

# Student Application Pack 2017-2018

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Welcome to America!

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*Welcome to America!*  
WE ARE SO EXCITED YOU ARE HERE!

Twinn Palms Corporation  
National Office Homestay Division  
2121 Avenue of the Stars  
Suite 2450  
Los Angeles, CA 90067  
Tel 424-239-6367  
Fax 310-868-2839  
[www.twinnpalms.com](http://www.twinnpalms.com)





**TWINN PALMS  
HOMESTAY SERVICES**  
2121 AVENUE OF THE STARS  
SUITE 2450  
LOS ANGELES, CA 90067  
WWW.TWINNPALMS.COM  
424.239.6367



**Welcome to your  
new life in America!  
Let Twinn Palms  
Homestay Services  
lead the way to an  
enriched, exciting  
American student  
experience!**

## *Welcome to America!* WE ARE SO EXCITED YOU ARE HERE!

You are about to begin a great adventure — exploring life in an American community, studying in a U.S. high school and becoming a member of a new family. Twinn Palms® is a homestay and housing management company dedicated to providing comprehensive services to students, host families and schools. We ensure a safe and efficient process to make your stay in the U.S. a positive and rewarding experience.

It takes courage to leave home and study in another country. The experience of studying abroad is challenging when you are learning a new language and fitting into a new culture. Twinn Palms is here to help you make the most of your experience in the U.S. By participating in family, school and community activities, you will gain skills which will enrich your life and change you forever.

When you choose Twinn Palms as your Homestay Service provider, you are getting years of combined experience, and the personal attention Twinn Palms is known for. We are diligent with every aspect of your expectations.

### **Twinn Palms is a Leader in:**

**Locating and Recruiting** ~ Twinn Palms qualified coordinators live within the local community and take the responsibility to find a host family best suited for each individual student.

**Managing and Monitoring** ~ We will manage all fees; host family stipends, International student's health insurance, and we provide oversight for issues or conflict resolution as needed.

**Screening** ~ The homestay coordinator will conduct initial home visits, making sure the families are an ideal fit for the student and coordinators also make monthly follow-up visits. Twinn Palms also conducts a thorough background check on anyone over the age of 18 within the host family via level 2 FBI clearance.

**Support** ~ Twinn Palms acts as a liaison for the school, the student and family by providing support and intervention as needed by the coordinator, host family, or student. We are available to recommend private academic enrichment if a student is facing challenges in any subject area at school.



***Every student and their  
family is involved in all  
aspects of choosing a  
host family.***

Twinn Palms takes the responsibility of the care of each student very seriously. As our company motto states, "Host a Student. Change a Life," we want to give every parent peace of mind and each student the opportunity to enjoy their new American family and make memories that will last a lifetime.

# Student Homestay Application (Please Print in English)

## School Information

School Year/Term \_\_\_\_\_

School Student will Attend: \_\_\_\_\_ Address: \_\_\_\_\_ Grade: \_\_\_\_\_

## Student's Information

Name: \_\_\_\_\_  
*Family Name Given Name English Name*

Date of Birth: \_\_\_\_\_ Age \_\_\_\_\_ Male \_\_\_\_\_ Female \_\_\_\_\_  
*Day Month Year*

Home Address: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
*City Country Postal Code*

Student's Picture

Telephone: \_\_\_\_\_  
*Home Business*

Fax: \_\_\_\_\_ Email: \_\_\_\_\_

Languages: \_\_\_\_\_ Student Skype ID: \_\_\_\_\_

Arrival Date: \_\_\_\_\_ Time: \_\_\_\_\_ Flight #: \_\_\_\_\_

## Emergency Contact Information (Parent or Agent)

Contact Person (with English speaking skills) to notify in case of an emergency:

Name: \_\_\_\_\_  
*Family Name Given Name*

Telephone: \_\_\_\_\_ Fax: \_\_\_\_\_

Email: \_\_\_\_\_

## Tell Us About Yourself

Proficiency in English: (This is a personal assessment of your proficiency in English.)

	SPEAKING	LISTENING	READING	WRITING
BEGINNER				
INTERMEDIATE				
ADVANCED				

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My hobbies include: \_\_\_\_\_

Other Countries I have visited: \_\_\_\_\_

Some things I really like: \_\_\_\_\_

Some things I dislike: \_\_\_\_\_

Will you bring your laptop computer: Yes \_\_\_\_\_ No \_\_\_\_\_

Character Traits (Check all that apply):

Sociable \_\_\_\_\_ Sensitive \_\_\_\_\_ Humorous \_\_\_\_\_ Active \_\_\_\_\_ Cooperative \_\_\_\_\_

Outgoing \_\_\_\_\_ Adapts \_\_\_\_\_ Curious \_\_\_\_\_ Positive \_\_\_\_\_ Quiet \_\_\_\_\_

Easygoing \_\_\_\_\_ Shy \_\_\_\_\_ Talkative \_\_\_\_\_ Other \_\_\_\_\_

Please answer the following health questions as accurately as possible.

1. Have you any medical condition that we should be made aware of: Yes \_\_\_\_\_ No \_\_\_\_\_

If yes, please explain: \_\_\_\_\_

2. Are you taking any medication for this condition: Yes \_\_\_\_\_ No \_\_\_\_\_

3. Do you smoke? Yes \_\_\_\_\_ No \_\_\_\_\_

4. Would you object to staying in a home that has pets? Yes \_\_\_\_\_ No \_\_\_\_\_

Why do you want to come to come to the United States:? \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Why do you want to live with an American family? \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

I pledge to obey all the rules of the Twinn Palms Homestay Corporation, including the Code of Conduct as detailed in the Student Handbook, and all the program policies.

Date: \_\_\_\_\_  
Day Month Year

Student's Signature: \_\_\_\_\_

I certify that the information given above is correct to the best of my knowledge:

Student's Signature: \_\_\_\_\_

Date: \_\_\_\_\_  
Day Month Year

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## AUTHORIZATION AND LIMITED POWER OF ATTORNEY

The undersigned (parent or guardian name) \_\_\_\_\_, parent/guardian of (student name) \_\_\_\_\_, (“STUDENT”) hereby grants the following authority and powers to Twinn Palms, Inc. (“COMPANY”), its delegates, agents, employees and/or representatives and/or \_\_\_\_\_ (host family name) (“FAMILY”) (COMPANY and FAMILY shall collectively be referred to as “AGENT”) relative to the STUDENT during the entire tenure of STUDENT’S enrollment at \_\_\_\_\_ (“SCHOOL”) and their participation in the COMPANY’S Homestay Management Program. The term begins with the STUDENT’S acceptance and continues until the time of his or her graduation, voluntary transfer, or involuntary removal from the SCHOOL.

1. Medical Treatment. AGENT may seek medical treatment for the STUDENT and approve such treatment for any and all medical, surgical, optical, dental, and mental health condition or injuries. Routine care not reasonably anticipated to have significant effect on the STUDENT or entail significant risk of present or future injury may be approved without prior authorization by the undersigned. Emergency treatment for conditions or injuries may be approved by AGENT without prior authorization by the undersigned if, in the reasonable opinion of the AGENT and attending physician, delaying treatment is not in the best interest of the STUDENT. If in the opinion of the attending physician and AGENT proposed treatment carries significant risks for the STUDENT but such treatment can be delayed, AGENT will make reasonable efforts to contact the undersigned for approval. In the event that the undersigned cannot be reached within a reasonable time and AGENT, together with the attending physician, determine that the treatment decision should be made without further delay, it may approve such treatment.

2. Registration Forms and Other School Documents. AGENT may execute on behalf of the undersigned the standard forms required of students as part of the registration, enrollment and class-assignment process. These forms include, but are not limited to, Consent to Treatment Form, the Parent Permission for Participation in Off-Campus Events Form, the Honor Code acknowledgement form and the Athletic Emergency Information Form. In addition, AGENT may execute on behalf of the undersigned all forms necessary to select and approve the elective classes in the curriculum for the STUDENT.

3. Athletics, Activities and Field Trips. Many athletic pursuits, activities and field trips sponsored by the SCHOOL typically require the approval of a parent or guardian and may also involve the payment of fees on the STUDENT’S behalf above and beyond tuition, board, books and supplies. The undersigned authorizes AGENT to approve such athletic and non-athletic activities and trips without prior authorization of the undersigned. This authorization includes permission to transport the STUDENT to locations in and out of the state of residence. Any travel out of the country, including to the STUDENT’S home country, require the prior approval of the undersigned.

