

## 1. Parties

This agreement is made between USAXperience, Incorporated and/or any future successors, herein referred to as “(the) agency” or “USAX”

And

\_\_\_\_\_, herein referred to as “(the) student(s)”, and his/her parents:

\_\_\_\_\_ and \_\_\_\_\_, herein referred to as “(the) parent(s)”

The terms for participation in the agency’s student exchange program, herein referred to as “(the) USAX program”, as a student, are stipulated by, and can be altered or abolished by, the agency. Application to, and arrival for participation in, the USAX program constitutes the full agreement of the parties to the following terms:

## 2. Understanding

The student and his/her parents shall be assumed to understand this Student Behavioral Agreement.

Any translation of this document from the original English is for convenience only. In the event that any dispute arises regarding the meaning of the terms herein the original plain English meaning shall be understood to be the only, full, complete meaning.

## 3. Qualification of the student

The student must continuously meet the criteria for participation in the program.

The student and his/her parents shall submit a complete application which shall truly, accurately and completely describe the student and attest that the student meets the criteria necessary for participation in the USAX program. Students who submit application information that is incomplete or factually misleading will be required to provide the agency with updated, true and complete application material. Misrepresentation of the student’s desire to attend the program, understanding of the nature of the program, maturity, academic ability, health, character or understanding of the program rules and guidelines is grounds for dismissal.

The student must have:

- o The desire to study in the United States and not shall have been coerced to attend the USAX program
- o Appropriate expectations about the program realizing that the program is educational, not intended to be “the easy way out” or for freedom from rules, parents, home country expectations, et cetera
- o The ability to take care of his/her personal needs such as maintaining a schedule, bathing, waking on time, et cetera
- o The judgment skills and ability to keep himself/herself safe and away from dangerous, illegal or immoral situations, as instructed by the agency
- o The personal maturity necessary to govern him/herself to control his/her behavior and emotions, the maturity to deal with difficult situations or relational challenges and the ability to decide to be happy and remain obedient to agency and host expectations
- o The self-discipline necessary to govern his/her own use of any personal electronics, such as computers, cell phones, I-pods, translators, et cetera, otherwise these items shall not be sent with the student
- o The language ability necessary to learn in an English-speaking classroom as demonstrated by a TOEFL score of 60, or in accordance with the school’s policies, otherwise the student shall remain enrolled in the agency’s ESL program until such time as the student is able to obtain a TOEFL score of 60 or meet school criteria
- o The academic wherewithal for international study, the ability to independently complete homework assignments, desire to learn and the attitude and motivation necessary for success in the school – students earning less than a C average in any major class shall be required to attend after-school tutoring
- o The attendance record of a good student and the physical health and stamina to attend school every day, for the entire duration of the program. Late arrival in the fall, excessive absence, holiday vacations causing absence and early departure shall in the spring will not be tolerated
- o The mental and physical health required for participation in the USAX program: The student is up-to-date on all required vaccines, the student has no preexisting or chronic or ongoing medical condition, the student is not in need of any ongoing medical or psychological treatment or counseling and the student is not pregnant
- o The appropriate personality indicated by a history of being respectful, polite and honest with parents and authority figures

- o The appropriate character indicated by no history of tobacco, alcohol or substance use, sexually activity or behavioral trouble at his/her current school or with any law enforcement agencies
- o The commitment to success in the hosts' home and the understanding that he/she will be expected to modify his/her attitudes and behaviors in order to ensure the success of the placement – the agency does not run a “comparison shopping service” for host families
- o A complete understanding of these qualifications as well as the Student Behavioral Agreement as well as the commitment and ability to meet these expectations on an ongoing basis

Students who submit application information that is incomplete or factually misleading will be required to provide the agency with updated, true and complete application material. Misrepresentation of the student's desire to attend the program, understanding of the nature of the program, maturity, academic ability, health, character or understanding of the program rules and guidelines is grounds for dismissal.

#### 4. Application procedures

Application for participation in the USAX program requires submission of the following documents:

- o USAX Student Behavioral Agreement
- o USAX Financial Agreement
- o USAX Application
- o USAX Authorization & Release Form (not required for college studies)
- o USAX Immunization Record Form (not required for college studies)
- o USAX Health History Form (not required for college studies)
- o USAX Dental Exam Form (not required for college studies)
- o USAX Physical Exam Form (not required for college studies)

In addition to our forms, we will also require:

- o A scan of student's passport
- o A certified English copy of the student's transcripts or high school diploma, if enrolling in college studies
- o TOEFL scores or other acceptable proof of English proficiency
- o Application fee

Students shall not arrive for participation in the USAX program without the accurate completion of all required paperwork.

Paperwork shall be updated in subsequent years.

#### 5. Program dates and extensions

Students should plan to arrive on time for the commencement of regular classes at the school in which they are enrolled, but no earlier than one week prior to the beginning of classes without prior arrangements with the agency.

**Two week advanced notice of arrival:** No student shall arrive for participation in the program without providing the agency with at least two weeks' notice and receiving confirmation from the agency that the student is approved to travel.

Students should plan to depart after the cessation of regular classes at the school in which they are enrolled, but no later than one week following the ending of classes without prior arrangements with the agency.

