you do not call us and talk about it. We will respect your privacy and everything will be held in confidentiality and we will help you overcome any problem. You must talk the first step and talk about it with your IACE supervisor.

IMPORTANT NOTICE

In the highly unlikely case you might find yourself in possible physical, emotional or sexual harassment from anyone in your home, community or school, please call IACE immediately at 818-632-8549. Your call will be handled with strict confidence.

Sexual harassment is any unwelcome behavior of a sexual nature. Sexual harassment may involve behavior by a person of either gender against a person of the same or opposite gender. Sexual harassment or assault may include but is not limited to:

- Unwelcome advances: propositions, invitations or demands for sexual favors
- Unwelcome physical contact such as touching, patting, brushing against, massaging a person's neck or shoulders, etc.
- Emails, text messages, electronic advertisements, or other electronic media of a sexual nature
- Physical assault, rape and attempted rape

WHAT SHOULD ONE DO IF THEY EXPERIENCE SEXUAL HARRASSMENT OR ABUSE?

- **Contact IACE immediately**
- **Know our rights.** Sexual harassment and abuse is illegal. **It is not your fault.**
- **Say No.** If you feel uncomfortable, speak up when a situation occurs. So not be vague. Make it clear that the conduct is unwelcome and unwanted, violates the law, and will not be tolerated. If you do not feel comfortable approaching this person directly, you are not required to do so.
- **Get help.** If you think you have been harassed or abused, contact IAE immediately. **We are here to help and protect you.**

CULTURE SHOCK

Students will adjust differently to living in the U.S. Some have no problems adjusting and some students will go through stages of adjustment. When students arrive in the U.S they are excited, curious, everything is new, fun and adventurous. This is called the "honeymoon" period. Then about four to eight weeks after arrival, a student can feel overwhelmed by being taught in English only, having homework every night, frustrated by differences in American culture and their country, upset about not being able to communicate some things well in English, home sickness, miss their home country food, and /or and issues with their school or host family. This "culture shock" is a normal part of the exchange process. This challenging time will only last a few weeks and your IACE supervisor will be there to help you in any way if needed. Then the holidays arrive and the student has 3 weeks' vacation from school. Most students go to their home country to see their families so now the culture shock is at the back of their minds and everything is great once again. For those students not going home, they find the break from school feels good and they are busy doing many other enjoyable things and once again that culture shock is at the back of their minds and they are happy. After the holidays, the students are done with culture shock and done with the majority of the immersing process and thoroughly enjoy the second part of the year with less stress and experience a wonderful, positive and rewarding experience.

The best way to successfully get through the period of culture shock if you are to go through this is:

- Stay busy! Watch a funny movie on your computer, go outside, go exercise
- Think about what is going on now. Avoid thinking about home and what is going on there
- Talk to your host family about how you are feeling. They will help get you through this period
- Do not spend all day talking to all the exchange students about negativity, this will only make you feel worse.
- Do not call home instantly and start telling your parents how you miss the food, your country, you're not happy, school is too hard. This will only worry them. If you have the urge to call or Skype your parents when you are feeling this way, wait a day you will most likely be feeling better.
- Join a club or sports team or a gym!
- Make new friends not only friends from your own country. This way you will have more of an American experience in U.S. lifestyle.

If you are still not feeling better, please call your IACE supervisor...we are here to help you!

MAKING FRIENDS

We know that it is very tempting only to socialize with other student's from your own culture but this takes away from an opportunity to really immerse yourself into the American culture and lifestyle. If from the beginning you make a pledge to yourself to meet and befriend 4 friends not from your culture then it will be easier as time goes by to make even more new friends. If you chose in the beginning to only make new friends from your own culture, you will eventually only end up with those friends. Spending time with only friends from your own culture, tells American students that you are not interested in getting to know them. You were brave enough to get on a plane by yourself and come all the way to the United States so be brave and say hi to another student other than from your country and strike up a conversation! If you chose to only socialize with students of your own country you will always be speaking in that language thus not improving your English. You could have stayed home to socialize with students of your country and language! If you chose to only socialize with students from your own country you will seclude yourself from making American friends, you will speak your language all day at school, on the computer in the evening and on weekends- why did you come to the U.S.? I believe one of the reasons was to improve your English. Don't let other students temp you to only speak your language. You should be focused on why you came to the U.S. and one of those goals to become fluent in English. The more opportunity you give yourself to speak English, the quicker your English skills will become.

CARE OF THE HOST FAMILY HOME

If you or one of your friends damage or break your host family's possessions, you are responsible for repairing or replacing that item. If your host let's you borrow their bicycle or scooter you will be responsible if anything happens to that item. Students need to take good care of their bedroom. There should be no marks on the walls, or stains on the floor (ONLY water is allowed in the bedroom). Students need to take good care of their bathroom. There should be no water damage (overflowing of water), hair clogs in drains, toilet paper misuse (if the toilet becomes clogged due to too much toilette paper, the student will be responsible to unclog). Your bed must be made every day and there should be no clothes on the floor at any time.

