



American Young Leader Exchange Host/Home Family Code of Conduct

As an American Young Leader Exchange (“AYLX”) host/home family (“Host/Home Family”), you are a representative of this program (“Program”), your community, your child, yourself, and your family. As such, you are expected, at all times, to conduct yourself in a manner that positively reflects the goals and mission of the AYLX Program, your community, and the values that represent you and your family. It is your responsibility to know and abide by the rules outlined here for your and your hosted student’s (“Student”) safety and well-being. AYLX expects all Host/Home Families to cooperate with these rules and encourages you to ask your Local Coordinator, or AYLX directly to explain any rules that you do not understand. Failure to abide by the following rules may result in dismissal from the Program.

This Host/Home Family Code of Conduct sets out the guidelines and expectations for behavior that apply to families participating in AYLX, and it should be read together with the AYLX Participant Agreement - Terms and Conditions, (<https://www.aylx.org/wp-content/uploads/2021/08/American-Young-Leader-Exchange-Terms-and-Conditions.pdf>) as applicable. This Host/Home Family Code of Conduct has been developed by AYLX to ensure the safety and well-being of all Students participating in the AYLX Program. The Host/Home Family and all individuals over the age of 18 who reside in the Host/Home Family’s home are required to fully abide by the rules, regulations, and standards of conduct set forth herein.

1. The Host/Home Family must agree to accept personal responsibility for Students under the age of 18 years old pertaining to care, support, and protection.
2. **Behavior:** An AYLX Host/Home Family must understand that they are representatives of its hometowns, home states, and AYLX and must behave and treat others in an appropriate and respectful manner. An AYLX Host/Home Family should not engage in conduct that will bring disrepute to itself, its exchange child, the AYLX, other participants, or host schools. An AYLX Host/Home Family will be considered for dismissal from the AYLX Program for behavior that AYLX considers detrimental to themselves or to the AYLX.
3. **Changing Host Families and Schools:** Students cannot change families and schools without mediation or due process with AYLX.
4. **Sexual Contact or Sexual Activity:** The Host/Home Family will not initiate or participate in any sexually-oriented communications or acts with the Student, and will take

reasonable steps to prevent the Student's access to sexually explicit photographs, written materials, films, or other media in the home.

5. **Sexual Harassment and Abuse Prevention:** Host/Home Families will have read and will adhere to the AYLX Sexual Harassment and Abuse Prevention Policy. The Host/Home Family will monitor its hosted Student for age-appropriate personal relationships. The Host/Home Family will immediately notify AYLX of any incident or allegation of child abuse or sexual harassment - See the AYLX Sexual Harassment & Abuse Prevention Policy (<https://www.aylx.org/wp-content/uploads/2021/08/AYLX-Sexual-Harassment-Abuse-Prevention-Policy.pdf>)
6. **Drugs:** The Program has a zero-tolerance drug policy. The Host/Home Family may not possess or use drugs that are considered illegal by U.S. federal laws, regardless of state and local laws. The Host/Home Family will not engage in or associate with any person related to the possession, use, or trafficking of illegal drugs or controlled substances. Host/Home Families found to be in violation of this policy will be dismissed from the AYLX Program and will have its hosted Student removed from its home.
7. **Alcohol:** It is illegal for anyone under the age of 21 years to possess or purchase alcohol products in the United States. Host/Home Families will not provide alcohol to its hosted Students or encourage its consumption by hosted Students while on the exchange, with the exception of the use of alcohol in connection with religious worship; this is regardless of local customs, availability, or prevalence of alcohol consumption. The Host/Home Family and family members will not engage in excessive consumption of alcohol in the presence of or while caring for its hosted Student. Host/Home Families who violate this policy will be considered for dismissal from the AYLX Program. The Host/Home Family will take reasonable steps to prevent the Student's access to alcohol in the home.
8. **Smoking:** It is illegal for anyone under the age of 21 years to possess or purchase tobacco products in the United States. Host/Home Families will not provide tobacco products to its hosted Students or encourage its hosted Students to consume them while on the exchange. Host/Home Families who violate this policy will be considered for dismissal from the AYLX Program. The Host/Home Family will take reasonable steps to prevent the Student's access to tobacco products in the home.
9. **Firearms:**
 - a. The Host/Home Family will not encourage or allow its hosted Student to carry or use firearms unless given explicit written consent from that child's natural parents/guardians.
 - b. The Host/Home Family must have the necessary and legal permits to possess such firearms. The Host/Home Family must present such permits to the AYLX Regional Coordinator upon request.