**Twelve week advanced notice of departure or extension:** Students are expected to provide the agency with his/her departure plan or an appropriate program continuation plan twelve weeks in advance of the cessation of regular classes at the school in which they are enrolled.

Extension of the program by arriving early or departing later requires agency pre-approval and is possible so long as the student shall be enrolled in some form of educational experience throughout the duration of the intended extended stay.

An airport convenient to the hosts shall be used unless agency approval is otherwise obtained. Additional fees will apply for transportation provided by the agency.

#### 6. Student presence

School-age students shall not be present in the United States outside of the scope of the program unless under the direct supervision of the parents or another parent-appointed guardian.

The student shall not arrive for participation in the initial term of participation in the USAX program until the agency acknowledges receipt of all monies due including the application fee, program fee, hosting fee and school tuition, in full. If the student arrives prior to payment he/she shall not be met at the airport or granted participation in the USAX Program until payment is received in full.

Once in the United States, the students shall remain present in the program. USAX shall bear no liability or responsibility for any student who is not present or otherwise outside of the geographical and/or supervisory parameters of the program in which the student has enrolled and paid to attend, nor shall the agency's insurance coverage extend beyond the parameters of the program in which the student has enrolled and paid to attend.

## **7. Agency guardianship and affidavit of support**

The primary purpose of the agency is to ensure student safety and success.

The agency is the school-age student's legal guardian in the United States.

School-age students cannot be in the United States without agency guardianship and cannot abandon guardianship once here.

The agency cannot share or split guardianship with another person – the agency shall be the student's only legal guardian.

Students cannot seek out or switch guardians in the middle of the program. Students who switch guardians in subsequent years must also move to another host family and school to protect the agency's liability.

The agency is responsible for the student's placement in the host home and school. The student cannot seek out and move to a new school or host family independent of the agency. The student cannot remain at the same school or host home, which was arranged by the agency, without this agency's guardianship.

In certain circumstances the agency's guardianship supersedes the student's parents' decisions.

The agency is the final authority on all matters pertaining to the student – the student must legally obey the agency's rules and decisions.

The agency shall provide an affidavit of support for college-age students enabling them to study in the United States without continual proof of financial wherewithal.

The agency has the authority to enforce its rules and decisions.

## **8. The purpose of the program is educational**

Students are expected to learn and communicate in the English language.

Students are expected to adhere to the schools rules of conduct, dress and appearance code and other policies.

Students are expected to attend school on time on a daily basis unless he/she is genuinely ill.

School-age students are expected to participate in ESL until they have become proficient in English.

School-age students are expected to achieve a minimum GPA of 2.0.

If the school indicates that additional English or academic tutoring is necessary for the school-age student, the agency will find a provider for the necessary services at cost to the student. The student shall participate and shall be responsible for payment.

Students shall not be present in the United States unless enrolled in some sort of educational program – the student shall either attend classes during the summer recess or return home.

## **9. The Agency Handbook**

The Agency Handbook explains the agency's rules and policies more clearly and is available upon request. In the event that the student does not receive a Handbook upon arrival, he/she should request a copy from the agency.

The Agency Handbook is intended to help the student to understand the program, remain safe, avoid abusive situations, acclimate to life in the United States and in the host home, and to succeed in the program.

Students are expected to consult the Agency Handbook and to learn and follow the agency's rules and guidelines as written in the Handbook which includes this agreement.

## **10. Child abuse awareness and reporting**

Students are expected to learn about the definitions of child abuse, its signs, behaviors that are likely to put them at greater risk and the agency's reporting policy included in the Agency Handbook.

Students are expected to act to keep themselves safe always taking the following measures:

- Students shall learn the warning signs of abuse and dangerous situations
- Students shall always make their whereabouts known to the hosts
- Students shall interact in public areas and in groups
- Students shall never ride in a car with anyone other than agency or host without first obtaining permission from hosts
- Students shall not seek out relationships online
- Students shall not share personal information such as plans or location over the internet to those who are not known personally to the student and others familiar with the student

- Students shall avoid alcohol and drug use and shall follow the law and the program rules in order to remain safe and to avoid compromising situations in which someone might attempt to control the student's behavior
- Students shall avoid suggestive situations, flirtation, petting, grooming and pornography

Students are expected to report problems, suspicious behavior and abuse immediately.

### 11. Health and insurance

Agency-provided student health insurance is not intended to provide long-term and/or ongoing treatment for a chronic or ongoing condition, even if that condition begins while the student is under the coverage of this insurance. Students who have or develop such chronic or ongoing conditions, including pregnancy, are required to return to their home country for ongoing treatment.

Students are expected to learn and to use their agency-issued health insurance appropriately. Additional expenses for misuse will be the responsibility of the student and his/her parents.

### 12. Prohibited items

**Tobacco and nicotine products:** Students shall not bring, obtain, possess or consume tobacco or other nicotine products of any kind, or the paraphernalia associated with tobacco use such as lighters or e-cigarettes.

It is illegal to provide or share tobacco products with underage peers in the United States.