The undersigned acknowledges that all activities involve some risk of injury, whether from the activity itself or the transportation to and from the location of the activity. The undersigned authorizes AGENT to exercise its good faith judgment in permitting participation in any activity, even where there is a minor risk of injury to the STUDENT. Students may request permission to go off campus with other students and their families for events and activities that are not sponsored by the SCHOOL. The undersigned agrees that AGENT may, in its discretion, grant or withhold permission for the STUDENT to be off campus for such purposes.

4. Authorization to Incur Expense. The undersigned is aware that the exercise of the powers and authority granted herein may involve expenses to the STUDENT and/or the undersigned. The undersigned approves the reasonable expenses associated with the activity, provided that those expenses do not exceed the amounts being charged to other students for the same activity or event. Any activity or event for which the charge would exceed \$200.00 will not be approved by AGENT for the STUDENT without prior written consent from the undersigned. AGENT shall not be responsible for damages or losses incurred by the student or the undersigned caused by failure of the undersigned to respond within a reasonable time to a request for approval of participation in activities or trips.

5. Release of Liability. The undersigned understands that AGENT is not required to assume the responsibilities associated with this AUTHORIZATION AND LIMITED POWER OF ATTORNEY, and may instead require as a precondition that the undersigned make every decision and execute every form and document associated with the STUDENT’S participation in this program and enrollment at the SCHOOL, as well as, the STUDENT’S participation in the activities and events that occur on or off the campus. The undersigned understands that the willingness to exercise the authority granted herein is an accommodation to the STUDENT and the undersigned for which AGENT receives no additional consideration. In exchange for the willingness of AGENT to exercise the authority and powers granted herein the undersigned release(s) COMPANY and its current and former related and/or affiliated entities, officers, trustees, agents, employees and assigns, and further release(s) the designed agent of the AGENT and its heirs, executors, trustee(s), administrators, representatives, officers, agents and assigns, from any and all liability arising from the exercise of the powers granted

herein other than that arising from acts of willful misconduct or gross negligence.

6. Agreement to Reimburse Expenses and Charges. The undersigned agrees to pay for medical insurance for the STUDENT and to furnish AGENT with information required to purchase and maintain such medical insurance. The undersigned further agrees to reimburse to AGENT any and all charges approved by AGENT for any treatment not covered by medical insurance, as well as for the cost of any activity or trip in which the STUDENT participates or fails to participate at a time when the cost cannot reasonably be avoided. The charges incurred for such treatment or activities/trips shall be treated as tuition and board for all purposes. The STUDENT will not receive transcripts from COMPANY or the SCHOOL, or be permitted to graduate from the SCHOOL, if there are outstanding balances owed to the AGENT for any such charges.

7. Appointment of Agent as the Attorney in Fact. The undersigned appoints AGENT attorney-in-fact for the undersigned for the sole purpose of carrying out the authority granted to AGENT by this authorization. This power may be exercised by AGENT or be delegated to any other agent, employee, representative, contractor, or any other adult member of the AGENT who, in the opinion of the AGENT, is an appropriate representative of AGENT to exercise the authority granted herein for the benefit of the STUDENT.

8. Form of Written Approval. When written approval of the undersigned is required under this document or for any other purpose, AGENT may accept as evidence of written approval and/or permission communications sent by conventional mail, by email or by fax from the following addresses/phone numbers:

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The undersigned understands and agrees that permission forms or documents sent from these addresses/fax numbers will be conclusively presumed to have been sent by the undersigned and to be valid documents with or without the use of secure electronic signatures.

9. Copies of Forms and Documents Executed Pursuant to this Authorization. When documents are executed by AGENT pursuant to this authorization, AGENT will endeavor to promptly send copies to the undersigned, as well as, the COMPANY if said COMPANY did not also execute such document. Unless otherwise specifically instructed, AGENT will send copies by email at the address provided by the undersigned in paragraph 8, above.

---

Parent's Signature

Date

---

Parent's Signature

Date

---

Witness #1 Signature

Date

---

Witness #2 Signature

Date

Copy of Parent's Government ID

Witness Seal



# CUSTODY AGREEMENT

Date: \_\_\_\_\_

Student's Name: \_\_\_\_\_

I, \_\_\_\_\_ (Print Parent Name) give and assign temporary custody for my child \_\_\_\_\_ (Print Child's Name), to Twinn Palms, Inc., or its delegates or representatives and/or \_\_\_\_\_ (Host Family), residing in \_\_\_\_\_ (City), \_\_\_\_\_ (State) for providing residence and transportation and for all matters that might require a parent's approval. This custody agreement is in effect for the duration of the time my child is a student at \_\_\_\_\_ (School Name).

I understand that this form needs to be notarized and/or legally verified and witnessed according to local law, and brought to the United States with the original signatures when my child arrives in the United States.

\_\_\_\_\_  
Parent's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Parent's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Witness #1 Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Witness #2 Signature

\_\_\_\_\_  
Date

Witness Seal

Copy of Parent's Government ID

## TWINN PALMS Photo/Video/Audio Release

*Twinn Palms, Inc. would like to be able to include you in its materials promoting the company and its services. We need your permission to do that. We are asking for that here.*

By signing below, I grant to Twinn Palms, Inc., its related entities and their employees, representatives, contractors, assigns and successors (collectively, "Twinn Palms"), full permission: (i) to photograph and/or record my image, likeness, voice, and/or name (my "Likeness") as I participate in activities or attend events organized by Twinn Palms or related to its services, and (ii) to use my Likeness, and such photographs and recordings (collectively, "the Material"), including, without limitation to edit, copy, post, and distribute the Material, worldwide in perpetuity in all media now known or hereafter devised, in connection with promoting the school(s) I attend in the U.S. and/or Twinn Palms's services.

I understand and agree that Twinn Palms will own, worldwide in perpetuity, all right, title and interest, including all rights of copyright, in and to the Material and in and to all such use of my Likeness and the Material.

I understand that I will not be paid or otherwise compensated for granting this release. I also understand that Twinn Palms is not obligated to use my Likeness or the Material.

I hereby release any and all claims against Twinn Palms for using my Likeness and the Material as described above. This release will be governed by California law without regard to conflict of laws principles.

Signature of Participant

_____	_____	_____
Print Name	Sign Name	Date

*If this release is obtained for someone 17 or younger, then the signature of that person's parent or guardian is also required.*

Signature of Parent/Guardian if Participant is 17 or younger

_____	_____	_____
Print Name	Sign Name	Date

Contact information for Participant, or for Parent/Guardian if Participant is 17 or younger

Address:

Phone: \_\_\_\_\_ Email address: \_\_\_\_\_



# **TWINN PALMS STUDENT CODE OF CONDUCT**

## **2017 – 2018 Academic Year**

### **MISSION STATEMENT**

Twinn Palms promotes the intellectual and physical development of its homestay and dormitory students and enriches the lives of its host families and dormitories by fostering a safe and comfortable environment in which students, schools, host families, and dormitory communities may live and learn productively together.

### **PHILOSOPHY**

Twinn Palms is committed to providing students a safe and comfortable learning and living environment. Each student's adherence to the Twinn Palms Student Code of Conduct (the "Code") is imperative to the homestay and dormitory services provided by Twinn Palms. By participating in the Twinn Palms homestay and/or dormitory program, a student and his or her parents agree to adhere to and strengthen the integrity of the Code and to abide by its policies and procedures.

### **GENERAL BEHAVIORAL GUIDELINES**

A Twinn Palms student must be above reproach. He or she must refrain from conducting himself or herself in any way that may be considered unbecoming by his or her peers, community, family, school, homestay or dormitory coordinator, or Twinn Palms staff or management. Twinn Palms students must strive for success by exhibiting honest effort and correct deportment at all times. In the course of a student's life as a participant of Twinn Palms, he or she must realize and accept that he or she remains bound by the Code every second of his or her tenure. He or she is responsible for his or her actions and must espouse and demonstrate the behavioral practices of the Code twenty-four hours a day, seven days a week, and throughout the duration that he or she is a student and/or participant of Twinn Palms. A Twinn Palms student must show respect for the faculty, administration, himself or herself, as well as members of the student body, the surrounding community, and his or her homestay family. He or she must avoid all acts of dishonesty in all aspects of life, including but not limited to, the academic, athletic, and personal arenas. A Twinn Palms student must be truthful and sincere in his or her character and actions. He or she must believe that participating in any immoral or illegal activities, including but not limited to, theft, cheating, plagiarism, deceit, neglect, lies, apathy, and inappropriate or vulgar actions and/or behavior cut at the heart of any society, and especially our Twinn Palms community. A Twinn Palms student must accept responsibility for being a positive example and role model for others. A Twinn Palms student must show respect for the rights and safety of others in his or her school, and homestay or dormitory community, and must refrain from actions that may prevent others from having a safe and respectful living environment. Any activity or behavior deemed to be a threat to the health or safety of students is strictly prohibited. In addition to abiding by the Code, a Twinn Palms student must follow all local, state, and federal laws, as well as the rules that govern the school he or she

attends and his or her homestay or dormitory. A Twinn Palms student is responsible for educating himself or herself on the applicable local, state, and federal laws.