- c. The weapon(s) must be unloaded and stored in a locked cabinet, safe, gun vault, or storage case that is not accessible to minors in the home and is secured with either a trigger lock or cable lock.
- d. If relevant, ammunition must be stored in a locked location separate from the firearm.
- e. If the Host/Home Family has firearms or controlled weapons, the Host/Home Family must disclose the presence of any firearm or other potentially dangerous objects to the AYLX Regional Coordinator.

10. **Host/Home Family Rules:** The Host/Home Family will establish house rules before the Student arrives. Within 72 hours of arrival, the Host Family will provide a home tour and openly communicate with the Student to discuss house and bathroom rules, expectations, and standards of behavior; this may be in addition to the AYLX Student Code of Conduct, while the Student is living with the Host/Home Family. The Host/Home Family must make its Student aware of the layout of the home and provide the Student with any instructions (for household appliances or amenities such as a pool). The Host/Home Family will ensure that a written copy of the house rules is available to the Student at all times.

11. **Respect:**

- a. The Host/Home Family and its hosted Student should treat each other and every other person in the home in a fair, respectful, and polite manner. This means being considerate of other peoples' feelings and needs and includes things like not touching any person or their personal property without their permission, keeping your environment clean and tidy, and saying thank you to someone who does something for you. Understand that your customs or beliefs may be different from those of your hosted Student. One of the most important aspects of AYLX is 'cultural exchange' – the chance to learn about someone else's experiences and values. All participants need to be treated with respect, including when carrying out reasonable cultural or religious practices in the home. Discrimination of any kind is not acceptable.
- b. It is important that the Host/Home Family and the Student work together to make the AYLX experience a success. It is very important that the Host/Home Family fosters an environment where both hosted Students and the Host/Home Family feel comfortable enough to communicate clearly and effectively about important matters and cooperate to resolve any misunderstandings or issues that might arise. Make sure that you provide your hosted Student with current contact details and any other important information about you they should know, and be careful not to share any information you receive with anyone else without the hosted Student's permission.

12. **Home Family & Friends Contact:** The Host/Home Family will encourage its hosted Student to limit the duration and frequency of communication with their hometown

friends and family to the extent necessary to promote the Student's successful integration and acculturation with their Host Family and community.

13. **Dangerous/Risky Activities:** The following activities are strictly forbidden: driving or riding any moped, motorcycle, all-terrain vehicle, etc., hang gliding, bungee jumping, hitchhiking, parachute jumping, piloting or flying in a private plane, mountain biking, rock climbing, skateboarding or extreme sports. Obtaining piercings/tattoos, engaging in irresponsible sexual activity, using web-based or social media applications to meet strangers in person, and inappropriate public displays of affection per local cultural norms are considered potentially unsafe, and participants engaging voluntarily in behavior may be considered for Program dismissal.
14. **Finances:** The Host/Home Family will not lend money to the hosted Student, or accept a loan from the Student. The Host/Home Family will not open any joint account nor make any financial arrangement with the Student. The Host/Home Family will not co-sign on any accounts. The Host/Home Family agrees not to discuss financial matters with Students including those related to this Host/Home Family Code of Conduct.
15. **Dismissal from the AYLX Program:** Any Student who fails to comply with the AYLX Student Code of Conduct, the host family rules or local, state, and federal laws, as well as after a reasonable period of time for adjustment, poor motivation, under-achievement, recurring absences, inappropriate behavior, or poor adjustment to the culture or Host/Home Family may be cause for dismissal from the Program. All costs for any expenses involved in doing so will be the Student's and their parents'/guardians' responsibility.
<https://www.aylx.org/wp-content/uploads/2021/08/AYLX-Student-Code-of-Conduct.pdf>

Host/Home Family Obligations:

1. Make yourself and your home available to your hosted Student. You must be a permanent resident of the home and be available to your hosted Student on a reasonably frequent basis. You must specifically be present at the home when your hosted Student first arrives or arrange for a trusted friend or family member with a current background check to be present. Your hosted Student should also be able to contact you within reasonable hours.
2. The Host/Home Family will maintain open communication, by phone, text message, e-mail, or in-person as deemed necessary by AYLX, with the Regional Manager and/or any other representative of AYLX. The Host/Home Family will respond within 24 hours to all communications received from the Regional Coordinator and/or another AYLX representative. The Host/Home Family will allow the Regional Coordinator and/or another AYLX representative to enter the Host/Home Family's home, with reasonable

notice to the Host/Home Family, for the purpose of ensuring or confirming the hosted Student's well-being and care.