**Alcohol and drugs:** Students shall not bring, obtain, possess or consume alcohol or other controlled substances of any kind, or possess the paraphernalia associated with alcohol or drug use such as pipes.

Alcohol consumption is illegal for students under 21 years of age in the United States. Drug use is illegal for everyone.

It is illegal to be present where underage drinking or drug use is occurring, even if you are not drinking or using drugs.

If there is any suspicion, by hosts, school or agency personnel that the student is under the influence of any substance, legal or otherwise, the student shall be transported to the nearest emergency room for medical observation and tested for the presence of drugs and/or alcohol, in accordance with Pennsylvania Child Welfare Laws.

**Weapons:** The student shall not bring, obtain or possess weapons including firearms, bb or pellet guns, edged weapons or projectiles, except for supervised sport, hunting or targetry.

**Pornographic material:** The student shall not bring, download or otherwise obtain or possess pornographic material.

**Medicines:** Students shall not bring, obtain, possess or consume medications or other preparations in non-English containers. It is important to translate the names of all medicines from home and label the containers with their English names.

Students shall not, in the event of illness or injury, take, use and/or otherwise apply any medicine or medical treatment that they have brought from home unless that medicine or treatment is in an English language container which specifies its name, ingredients, intended dosage and strength.

Medications shall not be taken to school without the consent of the school nurse.

**Diet pills and energy drinks:** Students shall not bring, obtain, possess or consume diet pills, energy drinks, nutritional supplements or other similar preparations. These items are generally considered inappropriate for youth consumption in the United States.

**Fire hazards:** Students shall not bring, obtain, possess or use candles or incense or other potential fire hazards.

**Allergy hazards:** Students shall not bring, obtain, possess or use Fabreeze or other air-fresheners, room deodorizers, fragrances, colognes or perfumes, or other potential allergy hazards without the prior approval of the hosts.

**Utility hazards:** Students shall not bring, obtain, possess or use electric blankets, rice cookers or other appliances which could potentially consume large amounts of electricity without the prior approval of the hosts.

**Cash and valuables:** Students shall not bring, obtain or possess large amounts of cash or expensive electronics, jewelry or other items of great value. Cash, in excess of \$500.00 should be deposited into a bank account for safekeeping. Neither the agency nor hosts will be liable for lost or stolen money or valuables.

### 13. Supervision of the student

Students shall maintain a positive attitude towards the agency, their hosts, the school and other authority figures.

The agency, as the legal guardian or signatory of the student's affidavit of support, if enrolled in college studies, has complete and final authority on all matters regarding the student.

The agency authorizes and requires hosts of school-age to:

- Supervise the student knowing where and with whom the student is at all times – the student shall be responsible to inform hosts of his/her plans
- Enforce the agency's rules and policies outlined herein

- Ensure that the student has appropriate agency and parental permission in place before participating in certain activities
- Pre-approve and authorize all student plans and activities – this means that students must get the hosts' permission prior to participation in any activity or interaction with any peers
- Authorize student absence from school – the student shall not miss school without the consent of the hosts
- Establish and enforce their own house rules, establishing appropriate limits on food and utility consumption, and creating policy on family activities.
- Establish and enforce behavioral modification plans upon the student.

The school will also have expectations regarding the student's conduct.

Students shall be responsible to understand and follow the behavioral expectations of the agency, hosts, school and other authorities, to be honest with and respectful of host family members, agency staff and school personnel, and to succeed in their placement at school and with the hosts.

#### **14. The provision for the student by the hosts**

##### **The agency's guidelines regarding food:**

- The hosts shall provide the same food to the student as provided to the rest of the family.
- The hosts shall provide, or make food available, for up to three meals a day for the student.
- If the student goes out to eat in a restaurant for a meal with the host family, the hosts shall cover this expense.
- Hosts shall not be expected to supervise student diets or prepare separate meals for students.

##### **Meals that are the personal responsibility of the student:**

- The student shall be responsible to pay for his/her school lunch or meal.
- If the student wishes to buy a snack while out, the student shall be responsible for the costs.
- If the student desires exceptional, ethnic or specialty food items the student shall buy these items.

##### **The hosts are authorized to establish appropriate manners and limits around food consumption including:**

- Table manners and meal eating habits expected in the host's home
- Times when food consumption is/is not appropriate in the hosts' home
- Locations where food consumption is/is not appropriate in the hosts' home
- The amounts and/or types of food consumption that are/are not appropriate in the hosts' home
- Rules regarding the student's purchase of food and how it is to be stored
- Rules for student kitchen use and food preparation and cleanup

##### **The agency's guidelines regarding utility consumption**

Hosts are expected to provide and be responsible to establish and monitor appropriate levels of utility consumption by the student, including:

- Electricity – allowing/not allowing electric blankets, lights off policies, etc.
- Heat/air conditioning usage if controlled by student – create an open window policy for the home
- Water/hot water consumption – limiting showers to a certain length/number/time per day
- Local telephone service – limiting student long distance
- Internet service (unless suspended by agency)
- Washer and dryer usage
- kitchen usage
- Any other utility or public service used by the family

##### **The agency's guidelines regarding transportation**

The hosts shall be responsible to provide for the ordinary transportation needs of the student such as:

- Airport transportation upon arrival/departure within 75 miles/120 km.
- Transportation to/from ESL or other agency activities or events
- Transportation to/from extracurricular activities
- Transportation to/from social activities
- Transportation to/from the mall or store to buy necessary goods

- Transportation due to the student's medical needs
- Transportation to/from testing centers for SAT or TOEFL

Hosts are expected to establish reasonable protocol for the student to request transportation and to teach the student to make requests in advance, as needed.