## **DISCIPLINE GUIDELINES & PROCEDURES**

The following guidelines of disciplinary procedures are designed to provide the good order necessary for the serious pursuit of academic excellence and good citizenship expected of Twinn Palms students. These guidelines hold true at all times throughout a student's participation in a homestay or dormitory through Twinn Palms. A Twinn Palms student is expected to conduct himself or herself in an appropriate manner at all times. Any violation(s) of the Code or other applicable policies will result in swift and often severe disciplinary action(s) in accordance with the guidelines and procedures contained in this Code. The ultimate disciplinary action(s) to be taken will be decided upon by the Executive Vice President and the Legal Counsel of Twinn Palms, who will, if necessary, seek counsel from other faculty members, administrators, and/or witnesses to said offense or incident. Such decision will be final and without appeal or negotiation. Twinn Palms reserves the right to disclose information regarding a student's violation of this Code, as well as surrounding circumstances, to a third-party in accordance with the applicable local, state, and federal laws.

Please note that any enumerated lists or specifications in this Code are non-exhaustive, meaning that they are merely a representative sample of the types of behaviors, actions, incidents, and overall circumstances that may constitute a violation under this Code.

## **VIOLATION WARNINGS**

Issuance of a student violation warning is necessary when the behavior or action(s) of a student is potentially disruptive or dangerous to other members of the school and/or homestay or dormitory community, as deemed by Twinn Palms staff or management, or when a student otherwise commits a violation of any provision of this Code.

Once a student is issued a warning, the circumstances surrounding the behavior, action(s), and/or violation will be detailed in the student's Twinn Palms file, and his or her natural parents will be promptly notified of the incident and issued warning.

## **CIRCUMSTANCES THAT WARRANT ISSUANCE OF A STUDENT WARNING:**

- |   |   |
|---|---|
| 1. Act(s) or behavior that is potentially dangerous, or poses a threat of danger or injury, to the student, other members of society, the school community, or the homestay or dormitory community.                         | understanding of what constitutes disrespectful behavior in his or her homestay or dormitory community, and ensure that his or her action(s) and behavior is within the acceptable bounds of interacting with others. |
| 2. Act(s) or behavior that may be deemed disrespectful by other members of society, the school community, or the homestay or dormitory community. A Twinn Palms student is under an affirmative duty to actively acquire an | 3. Leaving the home or dormitory without obtaining prior permission from the host family or dormitory coordinator.  |
|   | 4. Disobeying the curfew established by the law, host family or dormitory coordinator.  |

5. Speaking with hostility towards anyone at any place at any time.
6. Displaying intolerance of the religion, race, class, cultural, or sexual orientation of another individual at any place at any time.
7. The distribution or posting of offensive or inappropriate materials on school campus, at the home or dormitory, on the Internet, or through other channels of electronic communication.
8. The use, sale, purchase, distribution, or possession of, tobacco products or electronic cigarettes at any place at any time.
9. The use of profanity or vulgarity in writing or verbally, including obscene gestures.
10. The taking, borrowing, or other form of possession of an item belonging to the homestay or dormitory community without prior permission.
11. Defacing of school, host family, or dormitory property.
12. Willful disobedience of school officials, teachers, or administrations, members of the host family, or Twinn Palms staff or management.
13. Open and persistent defiance of the authority of the school, host family, or Twinn Palms staff or management.
14. Fighting, bullying, or engaging in aggressive behavior, which may or may not lead to a physical altercation at any place at any time. All active participants in a fight situation are subject to disciplinary action(s) regardless of who caused the fight.
15. Forgery, using forged notes or passes, and/or tampering with school-associated notes or materials.
16. Tampering with fire alarms, fire extinguishers, or other safety or security equipment or devices.
17. Failure to follow school attendance procedures and policies.
18. Repeated unexcused tardiness and/or absences from school or classes.
19. Cheating, plagiarism, and/or other forms of dishonest behavior on homework, classwork assignments, quizzes, tests, projects, or examinations.
20. Possession of any material that will help a student cheat on any schoolwork, or testing, including illicitly annotated textbooks, as determined by the classroom teacher.
21. Unacceptable behavior in class as determined by the classroom teacher.
22. Throwing food or other objects on school campus, in the classroom, or in the home or dormitory.
23. Act(s) or behavior deemed by school officials, teachers, or administrations, members of the host family, or Twinn Palms staff or management, to constitute conduct that is unbecoming.

## **DISMISSAL**

Dismissal consists of the permanent removal of a student from the Twinn Palms homestay or dormitory program. The ultimate decision to take disciplinary action(s) in the form of dismissal will be determined by the Executive Vice President and the Legal Counsel of Twinn Palms, who will, if necessary, seek counsel from other faculty members, administrators, and/or witnesses to said offense or incident. Such decision will be final and without appeal or negotiation.

Additionally, if the violation or the Code is deemed to be reprehensible or irrevocable in nature, or one that may cause discredit to Twinn Palms, the school, and/or the homestay or dormitory community, or if Twinn Palms believes that the incident in question may jeopardize the student's ability to function as a safe and productive member of Twinn Palms, Twinn Palms reserves the right to mandate an immediate dismissal from the home or dormitory without recourse or appeal from the student, his or her family, or legal representative.

Any student who is dismissed from Twinn Palms may forfeit his or her right and/or ability to: receive current academic grades; continue attending his or her school; receive reimbursement for tuition and/or fees; and maintain his or her I-20.

Once a student is dismissed from Twinn Palms, the circumstances surrounding his or her behavior, action(s), and/or violation(s) resulting in the dismissal will be detailed in the student's Twinn Palms file, and his or her natural parents will be promptly notified of the dismissal. The fastest possible timeline for the student's return to his or her home county will be arranged. If deemed necessary, the student may be immediately removed from the homestay or dormitory, and his or her belongings will be collected by the host family or Twinn Palms staff or management, and delivered to the student. Upon dismissal from the homestay or dormitory, the student will be either immediately placed on a flight to his or her home country, or placed in alternative housing until flights are arranged. The student's natural parents must cover the cost of all such alternative housing, flights, as well as any additional costs incurred as a result of the dismissal.

#### **CIRCUMSTANCES THAT WARRANT DISMISSAL:**

1. Disobedience and/or continued willful disregard for the policies and procedures contained in the Code.
2. Act(s) or behavior that place the student and/or other individual(s) at risk of danger, injury, or otherwise create a disruptive, unsafe, unhealthy, or dangerous environment.
3. Exhibiting aggressive or threatening act(s) or behavior, including body language.
4. The use, sale, purchase, distribution, or possession of firecrackers or any exploding device including smoke bombs, at any place at any time.
5. Scandalous and/or immoral act(s) or behavior at any place at any time, including via use of the Internet or through other channels of electronic communication.
6. The sale, purchase, distribution, use, or possession of any instrument or weapon as described under applicable local, state, and federal laws, at any place at any time.
7. The use, sale, purchase, distribution, or possession, or being under the influence of, any alcoholic beverage, at any place at any time.
8. The use, sale, purchase, distribution, or possession, or being under the influence of, any illegal drug, at any place at any time.
9. The use, sale, purchase, distribution, or possession of drug paraphernalia, at any place at any time.
10. Theft of the property belonging to the school, host family, dormitory, or another individual. The student's natural parents must cover the cost of replacement.
11. Willful cutting, defacing, or otherwise damaging school, host family, or dormitory property. The student's

- natural parents must cover the cost of repair or replacement.
12. Reselling lost or stolen books or other items.
  13. Deliberate harassment of a fellow student or other member of the homestay or dormitory communities.
  14. Membership, participation, involvement, or association with or in a gang or other group that promotes coercive, violent, or illegal activity.
  15. Any violation of the use of computers or other electronic devices that is determined to be serious in nature including, but not limited to, posting or distributing offensive or inappropriate material on the Internet or through other channels of electronic communication.
  16. The making of threats, whether verbal, written, electronic, or graphic.
  17. Committing assault, battery, or making any threat of force or violence directed towards anyone or any group of individuals, at any place at any time.
  18. Being the means by which violence or other disruptive, unsafe, unhealthy, or dangerous act(s) or behavior comes to the school campus, or homestay or dormitory communities.
  19. Expulsion from the student's school.
  20. Any violation of local, state, or federal law.
  21. Act(s) or behavior deemed by school officials, teachers, or administrations, members of the host family, or Twinn Palms staff or management, to constitute conduct that is unbecoming.