MEDIA/PHOTO RELEASE

Student grants IACE and its representatives the right and permission with respect to photographs or any other media taken of the student to be used for promotional purposes.

REFUNDS

*** Students are not entitled to, nor will they receive a refund of any portion of the fees if:**

- Student is expelled from the program
- Student has decided to leave the IACE program and return home for any reason
- Students has decided to leave the IACE program but remain in the U.S. to join another program to find your own housing



**International
Academic
Cultural Exchange,
Inc.**

**23705 Vanowen
Street #311
West Hills, CA 91307
USA**

www.iacela.com

LIABILITY WAIVER

We, as the parents or legal guardian of the student in this program hereby release all officers, employees, representatives and volunteers from and against all claims, damages, losses and expenses including attorney fees arising out of this exchange program. We also release anyone directly or indirectly employed by IACE or anyone for whose acts of them may be liable, except where caused by the active negligence, sole negligence, or willful misconduct of State of California, their officers, employees, representatives, host families, representatives and volunteers.

Signature of father or legal guardian: _____ Date: _____

Signature of mother or legal guardian: _____ Date: _____

TRAVEL AUTHORIZATION

We authorize IACE to make decisions on my behalf for participation in activities that may require my child to travel, such as school activities, home-leave travel by car, bus or train, bicycle under the rules and regulations of the schools, laws, regulations and the policy as established by IACE. IACE will contact me for my permission for any trips outside of these conditions.

Signature of father or legal guardian: _____ Date: _____

Signature of mother or legal guardian: _____ Date: _____

ACKNOWLEDGMENT

We have read, understand or have had explained to us the student handbook and the rules and regulations as they apply to this program. We also acknowledge that we have received the student handbook and accept responsibility for knowledge of its content.

Signature of student: _____ Date: _____

Signature of father or legal guardian: _____ Date: _____

Signature of mother or legal guardian: _____ Date: _____

PHOTOGRAPHS FOR PROMOTION

I understand that by participating in this program I also give IACE permission to take and use my pictures to send to my family and use for promotional purposes.

Signature of student: _____ Date: _____



BEHAVIOR CONTRACT FOR IACE STUDENTS

**International
Academic
Cultural Exchange,
Inc.**

**23705 Vanowen
Street #311
West Hills, CA 91307
USA**

www.iacela.com

I understand that I am participating in this program to improve my English, and to attend a private of public school as a full –time student.

I also understand that any behavior that is disruptive or insubordinate or prevents IACE staff and teachers and other international students from fully participating in the program can result in my being asked to leave and no program fees will be refunded. The final decision resides solely with IACE staff.

I agree to participate in a positive manner with my host family, dormitory roommate and supervisors in all IACE activities and programs unless granted permission for exclusion. I agree to be on time to classes and do my best to succeed academically, and if I cannot attend class I must have any absence or tardy approved. I agree to try and understand my school's attendance, grading and other policies. I agree to do homework in all my subjects during school days and turn in all homework assignments each day.

I agree if I have any concerns, issues, or problems, that I will discuss these points with my IACE supervisor and try to resolve them successfully. I understand that my IACE supervisor will be in contact with me regularly which will include phone, email and text to see how I am doing at home and academically as well about school notifications. I agree to reply in a prompt manner. I understand that if I do not reply in a prompt manner, I will be required to meet with my IACE supervisor on a weekend in person.

I agree to follow the rules of my school and the directions of any IACE or school staff member. I will abide by my host family's rules and try to adapt to American culture while sharing my own culture with family members.

I agree that I am here to improve my English and learn about other cultures. I will make every effort to talk with the conversation partners, roommates, classmates, host families and other international students to also improve my English and understand American and other cultures and lifestyles.

I understand that IACE and/or school have the right to withdrawal my I-20 or cancel my participation in the program and ask me to return home if I am not making an effort at my school, towards improving my English, doing my best to interact with my host family/conversation partners/roommate(s), other international students or making positive contribution to the program. I understand that it is not permitted to speak my home language with other international students from the same country in class and that I am not to speak my home language in my host family home if I have a roommate from the same country.

Each party warrants that if has full authority to sign the Behavior Contract for Students/Student Handbook and enter into this agreement. Each person signing this form understands English or has had a translator explain the contents in its entirety.

I have read and understand the information provided and the rules of the program and agree to follow all rules and participate in the program to the best of my ability. I agree to the above and the contents as stated in the Student handbook.

Print Student Name: _____

Student Signature: _____

Date: _____

Mother Signature: _____

Date: _____

Father Signature: _____

Date: _____