The student shall be responsible to communicate plans requiring transportation according to the host's protocol, otherwise transportation will not be available.

At times, it might be necessary for the host to provide for taxi service if unable to transport.

### **The agency's guidelines regarding student activities**

The hosts are expected to provide for the expenses of the student associated with the activities in which the hosts regularly engage such expenses as meals out, additional transportation or travel to a place or event, ticketing or admissions, et cetera.

If the hosts plan to travel or participate in an uncommon or not regularly occurring activity or an unusually expensive activity beyond what the reimbursement for hosting expenses is intended to cover, the hosts shall, if they so desire, offer to the student the opportunity to participate if he/she is willing and able to cover his/her own expenses.

### **The agency's guidelines regarding medical situations**

The student is expected to have necessary money to cover any medical situation that might occur, however, it is expected that hosts will understand how to use the student's insurance, make necessary appointments as needed and provide transportation for medical treatment.

The Agency Handbook should be reviewed for more information on this section

## **15. Student interaction and participation**

Students are expected to interact with host family members and participate in the family's activities – not seclude themselves in their bedroom. Interaction is required – you are not a hotel guest – the hosts are not your servants.

Students are expected to budget their time so that homework does not regularly interfere, allowing for participation in regular family activities such as meals and church.

School-age students that seclude themselves in their bedrooms, or do not interact, or cannot budget time or wake up for church shall be required to relinquish control of personal electronics to the hosts – see personal electronics probation below.

## **16. The agency's guidelines regarding host parents' discipline**

The agency may require, or the hosts might desire that the student's behavior might be restricted or altered in some way. In this situation, hosts shall have the authority to apply appropriate discipline techniques when necessary. Discipline techniques employed by hosts shall aim to keep the student safe, healthy, able to learn and function, in compliance with this agreement, and shall be appropriate to the situation as outlined in the agency handbook.

## **17. Agency intervention and relocation policy**

The student is expected to adjust his/her behavior and attitude to succeed in the host home.

The agency shall not locate a second/subsequent host family or school for the student during the term of the program unless there are legitimate reasons why the original placement is deemed inappropriate.

- If student experiences some form of emotional, physical or sexual abuse at the hosts' home, the agency shall immediately relocate the student to another placement.
- If the hosts or their home fail to continue to meet the agency criteria for hosting or housing, the agency shall relocate the student to another placement in the timeliest fashion available.
- If the hosts become insolvent, incapacitated or otherwise unavailable or unable to continue hosting the student, the agency shall relocate the student to another placement in the timeliest fashion available.
- If the student shall have transferred to a different school which is not in the hosts' geographical area the agency shall relocate the Student to another placement in the timeliest fashion available.
- If the hosts violate the terms of their agreement, the agency might, as it deems appropriate, relocate the student to another placement in the timeliest fashion available.
- If, for any reason, the agency deems that the student's best interests would be served by relocating the student the agency shall relocate the student to another placement in the timeliest fashion available.

If relational difficulties arise between the student and the hosts, the agency shall endeavor to provide communication, counseling, short-term relief and a 30-day remedial plan intended to assist the student and the host to improve the situation and preserve the student's placement in the hosts' home. The student is expected to have a positive attitude and work towards resolving any problems.

If the agency is required to relocate the student during the term due to the student's attitude, violation of agency or host rules or lack of patience or cooperation with the process the agency shall relocate the student to another placement in the timeliest fashion available. In this circumstance the student and his/her parents will be assessed difficult placement fees

If the student desires to be moved from the hosts' home and placed with another host the student should notify the agency describing the reasons so that the agency can move the student to a new home for the next school-term.

### **18. Communication with the agency**

Students shall participate in periodic check-ins with the agency and report any plans or problems to the agency.

Students are expected to be honest with the agency as well as hosts and parents when discussing problems.

Students shall engage in the communication process with a positive attitude towards remedying any problems.

Students shall not gossip or post defamatory remarks online regarding the hosts or the agency or its rules or decisions.

Students shall voice any complaints which might arise, regarding host placement, school or agency, through appropriate channels as follows:

- o First, the student shall seek guidance from his/her parents or hosts, whenever appropriate
- o Second, the student shall meet with the agency representative at the school, if any.
- o Third, the student shall communicate by telephone, email, or text in some fashion or meet with the agency Director. In the case that there is no agency representative assigned to the school, the agency's executive office is the next line of communication.
- o Fourth, the student shall communicate with his/her home-country agency.
- o As a last resort, and only in the case of abuse or emergency, the student shall reach out to school personnel or others outside of the agency.

### **19. The agency's policy on school attendance**

The student is expected to be awake and alert while attending school on time on a daily basis unless he/she is genuinely ill.