#### **COORDINATION WITH SCHOOL DISCIPLINE POLICY**

Twinn Palms works in conjunction with each school and its disciplinary policies and procedures. Thus, Twinn Palms and a student's school will jointly deal together for purposes of disciplinary action(s) to be taken. Twinn Palms may take disciplinary action(s) as a result of disciplinary action(s) taken by the school, and vice-versa. To the extent of any conflict between the terms of this Code and the school's disciplinary policies and procedures, the terms of this Code shall control.

The expulsion of a Twinn Palms student from his or her school constitutes automatic grounds for that student's dismissal from Twinn Palms. When a student is expelled from his or her school, he or she must immediately notify a member of Twinn Palms staff (i.e. Homestay or Dormitory Coordinator), and must vacate the homestay or dormitory within forty-eight (48) hours of the last day of attendance at the school. Additionally, if a student is expelled from his or her school, his or her I-20 may be revoked.

#### **ACKNOWLEDGEMENT OF THE CODE**

All Twinn Palms students and their natural parents are required to review the Code and sign the accompanying Acknowledgement. By signing the Acknowledgement, the student and his or her natural parents signify that they understand the Code and agree to abide by its contents.

#### **AFFIRMATION DUTY TO REPORT VIOLATIONS**

It is the duty of each Twinn Palms student to not only champion himself or herself to the morally high levels outlined in the Code, but to come forward and bear witness against his or her peers who may be in violation of the Code or who otherwise risk damaging the name, reputation, and values of the Twinn

Palms organization, or the homestay or dormitory community. There is no higher or more difficult obligation to resolutely defend than coming forward to challenge, report, and address the inappropriate behavior or actions of another.

## **ALCOHOL, DRUG & TOBACCO POLICY**

A Twinn Palms student may not sell, purchase, distribute, possess, consume, use, or be under the influence of, alcohol, drugs, or tobacco.

### **ALCOHOL**

It is unlawful to sell, purchase, distribute, possess, consume, use, or be under the influence of, alcohol if under 21 years of age.

### **DRUG & DRUG PARAPHERNALIA**

Drugs are defined as any chemical substance that affects or impairs physical and/or mental control. A Twinn Palms student may not sell, purchase, distribute, possess, consume, use, or be under the influence of, drugs. In addition, a Twinn Palms student may not sell, purchase, distribute, possess, or use drug paraphernalia.

### **PRESCRIPTION DRUGS & MEDICATIONS**

To use prescription drugs or medications, a Twinn Palms student must have a copy of the written prescription signed by a licensed medical doctor, and must provide this documentation to his or her host family and homestay or dormitory coordinator upon request.

### **TOBACCO**

A Twinn Palms student, regardless of age, is not permitted to sell, purchase, distribute, possess, consume, use or be under the influence of tobacco products anywhere, at any time.

### **DRUG & ALCOHOL TESTING POLICY**

A Twinn Palms student is subject to screening for drug and/or alcohol usage on a randomly selected basis. Twinn Palms also reserves the right to conduct drug and/or alcohol screening based on reasonable suspicion. Reasonable suspicion arises if there is sufficient grounds to reasonably believe that a Twinn Palms student is under the influence of a chemical substance or alcohol. Reasonable suspicion includes, but is not limited to the following circumstances:

1. A Twinn Palms student's behavioral conduct that leads a reasonable person to believe that the student is under the influence of drugs and/or alcohol, based upon physical observations concerning the student's behavior, speech, and/or body odors; and
2. Other circumstances which would indicate that a Twinn Palms student is functioning in any manner other than a sober and reliable state of mind and body, free from the influence of drugs and/or alcohol.

## **COMMUNICATION**



## **STUDENT'S COMMUNICATION WITH NATURAL FAMILY**

A Twinn Palms student is encouraged to speak with his or her natural family on a regular basis. However, such communication may not interfere with the student's academic schedule.

## **STUDENT'S COMMUNICATION WITH HOST FAMILY/DORMITORY COMMUNITY**

A Twinn Palms student is required to openly communicate with his or her host family and homestay or dormitory coordinator. A Twinn Palms student has a duty to follow the guidelines below to ensure that he or she has a clear understanding of all of the rules that he or she is required to follow.

1. A Twinn Palms student and his or her host family and homestay or dormitory coordinator will discuss the house or dormitory rules shortly after the student arrives and the student will receive a written list of the house or dormitory rules;
2. It is the student's responsibility to ensure that he or she understands the rules, and he or she must ask the homestay or dormitory coordinator questions about any rule that he or she does not understand;
3. A Twinn Palms student must follow the house or dormitory rules of his or her host family or dormitory, as well as the policies and guidelines contained in this Code, at all times, without exception;
4. If the student finds a house or dormitory rule to be unreasonable, he or she must still follow that rule and may discuss any concerns with his or her host family and/or homestay or dormitory coordinator;
5. A Twinn Palms student must communicate any concerns or issues to his or her host family and/or homestay or dormitory coordinator as soon as possible, and see his or her host family and/or homestay or dormitory coordinator as the first point of contact for immediate issues since the student's communication with his or her natural family may cause delay and difficulty in properly addressing any such issues;
6. A Twinn Palms student must immediately inform his or her host family or dormitory coordinator in the event that he or she causes something to break or malfunction in the home or dormitory, such as a leaky faucet, clogged toilet, and in the event he or she finds something to be broken or malfunctioning in the home or dormitory;
7. A Twinn Palms student must communicate his or her desire to go out of the home or dormitory with his or her host family or dormitory coordinator; students may not leave the home or dormitory without obtaining the prior permission of the host family or dormitory coordinator; and
8. While the student is away from the home or dormitory, he or she must communicate and check in with his or her host family or dormitory coordinator as directed and must honor curfew times.

## **ACTIVE PARTICIPATION & COOPERATION**

A Twinn Palms student must be an active member of his or her host family or dormitory community. It is not expected that the student will participate in every family or community activity, however, he or she must make every effort to adapt to his or her new lifestyle and to participate in the daily family or dormitory routines. A Twinn Palms student must follow the rules set forth by his or her host family or dormitory coordinators and help with basic, everyday household chores. A Twinn Palms student must keep his or her bedroom, bathroom, and living space neat and clean, and must clean up after himself or herself by washing dishes, putting clothes away, turning off lights and electrical appliances, etc.

### **LACK OF COOPERATION**

A Twinn Palms student's lack of cooperation with his or her host family, or homestay or dormitory coordinator, Twinn Palms staff or administration, or the policies and procedures of this Code may be regarded by Twinn Palms as a lack of genuine desire on the part of the student to participate in the Twinn Palms program. This may result in Twinn Palms recommending withdrawal of the student or otherwise ending its relationship with the student.

### **CURFEW**

A Twinn Palms student must adhere to the curfew established by his or her host family or dormitory and any curfews imposed by the law. In the event that the student will arrive home later than usual, he or she must notify his or her host family or dormitory coordinator.

### **DISORDERLY CONDUCT**

Disorderly conduct such as excessive noise, rowdiness, or other disruptive action or behavior will not be tolerated and may subject the student to disciplinary action. In the event that such disorderly conduct results in property damage or destruction, the student and his or her natural parents will be required to reimburse the host family or dormitory community.

### **DESTRUCTION & DAMAGE TO PROPERTY**

A Twinn Palms student is expected to respect property that belongs to his or her host family, dormitory community, and fellow students, and must use such property with due care and only when authorized to do so. In the event that a Twinn Palms student negligently or intentionally causes destruction or damage to the property of another, the student and his or her natural parents will be held responsible for reimbursing the owner of the property for the cost of repair or replacement. A Twinn Palms student has a duty to follow the guidelines below regarding destruction or damage to another's property.