Students are expected to schedule flights so that the student arrives on time for, and remains until the completion of the school term. Students shall not plan to miss school and arrive late, leave for vacation during the term or depart early. Schools may require a change in plans or issue incomplete or failing grades. The student and his/her parents shall be responsible for any extra costs due to changes necessary for this reason.

Minor conditions such as headaches, periods, stiffness, allergies, et cetera shall not be considered reasonable excuses for absence from school.

The school cannot legally excuse a student for being "too tired to attend classes".

Illegal absence of tardiness can result in disciplinary action by the school, legal fines and the revocation of the student's I-20. Students missing excessive amounts of school may receive incomplete grades and be required to attend summer classes or repeat grade levels.

Only the host can determine whether or not to call the student in sick to school. Students are expected to get out of bed every morning and, if ill, to explain to the host the nature of their problem. The host will make a determination and may require the student to attend school if the host believes the student is able to take some medicine and recover.

Hosts can allow 2 absences per quarter. Any additional absence will require agency approval and a discussion with the student's parents.

Any student missing 10 or more days of school is subject to agency intervention.

Students who oversleep or appear to be chronically tired shall be required to relinquish control of personal electronics to the hosts – see personal electronics probation below.

### **20. The agency's policy on English as a Second Language courses for school-age students**

Unless the student is enrolled in English as a Second Language (ESL) through the school, agency-provided ESL shall be required for every student unless or until the student can demonstrate English proficiency by providing the agency with one of the following:

- o Proof of a TOEFL score of 60 or greater, unless the school the student attends has more stringent requirements
- o Proof of an SAT English score of 500 or greater, unless the school the student attends has more stringent requirements
- o Proof of an ACT English score of 22 or greater, unless the school the student attends has more stringent requirements

Until the agency receives satisfactory proof of proficiency, the student shall attend ESL, follow agency recommendations on English improvement and complete all assigned work.

Agency-provided ESL is available to all USAX students who wish to continue, even if they have already achieved adequate scores to discontinue ESL.

### **Agency requirements for English improvement:**

All students requiring ESL shall also:

- Develop flashcards when they encounter vocabulary they don't know – minimum 5 cards per weekday
- Practice with their flashcards on a daily basis
- Learn to depend on native speakers not translators whenever possible
- Interact with hosts engaging in conversation, games, movies or other activities on a daily basis
- Limit interaction in their native language

Students who fail to perform the tasks assigned by the ESL instructor and the agency requirements for English improvement shall be required to relinquish control of personal electronics to the hosts – see personal electronics probation below.

### **21. The agency's policy on academic performance for school-age students**

Students are expected to achieve a minimum GPA of 2.0.

USAX shall provide and require student attendance in tutoring services for any student whose grade or grades in any major subject falls below a C average by mid-term.

While enrolled in the tutoring program, the student shall perform all tasks requested by the tutor.

Once required to attend, the student shall continue to attend tutoring for the remainder of the term and until the midpoint of the subsequent term at which time the student is achieving a grade of a C or better or shall continue in tutoring.

Students whose grades fall below a 2.0 average shall be required to relinquish control of personal electronics to the hosts – see personal electronics probation below.

### **22. Extracurricular activities for school-age students**

Students are encouraged to participate in school sports and clubs and to make American friends. Participation in school sports, extra-curricular activities and/or visitation with friends requires physical eligibility, good academic standing and adequate supervision.

Participation in scholastic athletics requires a PIAA physical examination to be completed by a physician. Students wishing to participate in sports must make their wishes known to the agency or hosts at least one month in advance so that they will be able to begin on time.

PIAA may limit students to one year of interscholastic athletics as interpreted by the school.

USAX is required to inform all students that athletic eligibility or participation is not guaranteed.

### **23. The agency's guidelines regarding peer interactions for school-age students**

Students shall obtain permission from the hosts prior to planning or engaging in any peer interaction outside of school.

Students shall not engage in discrimination, hazing or bullying, even if such practices are legal and commonplace in their home culture. Students are expected to treat other people with the same level of respect regardless of age, gender, race, religion, medical condition or social standing. Hazing, harassment or bullying based upon age, gender, race, religion, medical condition or social standing is illegal in the United States.

Students shall interact with their peers in public or supervised situations. Hosts are authorized to monitor the student's whereabouts, interactions and relations.

Students shall not engage in any sexual relationship or in any behavior that suggests in any way that it might permit or lead to a sexual relationship.

The agency and hosts are authorized to restrict or forbid contact with friends based upon suspicious activity, questionable character or lack of trust in the situation.

Unless otherwise disapproved by the student's parents, hosts may permit visits, including overnight visits with same-sex friends in the host home, or elsewhere so long as the hosts are certain that there will be adequate adult supervision and have the name, address and telephone number of the responsible adult. Plans should be made at least 24 hours in advance in case the hosts have questions for the agency.

Unsupervised travel outside of the immediate area with friends is strictly forbidden.

Students are not to receive visits from or travel with their boy/girl-friends or "cousins" while in our program, nor are they to plan visits to their boy/girlfriends in other locations. Student behavior is expected to be "absolutely above suspicion" at all times.

Students whose online activity seems suspicious shall be required to relinquish control of personal electronics to the hosts – see personal electronics probation below.



## **24. The agency's guidelines regarding personal electronics for school-age students**

The term "personal electronics" refers to computers, cell or smart phones, translators, cameras, games and game systems, I-pods, MP3s and other music devices.

Students who plan to use computers at the hosts' home should bring their own computer – hosts shall not be expected to provide computers for the student's personal use.

### **Personal electronics probation**

All first-year students and any prior student with any final grade below a C in the previous academic year shall begin the program on "personal electronics probation" for the first academic term.

While on probation, all personal electronics shall be:

- Used and stored in public areas of the house outside of the student's bedroom
- Limited to a maximum of 2 hours per day
- Not used intrusively, during mealtimes, short car-rides, after bedtime or otherwise rudely, excessively or inappropriately, as defined below

Students shall remain on probation until they adequately perform up to the agency's expectations academically and socially.

Students who fail to meet expectations in subsequent terms shall be placed back on probation.

Student violation of the probationary rules shall result in agency intervention.

Students who have a history of computer problems will be expected to allow their hosts to assist with appropriate use measures.

### **Rude, intrusive, excessive or inappropriate use of personal electronics**

The following rules shall be observed by all students:

Students shall use personal electronics in an inappropriate location according to house rules.

Students shall limit their personal electronics use to studies and to a maximum of 3 hours per day; 2 hours, if on probation.

Students shall not use personal electronics at impolite times such as at mealtime, during conversation, in church, et cetera.

Students shall shut down all personal electronics before bedtime.

Students shall not attempt to gain computer or internet access afterhours and/or without Host permission.

Students shall limit social networking, gaming, chatting and other forms of electronic entertainment until after study is complete.

Students shall avoid excessive or intrusive chatting with friends.

Students shall avoid inappropriate, violent, pornographic or otherwise dangerous images, websites and downloads.

Students shall not share personal, contact or location information online or engage in online solicitation of relationships or sex.

Students shall avoid streaming video downloads, such as movies or online video games – these should be extremely limited.

Students shall avoid internet piracy or taking copyrighted files without license or payment which is illegal.

### **Remedial measures**

Hosts are authorized to monitor student personal electronics usage, to establish rules for the student to follow, and to remove problem electronics – those used impolitely, excessively, to the detriment of the student's school-work or real socialization, inappropriately and/or when otherwise prohibited.

The agency shall have the authority to place the student under probation and/or remove chronically problematic devices from the host home.

The agency shall have the authority to shut down the student's data and require that the student's parents purchase a hot spot to limit and monitor the student's personal electronics usage.

## **25. Activities requiring parental consent for school-age students**

No student shall participate in any of the following activities without parental consent and the direct consent of the agency:

- Student participation beyond the scope of the parents' preapproved preferences at the time of application
- Student participation in interscholastic sports
- Student participation in certain school-sanctioned or youth group activities
- Student staying overnight with friends in their home
- Student riding with teenage drivers
- Student bicycling/skating/skateboarding
- Student swimming, water sports, boating, canoeing

- o Student downhill skiing/snowboarding
- o Student participation in Airsoft, laser tag or paintball
- o Student horseback riding
- o Student camping, backpacking, mountain climbing or other adventure sports
- o Student use of weapons or firearms for sports, hunting, shooting, target-shooting
- o Student riding on or operating off-road vehicles including 4-wheelers, motorcycles, snowmobiles (riding only), et cetera
- o Student operation of potentially dangerous equipment such as power tools, mowers, tractors et cetera
- o Student participation in any previously disallowed activity
- o Any other student activity not specifically enumerated that is outside of "expected normal day-to-day activities" where there is possibility of student injury.

## **26. Acquiring parental consent for school-age students**

Students desiring to participate in any travel, event or activity for which the agency requires advanced parental consent, should initiate communication with their parents to obtain the required consent, if available.

The agency requires parental consent to be sent directly from the parents' email account on record or from the student's home country agency 48 hours in advance in order for the student to participate in any travel, event or activity for which the agency requires advanced parental consent.

Agency acknowledgement and approval of parental consent is required prior to student participation in the travel, event or activity. No student shall participate prior to approval from the agency.

## **27. Prohibited activities for all students**

The following activities are always prohibited; even the student's parents cannot authorize participation, since any injury related to participation in these activities would not be covered by the student's health insurance:

- o Aviation (except when traveling as a passenger in a commercial aircraft)
- o Hang gliding, parachuting or skydiving
- o Skiing or snowboarding in violation of any laws or away from prepared trails or ski jumping
- o BMX, motocross or racing of any kind
- o Bobsledding or snowmobiling (except as passenger)
- o Caving or spelunking
- o High diving, jet skiing white-water rafting or SCUBA diving
- o Rappelling, bungee jumping or BASE jumping
- o Rodeo

## **28. The agency's guidelines regarding travel for school-age students**

Students shall coordinate transportation needs with hosts at the time that they are planning an activity, giving a minimum of 24 hours notice to allow for hosts to efficiently plan their driving.