1. A Twinn Palms student must immediately report to his or her host family and homestay or dormitory coordinator any damage to the home or dormitory, whether negligently or intentionally caused;
2. If a student is unsure whether damage has occurred to the home or dormitory as a result of his or her actions or omissions, he or she must immediately report the damage to his or her host family and homestay or dormitory coordinator;
3. In the event of property damage:
  - a. The host family and homestay or dormitory coordinator will obtain a

- professional estimate for the cost of repair and ensure that the repair is completed at a reasonable cost;
- b. The student's natural parents will be required to reimburse the host family or dormitory for the cost of repair;
- c. If the cost of repair equals or exceeds \$100.00, and repairs are not immediately necessary, Twinn

Palms will contact the student's natural parents to obtain their written agreement to pay for the cost of repair; and

- 4. A Twinn Palms student's intentional or unintentional failure to report property damage in accordance with this Code within twenty-four (24) hours of the occurrence constitutes grounds for the issuance of a warning or dismissal.

## **DRIVING**

A Twinn Palms student is not permitted to drive any automobile or motorized vehicle under any circumstance and regardless of his or her age. Thus, a Twinn Palms student is subject to the driving policy even if he or she is 18 years of age or older. Violation of this driving policy will not be tolerated and subjects the student to disciplinary action including dismissal from the Twinn Palms program.

## **ELASTIC CLAUSE**

Twinn Palms staff and management retain the right and privilege to issue disciplinary measures for acts not specifically stated herein and to alter any disciplinary measures as deemed necessary.

## **ELECTRONICS & INTERNET USAGE**

A Twinn Palms student is permitted to use electronic devices for educational and limited entertainment purposes, however, any such use must not interfere with the student's cultural or academic experience. A Twinn Palms student has a duty to follow the guidelines below regarding the use of electronics and the Internet.

- 1. A Twinn Palms student is responsible for any and all costs incurred by his or her long-distance or international telephone calls; the student must purchase and use a calling card to make calls from the host family or dormitory landline telephone;
- 2. A Twinn Palms student must follow the host family or dormitory rules with regard to Internet usage, computer and video games, and television viewing;
- 3. A Twinn Palms may not engage in prohibited Internet activities, including, but not limited to:
  - a. Searching, viewing, and/or distributing profane, violent, or sexually explicit material on any electronic device or platform;
  - b. Copying, saving, or distributing the intellectual property of another (i.e. copyright, trademark), including the unauthorized download of audio, video, or other electronic content;
  - c. Intentionally circumventing system protection hardware or software, or engaging in activities that may be construed as such;

- d. Knowingly causing system failure, degraded performance and/or proliferating computer viruses;
  - e. Using electronic devices or resources for the duplication, installation, alteration, and/or destruction of data, programs, software, or other electronic content; and
  - f. Using electronic devices or resources in any manner that violates or results in a violation of local, state, or federal law, or the rules that govern the student's school or his or her homestay or dormitory; and
4. Conduct in violation of this policy will not be tolerated and may subject the student to disciplinary action including dismissal from the Twinn Palms program.

## **EMPLOYMENT**

A Twinn Palms student in the United States on an F-1 visa is not permitted to accept paid employment. A non-immigrant alien who accepts paid employment is subject to deportation.

## **FIREARMS**

A Twinn Palms student is not permitted to sell, purchase, distribute, possess, or use firearms or other weapons at any time. Violation of this firearms policy will not be tolerated and subjects the student to disciplinary action including immediate dismissal from the Twinn Palms program.

## **HATE INCIDENTS, HARASSMENT, HAZING, BULLYING**

A fundamental goal of Twinn Palms is to foster a safe and comfortable environment in which students, schools, host families, and dormitory communities may live and learn productively together. Therefore, any form of hate-motivated behavior or action, harassment, hazing, bullying, cyber bullying or discrimination, including but not limited to that based on race, ethnic background, gender, religion, class, age, sexual orientation, or disability, constitutes unacceptable and prohibited behavior. Twinn Palms will treat allegations of any such conduct seriously and will review and investigate such allegations in a prompt, confidential and thorough process. Conduct in violation of this policy will not be tolerated and subjects the student to disciplinary action including dismissal from the Twinn Palms program.

### **HATE INCIDENTS**

All members of the Twinn Palms community have a right to be free from discrimination and harassment, regardless of their race, ethnic background, gender, religion, class, age, sexual orientation, or disability. In an effort to foster a safe and comfortable environment for students, schools, host families and dormitory communities, Twinn Palms is committed to preventing and responding to hate-motivated incidents.

### **HARASSMENT**

Harassment involves subjecting an individual to an environment or treatment that is hostile or intimidating, or otherwise interferes with his or her educational experience. The forms of harassment prohibited by the Code include, but are not limited to verbal, written, physical, visual, and sexual harassment.

### **HAZING**

Hazing involves acts or behaviors that injure, degrade, or disgrace an individual.

### **BULLYING**

Bullying involves the direct or indirect habitual harassing, intimidating, tormenting, humiliating, terrorizing, oppressing and/or threatening of an individual. The forms of bullying prohibited by the Code include, but is not limited to cyber bullying, which involves the use of electronic devices and/or the Internet. Cyber bullying may include, but is not limited to, sending inappropriate text, email, or instant messages, and posting inappropriate or offensive pictures, messages, or other content on websites or on other electronic-based forums.

### **MEALS**

A Twinn Palms student is expected to keep an open mind about American cuisine and to make every effort to communicate with his or her host family and homestay or dormitory coordinator about personal taste and preferences. It is the responsibility of the host family or dormitory to provide a variety of nutritious, well-balanced meals and snacks. Students must willingly try American food and meals that may be unfamiliar to them, but are free to express their likes and dislikes. As a member of the family or dormitory community, a Twinn Palms student may not skip family or community meals, call out for food delivery, or take food to his or her room to eat when a meal has been prepared.

### **FOOD ALLERGIES/DIETARY REQUIREMENTS**

A Twinn Palms student must notify Twinn Palms as well as his or her host family and homestay or dormitory coordinator of any food allergies or other dietary requirements.

### **MEDICAL INSURANCE**

A Twinn Palms student is provided with medical insurance to help cover medical expenses incurred due to an illness, accident, or injury. The school, or homestay or dormitory coordinator will receive the student's medical insurance ID card and policy brochure and distribute these materials to the student and his or her host family, if applicable, upon the student's arrival. A Twinn Palms student must safeguard these materials and carry his or her medical insurance ID card at all times in the case of emergency. A Twinn Palms student's natural family is responsible for medical expenses that are not covered under the policy, as well any remaining balance for expenses covered under the policy.

### **ALLERGIES/MEDICAL CONDITIONS**

A Twinn Palms student must notify Twinn Palms as well as his or her host family and homestay or dormitory coordinator of any environmental allergies, allergies to medications, and medical conditions, including but not limited to, physical limitations, chronic illnesses, and mental health conditions.

## **RELATIONSHIPS & DATING**

While a Twinn Palms student is free to date, he or she must refrain from engaging in unhealthy or inappropriate activities in this regard. A Twinn Palms student must refrain from obsessive togetherness, inappropriate touching, provocative dressing, and conduct or behavior that causes uneasiness or uncomfortableness to his or her peers, host family, or dormitory community. Couples may be together only in public areas; all other locations require that the student obtain prior permission from his or her host family or dormitory coordinator. Violation of this relationship policy will not be tolerated and subjects the student to disciplinary action including dismissal from the Twinn Palms program.

## **TRANSPORTATION**

As stated in the Driving section above, a Twinn Palms student is prohibited from driving any automobile or motorized vehicle at any time regardless of his or her age. The student may be a passenger in a car driven by his or her host family and homestay or dormitory coordinators. A Twinn Palms student may also be a passenger in a school bus or carpool arranged by the host family.

## **HITCHHIKING**

A Twinn Palms student may not hitchhike for any reason. Violation of this hitchhiking policy will not be tolerated and subjects the student to disciplinary action including dismissal from the Twinn Palms program.

## **PUBLIC TRANSPORTATION**

A Twinn Palms student may use public transportation, such as a bus, taxicab, subway, or train, only by obtaining prior permission to do so from his or her host family or dormitory coordinator.

## **TRAVEL**

The Twinn Palms policies regarding travel are designed and necessary to ensure the safety of Twinn Palms students. Violation of this travel policy will not be tolerated and subjects the student to disciplinary action including dismissal from the Twinn Palms program.

## **PLANNING FOR TRAVEL AND ACTIVITIES**

A Twinn Palms student who intends to travel or participate in an activity outside of school must consult with his or her host family or dormitory coordinator before making any arrangements. A Twinn Palms student's failure to follow this travel policy may result in instances in which the student is not permitted to travel or participate in the desired activity. A Twinn Palms student has a duty to follow the procedures and guidelines below regarding travel or participation in an activity outside of school.

1. A student must plan for travel and activities in conjunction with his or her host family or dormitory coordinator and must consult with the host family or dormitory coordinator for scheduling, transportation, and related arrangements;
2. For travel requiring transportation by air, the student must consult with his or her host family and homestay or



dormitory coordinator at least three (3) weeks prior to the desired date of travel; and

3. For a local activity, the student must consult with his or her host family and

homestay or dormitory coordinator at least (2) days prior to the desired date of activity.

### **TRAVEL TO STUDENT'S HOME COUNTRY**

A Twinn Palms student is encouraged to travel to his or her home country to visit family. Any such travel must take place during the timeframe of the school vacation and breaks. A Twinn Palms student may not take days off from school to travel. A Twinn Palms student has a duty to follow the procedures and guidelines below regarding travel to his or her home country.

1. At least three (3) weeks prior to the desired date of travel, the student must consult with his or her host family and homestay or dormitory coordinator about the intention to travel to his or her home country for a vacation;
2. The host family or dormitory coordinator will help to ensure that all necessary procedures, including I-20 procedures, are followed to facilitate the travel;
3. If the student desires, his or her host family or dormitory coordinator may assist with arranging the air travel; in any event, the host family or dormitory coordinator must be consulted regarding the student's flight times so that airport transportation may be arranged in advance; and
4. The student's natural parents must complete and sign a permission form for travel to the student's home country, and must return the form to the student's homestay or dormitory coordinator via email at least one (1) week prior to the date of travel.

### **TRAVEL WITHIN THE U.S. WITH AN INDIVIDUAL OVER THE AGE OF 25**

A Twinn Palms student has a duty to follow the procedures and guidelines below regarding travel within the U.S. with an individual over the age of 25.

1. At least four (4) weeks prior to the desired date of travel, the student must consult with his or her host family and homestay or dormitory coordinator about the intention to travel within the U.S. with an individual over the age of 25, or to visit an individual who is over the age of 25;
2. The host family or dormitory coordinator will help to ensure that all necessary procedures are followed to facilitate the travel;
3. If the student desires, his or her host family or dormitory coordinator may assist with arranging the air travel; in any event, the host family or dormitory coordinator must be consulted regarding the student's flight times so that airport transportation may be arranged in advance;
4. The student's natural parents must complete and sign a permission form for travel within the U.S. with an individual over the age of 25, and must return the form to the student's homestay or dormitory coordinator via email at least two (2) weeks prior to the date of travel. It is important to note:
  - a. The form must be verified and witnessed where the student's natural parents reside;

- b. A copy of the natural parents' ID cards must be scanned onto the form;
- c. A copy of the witness's ID card must be scanned onto the form;
- d. A copy of the ID of the person(s) whom the student is visiting must be provided;
- e. A working phone number where the student may be reached during travel must be provided to the host family or dormitory coordinator; and
- f. The permission form effectively releases Twinn Palms from any and all liability while the student is traveling.

### **TRAVEL WITHIN THE U.S. WITHOUT AN INDIVIDUAL OVER THE AGE OF 25**

A Twinn Palms student has a duty to follow the procedures and guidelines below regarding travel within the U.S. without an individual over the age of 25.

1. At least four (4) weeks prior to the desired date of travel, the student must consult with his or her host family and homestay or dormitory coordinator about the intention to travel within the U.S. without an individual over the age of 25, or to visit an individual who is not over the age of 25;
2. The host family or dormitory coordinator will help to ensure that all necessary procedures are followed to facilitate the travel;
3. If the student desires, his or her host family or dormitory coordinator may assist with arranging the air travel; in any event, the host family or dormitory coordinator must be consulted regarding the student's flight times so that airport transportation may be arranged in advance;
4. The student's natural parents must complete and sign a notarized permission form for travel within the U.S. without an individual over the age of 25, and must return the form to the student's homestay or dormitory coordinator via Express Mail at least two (2) weeks prior to the date of travel. It is important to note:
  - a. The form must be verified and notarized in the student's home country;
  - b. A copy of the natural parents' ID cards must be scanned onto the form;
  - c. A copy of the ID of the person(s) whom the student is visiting must be provided;
  - d. A working phone number where the student may be reached during travel must be provided to the host family or dormitory coordinator; and
  - e. The permission form effectively releases Twinn Palms from any and all liability while the student is traveling.

**ACKNOWLEDGEMENT OF THE**  
**TWINN PALMS STUDENT CODE OF CONDUCT**  
**2017 – 2018 Academic Year**

I have read and been informed about the policies, requirements, and expectations of the Twinn Palms Student Code of Conduct (the “Code”). I have received a copy of the Code and agree to abide by its policies, guidelines, and procedures as a condition of my enrollment and my continuing enrollment in the Twinn Palms homestay or dormitory program.

I understand that if I have questions regarding any part of the Code at any time, I will consult with my Twinn Palms homestay or dormitory coordinator, or another Twinn Palms staff member.

By signing this document, I understand and agree to abide by all facets of the Code and its contents. This shall remain a binding agreement for the entire term of my enrollment as a student of Twinn Palms.

\_\_\_\_\_  
Student Name Printed

\_\_\_\_\_  
Parent Name Printed

\_\_\_\_\_  
Parent Name Printed

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Parent Signature

\_\_\_\_\_  
Parent Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date

\_\_\_\_\_  
Witness

\_\_\_\_\_  
Date

# Program Rules

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## Student Rules

It is the responsibility of each Twinn Palms student to know and abide by the program rules. Students are required to read and sign off on the Program Rules and Code of Conduct prior to their arrival in the U.S. The rules are discussed at length at their home country pre-departure orientation and reviewed again when they arrive in the U.S. at the national or local community orientation. Twinn Palms encourages all of our host families to become familiar with the rules and review them with their student, again, upon his/her arrival to the community.

Rules listed in bold are zero tolerance rules and will result in immediate disqualification from the program. All other program violations will be reviewed by the Twinn Palms disciplinary committee to determine an appropriate course of action. Twinn Palms' goal is to help as many students and host families as possible in order to complete a successful year.

- 1. Students must abide by all U.S. laws.**
- 2. It is against the law in the United States for high school students to buy or drink alcohol. This law applies to all Twinn Palms students as well. The legal age for buying and consuming alcohol in the United States is 21.**
- 3. The use of drugs for non-medical reasons by Twinn Palms students under any circumstances is strictly forbidden. Examples of nonmedical (illegal) drugs are cocaine, LSD, medications taken without a prescription or for recreational use, and marijuana.**
4. Twinn Palms students are not permitted to hitchhike.
5. Twinn Palms students are not permitted to purchase, carry, or use firearms under any circumstances.
6. Twinn Palms students are not permitted to hold part-time jobs; the F-1 visa does not allow it. A non-immigrant alien who accepts paid employment is subject to deportation.
- 7. Students are not permitted to drive any motor vehicle (including motorcycles, mopeds, and cars) except during the course of an accredited driver education class. Students may enroll in a school-sponsored driver education class if their host and natural parents permit it and it is permissible in the host state.**
- 8. Students are not permitted to smoke or possess cigarettes while on the Twinn Palms program.**
9. The Twinn Palms program is an academic program. Students must carry a full course load and maintain a minimum C average in all courses. **If a student is expelled from school for any reason, it is grounds for immediate dismissal from the program.**
10. Students must attend school daily unless sick and under a doctor's care or with special permission from host parents.
11. Students must complete all homework and assignments.
12. Students are not permitted to visit such places as pornographic shops, adult theaters, drinking establishments, gambling houses, or any websites related to pornography.
13. Students must respect and abide by all host family rules, act as a member of the family, and voluntarily help with household chores.
14. Except in cases where a student's safety is in question, students must follow the appropriate chain of communication and contact their Homestay Coordinator or a Twinn Palms support staff member if there is an issue or concern with their host family. Students may not discuss their host family's private affairs or family life with people outside of the home or the Twinn Palms program.
15. Students cannot change families and schools without mediation or due process. With the exception of emergencies, host family changes will not be considered during the first 30 days of arrival to the host family. Students cannot move from the host family home without permission from their Homestay Coordinator and approval from the Twinn Palms national office.
16. Students are allowed to travel only if accompanied by a responsible adult (25 years of age or older), if:
  - a) their Twinn Palms Regional Manager has received a Student Permission Travel Form signed by their natural parents;
  - b) their host family approves;
  - c) the trip does not involve missing any school.

The exception is a school-sponsored trip. Students must notify their Homestay Coordinator of all proposed travel plans at least four weeks prior to the trip. Students may return to their homeland for holidays as long as they do not miss any school days.