The agency should be viewed as the "option of last resort" when considering transportation needs. There is no guarantee that the agency will be available to provide student transportation unless the agency has been specifically involved in the planning process. Should the agency provide transportation, the student shall be responsible to pay to the agency the costs associated with the transportation in accordance with the terms of the Financial Agreement prior to the provision of transportation by the agency.

### **Travel safety policy**

Students shall always use seatbelts while riding – it is expected that the student will not need to be reminded to follow the law.

Students shall not litter. Throwing trash from a car is illegal and students are responsible for any fines incurred for littering.

Students shall obtain consent from their hosts prior to riding with any non-family drivers.

Hosts may only permit the student to ride with teenage drivers with prior parental permission.

Hitchhiking, riding with strangers and riding without host approval are strictly forbidden.

Whenever traveling, students shall inform hosts of their anticipated itinerary and schedule.

Hosts shall use their own discretion as far as safety to travel and shall have the authority to deny transportation which they believe to be unsafe due to weather or other reasonable conditions even if this decision causes the student financial loss or hardship, such as the a missed flight or cancelation of a test like the TOEFL or SAT, or if it causes the student an academic

penalty, such as a lowered grade. In this case, neither the Host nor the Agency shall be liable for any financial loss suffered by the student or parents.

Students shall not drive any motorized vehicle on a public roadway in the United States without prior agency approval; even if licensed to drive in The United States or their home country.

### **Independent travel policy**

Students shall not independently travel away from the local area in which they are placed – students may travel:

- With their hosts or the hosts of other USAX students
- On school or youth group sponsored trips
- On agency sponsored trips
- To visit a college (with parental permission and verification from the institution)
- To verifiably visit family members in the United States

Students shall travel directly to and from the USAX program unless they are traveling in the care of their parents. Students shall not arrive in the United States early or depart from the United States later than their discharge from the USAX program. Students shall not plan to independently travel in the United States before or after their enrollment in the program.

### **29. Personal expenses**

Students are expected to have enough spending money to cover their personal expenses. The agency recommends \$300.00 per month. Personal expenses include, but are not limited to, the following:

- Lunch money, meals away from home when not eating out as a family meal with hosts, exceptional or specialty food items
- Personal toiletries, cosmetics, deodorants, colognes, etc cetera
- Haircuts
- Immunizations
- Medical or dental co-pays and/or deductibles and/or expenses not covered by insurance (usually \$50.00 per visit)
- Eye exams and glasses and the like
- School supplies, clothing, uniforms, books, calculators, sports or other equipment, et cetera
- Participation in school activities, social events, school events, class trips, sports, music lessons, art classes, et cetera
- Ancillary educational expenses such as tutoring, drivers' education, mentorship programs, et cetera
- Postage and telephone expenses, recurring expenses for student cell phone plans, et cetera
- Unusual, long-distance or excessive transportation needs, train, bus or airline tickets, agency-provided transportation
- College application fees, testing fees for the TOEFL, SAT, et cetera
- Legal liabilities, licensure expenses, fees, visa/passport issues, et cetera

Additionally:

- Students shall be responsible for any personal expenses incurred on their behalf by either the agency or hosts.
- Students are expected to have adequate funds to cover these expenses at the time the expense is incurred.
- Students shall not borrow money from their friends or hosts or expect hosts to pay personal expenses for them.
- Students shall not expect hosts to cosign for student bank accounts, cell-phone accounts, et cetera.
- Students shall not expect hosts to add the student as a rider on any Host owned insurance contract.

### **30. Student driving**

The agency may, at its discretion, permit the student to obtain driving privileges under the following circumstances:

- The student shall have reasonable need to obtain driving privileges.
- The student shall be at least 17-years-old to obtain a driver's permit and 18-years-old to obtain a driver's license.
- The student shall have lived with the same hosts for one year or longer and the hosts shall feel comfortable to supervise student driving.
- The student shall have established a track record as a "safe rider" with the hosts, meaning that the Student "always and without fail" remembers to use a seatbelt whenever riding in the car.
- The student shall have demonstrated healthy habits conducive of the driving privilege, such as observance of bedtime rules, ability to remain awake and alert throughout the day and a positive attitude regarding correction and authority.

- The student shall be in good standing academically and behaviorally at school. The student's GPA shall be, at minimum, 3.0. Students who have been late for school three or more times in a semester are not qualified to obtain driving privileges.
- The student shall have demonstrated good judgment in his/her peer relations and not have engaged in any inappropriate behavior with his/her peers.
- The student shall not have violated any of the agency's rules or policies enumerated herein.
- The student shall have obtained a written parental directive from his/her parents authorizing the agency to allow the student to obtain a learner's permit.
- Obtaining driving privileges requires that the student and parents shall have demonstrated a good financial history with the agency and must have the financial wherewithal to buy and insure an automobile for the student.

The student shall obtain all proper permits prior to operating any vehicle on any public roadway.

The student shall not expect his/her hosts to teach driving skills. Students who wish to drive, have met all agency criteria for driving and have obtained parental consent shall, once permitted, hire the services of a driving school to teach them to drive.

Any violation of the agency's rules while driving on a learner's permit or license shall result in the revocation of the student's driving privilege.

### **31. Employment**

Students shall not violate the terms of their visas. Students who are ineligible for employment in the United States shall not seek or accept a paying job while in our program.