## Program Rules (Cont'd)

17. Students must show respect for their Homestay Coordinators and follow all program guidelines.
18. Students must not engage in any sexual contact or sexual activity that is culturally inappropriate in the U.S., including (but not limited to) contact with minors or with any members of the Host Family household.
19. Sexual intercourse on-program is prohibited.
20. Athletic eligibility or participation is not guaranteed. It is dependent on local and national rules and school policies. Students will not be permitted to change schools or host families in order to play sports.
21. High school graduation diplomas are not guaranteed. They are dependent on local and national rules and individual school policies. Students will not be permitted to change schools or host families in order to obtain a diploma.
22. All students must have insurance coverage through Twinn Palms. Students are responsible for paying any outstanding claims before they leave the U.S.
23. Parents and friends may visit the student during the academic year, but the host family is not responsible for the lodging or transportation. Check with your Homestay Coordinator who can help arrange accommodation for your guest(s).
24. No student may enter into any contractual agreement, be it business, marital, or religious, while on the program.

## Additional Twinn Palms Program Guidelines

In addition to following the above listed program rules, Twinn Palms students will be expected to adhere to the following guidelines at all times.

- Students must always be aware of his/her responsibility as an international student and make a determined effort to be successful in his/her school, host family, and host community.
- Students should make all necessary efforts to integrate with non-international students at their schools and with their host family and make American friends.
- On special occasions (holidays, birthdays, etc.), the student's priority must be to spend this time with the host family.
- Students are encouraged to limit daily international phone calls, emails and digital communication to parents or friends in their homeland and to respect their host families' rules regarding internet and phone usage. All students should be aware that if it is determined that excessive communication with friends back home is contributing to adjustment issues, a counseling plan may be implemented to support in the acculturation process.
- Twinn Palms students are expected to return home in the same physical condition as they arrived; this means that students may not get pierced, tattooed, or drastically change their appearance in any way.



# Host Family and Student Expectations

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## HOST FAMILY

### House Rules

- Clarify your expectations early on.
- If you have some specific rules (for example, no television after 10pm or no visitors after 7pm) then consider putting these rules in writing.
- Be sure students understand any specific rules or preferences, or normally “unspoken” rules in your home. (For example, if a certain chair is reserved for a certain family member.)
- If possible, explain rationale for rules.

### Food / Meals

- Tell student what time you expect them for meals.
- Provide breakfast, lunch, dinner, and snacks.
- Provide a variety of foods including adequate proteins, fruits and vegetables.
- Ask if the student has serious dislikes or preferences.
- Be prepared to spend a minimum of 50% of monthly fees on food.
- If you elect to eat one of the three meals in a restaurant. You should pay for the student’s meal.

### Respect

- Respect cultural or religious differences.
- Respect student’s privacy in their room.
- Listen to and ask about additional needs.
- Be truthful. Express concerns or rules in a respectful manner.

### Family Life

- Treat the student as a member of the family, not as a guest.
- Treat them as you would wish your own children to be treated in another country.
- Include the student in family activities where appropriate.

## STUDENT

### House Rules

- Each family may have different house rules. Your family should explain these to you.
- You should talk about the house rules with your host family.
- Be sure to understand and respect their expectations.
- If you are not sure what to do, ask questions.

### Food / Meals

- Be on time for family meals.
- If you will be late or absent, phone your family in advance.
- If you have allergies or serious dislikes, tell your family.
- Offer to help with small tasks such as setting the table or clean up.

### Respect

- Respect the house rules.
- Respect cultural or religious differences.
- Be truthful. Express concerns or needs in a respectful way.

### Family Life

- You are expected to behave as a member of the family, not as a guest.
- Try to participate in family activities, both work and play.
- Talk to your family about problems or needs.





## HOST FAMILY

### Bedroom

- Provide a comfortable, private room with a bed (sheets, blankets, and pillow), closet, dresser / shelves, desk, chair, lamp.
- Respect the privacy of the student's bedroom.
- Unless there is an emergency, permission to enter a student's should be requested.

### Household Chores

- As a member of the family, students should be expected to help with light household chores such as setting or clearing the table.
- If students are interested, they may be encouraged to help with other light chores.
- Students should not be expected to babysit for or engage in heavy cleaning or housework.

### Language Practice

- The purpose of placing international students in American homes is for them to practice English.
- Host families can help by conversing with students on a number of topics and helping them build their vocabulary, or by explaining movies, television or other contexts.
- Be patient and try to remember that lower level English students may need time and assistance to learn basic words and structures.

### Cultural Exchange

- As a host family you are the first representative of American culture.
- Students will perceive American customs through your examples.
- As you share your family customs, you may also want to explain other traditions you are aware of.
- It is also useful to ask students how things are done in their culture in order to allow them to express their experience with cultural difference.

## STUDENT

### Bedroom

- Students should keep their bedroom clean and wash bedding as needed.
- Your host parents are not expected to clean your bedroom.

### Household Chores

- As a member of the family, you should help with the general household work such as you can offer to clear or set the table
- If you are interested, you could help with meal preparation, taking out the garbage or sweeping the floor.
- You may help with the children by reading to them or playing with them; however, you should not be expected to babysit.

### Language Practice

- In order to improve your English, you must practice.
- Your homestay is an excellent place to practice English.
- Your host family can help you understand how English is spoken in everyday situations and can explain things you don't understand.

### Cultural Exchange

- Many host families choose to host international students as a way to exchange culture.
- They want to learn about your country and culture.
- When you experience real differences between American culture and your own, it may be interesting to share those differences with your American hosts.
- Sharing differences may also help them understand what you are experiencing in America.



# Who Pays for What?

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## HOST FAMILY

- Three meals every day. *(Excluding lunch during school days, if provided by the school.)*
- Snacks. *(Including snacks that you allow them to buy from the Asian market.)*
- Dinner out if the family is going out.
- Activities, if it is a family activity. *(i.e. a baseball game or trip to the movies).*
- Local attractions, if it is a family activity. *(i.e. a theme park, etc.)*
- Toiletries. *(Buy what you normally buy for your family. If the student wants something special they can buy it for themselves. Use common sense if they want Crest instead of Colgate and the cost is about the same get what they want. If the cost is greatly different they buy their own.)*
- All fuel to get to and from activities and school. The student should not pay for rides.
- All costs related to laundry. The student should not pay to have laundry done.
- Costs to pick up student at the airport or to return them to the airport.
- Reasonable Christmas gift if the student stays for the holidays.

***Treat them like one of your own.***

***If they want 6 cans of soda each day.***

***Please don't buy it! Say, "NO".***

***If they want a ton of junk food...say "No."***

## STUDENT

- All clothing needed/wanted but their uniform.
- Any school supply needs above the allotted limit for books and supplies.
- Any meal they choose to go out for with friends when a meal is available at home.
- Any activity they choose to do outside of a family activity.
- All travel expenses related to trips home to China or if they are visiting another part of the country without the host family.
- Any specialty item they request if it is significantly more expensive than what the family normally buys. *(i.e. She/he wants Neutrogena shampoo instead of Pantene.)*
- Their own phone and phone charges.
- Any extra books they want to buy. *(i.e. Hamlet in Chinese.)*
- Any extra study books they want to purchase. *(i.e. SAT Prep or TOEFL Prep.)*
- If the family is taking a big trip that will involve hotel rooms, planes, and high ticket admission (Disney). The student should pay the main costs: including plane hotel, and admission. The student should be given the option to participate. If he/she declines, other supervision should be arranged with the Homestay Coordinator. Sometimes it is better to ask the family than the student.



## THE ADAMIAK FAMILY



My name is Ann and my husband's name is Jeremy. We both grew up locally and we are proud of being Southern Californians. We have been married for almost five years. We have two young boys; Max (3) and Vance (2). Max is an active red-head that loves life. When he is not in preschool, he is playing outside or with his toys. Vance is a sweet blonde kid. He loves to talk to anyone he can find. Our favorite thing to do is spend family time together. I enjoy cooking, painting, being outdoors, going fun places, and watching movies being with my family. Jeremy enjoys music, eating cheeseburgers, watching baseball, working on cars, and spending time with family.

We have no pets. We have considered getting a dog, but have decided to wait.

I work part-time with Deaf and Hard-of-Hearing people as an American Sign Language interpreter and instructor. Luckily, I get to spend most of my time raising our two young boys. We have an active three and a half year old and a sweet two year old. I received my Bachelor's degree in Deaf Studies

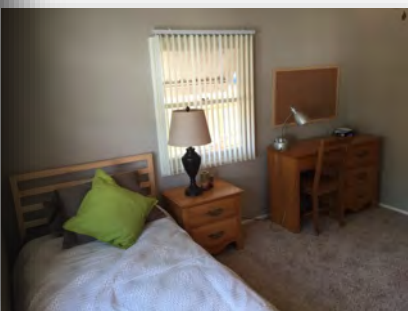
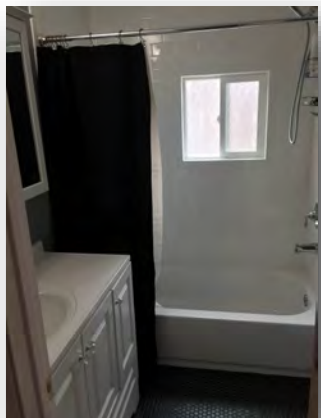
from California State University Northridge. Besides being a stay-at-home mom, I also work part-time as an American Sign Language interpreter and educator. I am a college professor teaching "American Sign Language 1" and "Ethical Decision Making for Sign Language Interpreters." Jeremy received his Bachelor's degree in Behavioral Science from the University of La Verne and his Master's Degree in Business Administration from Azusa Pacific University. Jeremy currently works as the Business Development Manager at Organic Milling (an organic food manufacturing company) in San Dimas, CA.

We are members of the Church of Jesus Christ of Latter-day Saints. We attend church every Sunday morning where the two boys go to Sunday school and Jeremy and I are volunteer teachers. Our family traditions include celebrating Christmas and Easter. Jeremy was Catholic until he was 19 years old. We are open to religions and cultures. We believe whole-heartedly in embracing and respecting diversity.

We live in a charming historic home near downtown La Verne. It is a single story home with 3 bedrooms and one bathroom. Additionally, there is a living room, kitchen, laundry room, and sunroom. There is a yard all the way around the house with several shady trees. In the front, there is front porch and a picket fence. In the back there is an oversized three car garage with alley access. The neighborhood is clean, safe, and friendly. We live within walking distance of many community activities and parks.

Spending time together as a family is our top priority. We frequently drive to the beach and spend time playing in the sand, walking on the pier, and getting a treat. We also like to go to amusement parks. Currently, we have a season pass to Disneyland and go once a week for a couple of hours. In the fall, we plan on getting season passes to Knott's Berry Farm and would love for the student to come with us. We enjoy going to parks for picnics or BBQs. We have a motorhome that we take for overnight camping trips or day trips to the beach. Jeremy is a talented musician and performs his music some weeknights.

We enjoy hosting dinner guests in our home and in turn being invited to other people's homes. Every September, the Los Angeles County Fair takes place for a whole month just down the street. We are always in search of new places to eat amazing food. We love to throw fun birthday parties and other celebrations. Every Monday evening we do a special family activity such as going to the park, driving to the beach, ice skating, trying a new restaurant or going for a walk. We live near both sides of our family so we have frequent family gatherings with grandparents, aunts, uncles, cousins, brothers, sisters, nieces, and nephews.





## THE BOWMAN FAMILY



Scott and Stacey have been married for 18 years. Scott is a Paramedic and the Chief of Operations of Valatie Rescue (a medium size EMS agency). Stacey is a stay-at-home mom and provides daycare to several young children. Their son, Jared age 16, is a rising Senior at La Salle Institute in Troy. Their daughter, Emily age 15, is a rising Junior at Academy of the Holy Names.

Scott's hobbies include golf and other outdoor activities. Stacey's hobbies include shopping, spending time with friends and taking care of the family. Jared's hobbies include Boy Scouts, Drill Team at La Salle, as well

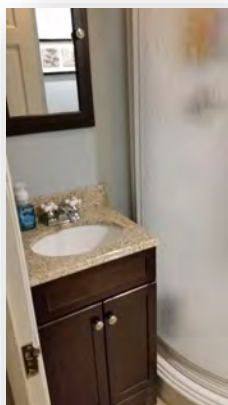
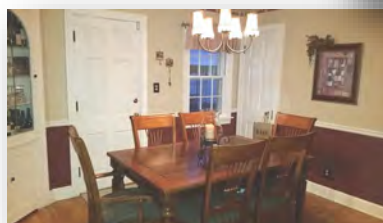


as many outdoor activities. Emily's hobbies include Synchronized Swim, rock climbing and spending time with friends.

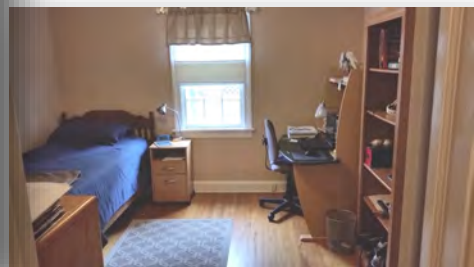
As a family, we spend much of our time supporting each other's activities and interests. We spend a lot of time going to see children compete in their respective sports.

We also enjoy going to the movies and traveling together. We have always found it very important, even with our busy schedules, to make sure that we eat dinner as a family as often as possible. We do enjoy eating out when possible as well.

We have been a host family to two Chinese boys for almost three years. This has been a very rewarding experience. We were not sure at first what it would be like to open our homes to a stranger, but we have found it to be a very unique experience. The oldest has graduated from La Salle and is heading to the University of Washington in Seattle in the fall. We are excited for him and look forward to keeping in touch with him in the years to come.



Having had two Chinese boys living with us for these past few years, our daughter is very interested in hosting a girl. We had a girl from another program for a month during the summer last year and Emily loved having her in the house. The layout of our home makes it perfect for a girl because her room would be adjacent to Emily's and they would share a bathroom.



## THE PIPER FAMILY



My name is Ive Piper and my husband's name is Bill Piper. We have been married 17 years and have two boys. Our eldest son is Josiah. He is 14 years old and going into 8th grade. Our second son is Kelby. He is 11 years old and going into 6th grade. Both of our boys enjoy outside sports. They play tackle football for their school, Evangelical Christian School. They also play flag football outside of school. Both boys also enjoy playing basketball. Last year, Josiah played on his school team and both boys played for the YMCA. They also enjoy many outside activities such as swimming, soccer, and baseball. Josiah and Kelby also play games on the computer, iPad, and play station.

We have a pet cat. His name is Tigger. He was rescued by a friend has been with our family for five years. Josiah and Kelby are responsible for grooming, bathing, and cleaning the litter box. The boys also sometimes take care of a neighbor's two dogs. They would love to have a pet dog!

I've been working in early childhood education for 25 years. I am a preschool and Spanish teacher at the school where the boys attend. My hobby is scrapbooking. I take lots of pictures and drive my boys crazy! I really enjoy scrapbooking weekends at the beach, Orlando, or Sebring with my girlfriends. Bill has an engineering degree from Milwaukee School of Engineering. He is a field engineer for G.E Medical Systems. He works in hospitals and places that have x-ray and other types of medical imaging. Bill is very active and enjoys many sports. He loves to toss a football, play basketball, or go swimming with the boys.

We are a Christian family. Bill and I met in a singles group at a church. Our family attends Summit Church. Josiah and I serve in Kid Zone, which is for kids in Kindergarten through 5th grade, every other Sunday. The boys are involved in the youth group at our church. This summer, Josiah will be going to camp at Webber University with the youth group from our church. I've been working in early childhood education for 25 years.



Our home is a two-story house. There are four bedrooms, three bathrooms, two lofts, and a bonus room upstairs. Downstairs there are two living rooms. The one connected to the kitchen is where we watch tv. The other living room is not used much. There is also a dining room with a table that seats 8 people. In the kitchen, we have a small table that seats four people. That's usually where the boys eat breakfast. The guest bedroom is also downstairs. It is right next to a linen closet and bathroom. The upstairs bonus room has a tv and a PlayStation. This room is used a lot especially when friends come over. One of the lofts has two computers and the other loft is my scrapbooking room. The boys each have their own room but share a bathroom. It's a big bathroom with two sinks. The master bedroom is also upstairs. We have a big room, walk in closet, and a big bathroom with two sinks. If the boys want to go swimming, they go to the community pool as our home doesn't have a pool. The community pool is very close to our home. The boys can walk or ride their bikes.



There are many things we enjoy doing as a family. Going out to eat is one of them. We especially like to go out with the boys and our friends. The boys love to go out for ice-cream or frozen yogurt. We like watching or going to family friendly movies. I love to go to the beach. One of my favorite things to do at the beach is to watch the sunset. We are a very loving and giving family. We love to help others.