### **32. Property damage**

Students shall be responsible for any repair costs resulting from excessive property damage, beyond the normal wear and tear expected from hosting, done by the student to the hosts' home or property, whether intentional or unintentional. In the event that a student intentionally causes damage to property and does not make immediate payment for costs of repair or replacement the agency shall pursue criminal charges against the Student.

### **33. The student shall obey the law**

The Student shall not violate any U.S., state or local laws.

The agency is tasked with providing safety for its students and is obligated, and therefore shall, report any legal violations by the student brought to the attention of the agency to the appropriate authorities.

In the event of suspicion, the agency and host parents are authorized to search the student's belongings for, and confiscate any inappropriate, dangerous or illegal paraphernalia.

### **34. Rules not enumerated herein**

The student shall be expected to behave in the same fashion, participate in activities generally deemed appropriate by, and maintain similar attitudes, morals and boundaries as those commonly expected of an American student attending a Christian high school or college in the United States whether or not specifically enumerated herein. Student characteristics outside of these expectations shall not be tolerated in the USAX program.

### **35. Violation of the terms of this agreement**

Violation of the terms or guidelines enumerated in this document is a violation of your agreement with the agency and will result in remedial action or dismissal from the program. In addition, it could result in legal action as well.

## **USAX Student Behavioral Discipline Levels**

### **Level 1 – Restriction**

Students who violate level-1 rules can expect additional rules to be placed upon them which might include earlier bedtimes, loss of electronics or other possessions, or privileges, limited peer relations, et cetera, as well as suspension from participation in agency activities. The agency might, in coordination with the hosts, initiate a behavioral modification program of some sort. Notification will be sent to the student's parents. Restriction is intended to be a 1-month process to bring student behavior back in line with expectations. Examples of Level 1 violations include:

Over sleeping	Sleeping at school	Missed bus	whereabouts unknown
Poor academic performance	School-rule violations	Host home-rule violations	Attitude problems
Excessive electronics use	Prohibited possessions	Pornography	Suspicious peer activity
Inappropriate electronics use	Lack of motivation	Student-requested move	Incomplete homework

### Level 2 – Probation

Students who violate level-2 rules, or repeatedly violate level-1 rules can expect to be assessed additional fees as mentioned in the Financial Agreement in addition to ongoing restrictions and attempts to modify behavior, as well as suspension from participation in agency activities. Probation lasts for the remainder of the current term of study and may carry over into subsequent years depending upon the nature of the offenses and the attitude of the Student. Examples of Level 2 violations include:

Repeated Level-1 viol.	Tobacco violations	Guardianship violations	Statutory violations
Gossip violations	Discrimination violations	Parental permission viol.	Host-requested move
Suspension from school/bus	Insubordination	Destructive behavior	Illegal absence from school

### Level 3 – Dismissal

Students who violate level-3 rules, or acquire additional infractions while on Level-2 can expect to be dismissed from the USAX program for immediate return home. Examples of Level 3 violations include:

Violation while on Level-2	Alcohol/drug violations	Physical contact violations	Legal violations
Weapons violations	Prohibited activity viol.	False allegations of abuse	Sexual Activity
Travel without consent	Driving without consent		

Defamation of agency, school, hosts by student and/or parents resulting in financial loss

Mid-term abandonment of the agency and/or this agreement

### 36. Disclaimers

Participation in the USAX Program as a student, hosts or in any other fashion, shall entitle USAX to use and/or publish personal stories of experiences in the program and/or photographs or images of your person and/or property in agency literature and/or on the internet, including for the purposes of advertising.

Neither the agency nor the hosts or school designated by the agency, make any warranties regarding the quality of the USAX program or their abilities to gain the acceptance of the student by any college/university. The success of the student is solely the responsibility of the student. USAX, the hosts and/or the school shall, under no circumstance, be liable if the student is not accepted at college/university of his/her choice.

USAX, hosts and schools shall have no liability for any financial loss due to common risks associated with life such as weather, accident or illness. The parents and the student accept full responsibility for the all of the actions of the student, whether intentional, non-intentional or accidental and agree to hold harmless USAX, hosts and school for any loss that might arise as a result of due to these common risks or the actions of the student.

Students and parents are advised that it is impossible for the agency to absolutely guarantee the quality of the character of any individuals, including hosts, no matter how thorough the background checks. Students must be responsible to understand the signs of a potentially abusive situation and to report such signs and/or occurrences to the Agency or other authorities without hesitation. The student and parents fully accept the potential risks inherent to participation in a program which places students in the care of unrelated adults.

USAX is responsible to maintain control of the program and has the authority to revise its rules and policies, as well as this agreement, as the agency deems appropriate.

### 27. Agreement

We, the student and his/her parents, certify that we have read and fully understand the behavioral expectations that USAX will place upon the student as enumerated in this Student Behavioral Agreement. We certify that the student is capable of, and intends to fully follow, the rules and guidelines enumerated herein. We understand that application for participation in the USAX program constitutes full acceptance of this agreement.

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Signature of the student

Date

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Signature of the student's father

Date

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Signature of the student's mother

Date