3. The Host/Home Family will provide the hosted Student with a safe, healthy, caring, and loving environment during the Student's stay in its home. Generally, the Host/Home Family will treat the hosted Student as a member of the family. The Host/Home Family will interact with the hosted Student daily, will encourage the Student to participate in the Host/Home Family's activities, and will treat the Student with kindness and respect. Include your Student in normal activities and help them to learn. The Host/Home Family will include its hosted Student on special family events (Easter, birthdays, visiting other family members, etc...). Your Student's privacy is important but you should make a genuine effort to involve them in your home and community. Be flexible, sensitive, and patient when communicating with your hosted Student.
4. Your exchange Student will be required to abide by the AYLX Student Code of Conduct. The Host/Home Family is expected to review and become familiar with the AYLX Student Code of Conduct. In the event the Host/Home Family becomes aware of any Student violation or potential violation of the AYLX Student Code of Conduct, the Host/Home Family agrees to immediately report such incident to the AYLX Regional Coordinator.
<https://www.aylx.org/wp-content/uploads/2021/08/AYLX-Student-Code-of-Conduct.pdf>
5. The Host/Home Family will not exhibit abusive, aggressive, or otherwise inappropriate behavior toward the Student, and will not permit any family members or guests to exhibit such behavior. The Host/Home Family will honor and respect the Student's privacy.
6. The hosted Student should have internal access to the home at all times, meaning you must provide a key, security code, or other means of entry in case you are not present at the home at any time.
7. The Host/Home Family must always reside in the home. Any exceptions must be notified and approved by the AYLX Regional Coordinator. The Host/Home Family will ensure that the Student is not unsupervised for more than six hours if 15 years old or younger unless previously approved by the AYLX Regional Coordinator; the Student will not be unsupervised for more than twelve hours if 17 years old or younger unless previously approved by the AYLX Regional Coordinator; the Student will not be unsupervised overnight if 17 years old or younger under any condition; and a high school Student above the age of 18 cannot be left unsupervised overnight without prior written approval from the AYLX Regional Coordinator and written approval from their natural parents/guardians.
8. The Host/Home Family shall not require the Student to maintain the Host/Home Family home or yard, babysit, cook, prepare family meals, except to the extent to which the activity is a part of the family's typical socialization. The Host/Home Family may require

the Student to maintain and clean his/her own belongings and private quarters and to observe reasonable standards of tidiness and cleanliness in common areas within the home.

9. Hosts must notify AYLX, in advance, of any short-term visitors or new residents so that appropriate checks can be arranged.
10. The Host/Home Family will assist the Student in establishing local contacts and appropriate medical providers and explain the family plans in case of emergencies.
11. The Host/Home Family will ensure that the hosted Student removes all their belongings at the conclusion of the exchange.
12. The Host/Home Family will monitor its hosted Student's whereabouts at all times and provide standard parenting activities such as transportation to and from school, to academic and some extracurricular events, and attend parent/teacher meetings, orientations, and other such meetings if agreed upon as part of the Student's placement.
13. The Host/Home Family will keep AYLX informed of any issues or concerns relating to the hosted Student and will take all reasonable action to ensure and support the Student's full participation in the AYLX program, including as related to the Student's enrollment in school. The Host/Home Family will contact the Regional Manager promptly if the Host/Home Family learns that the Student is experiencing academic, emotional, or social difficulties.
14. The Host/Home Family will notify the school and Regional Manager if the Student is going to be late or absent from school; the reason for the tardiness or absence must be provided. Notify AYLX if you believe there has been excessive non-attendance from school.
15. **Meals:** The Host/Home Family will provide or ensure the Student has access to three proper and nutritious meals per day. Hosts will work with Students to understand their meal preferences and provide a reasonable variety of options for each meal. Breakfast may be self-serve food options, but hosts must work with Students to understand how to access and prepare the food items. Lunch on non-school days may be self-serve food options provided by the host. On school days, Students can be shown how to pack their own lunch using self-serve food options provided by the host or will purchase lunch at school at the Student's expense. Hot, home-cooked dinners must be prepared regularly and provided for Students each night, with exception of restaurant food or leftovers. Leftovers, instant or frozen food is acceptable as an exception but not on a regular basis. The Student must always have access to clean, safe drinking water and reasonable, Student-preferred nutritious snacks unless food is being regulated for a medical or health reason.

16. Living Environment

- a. The home of the Host/Home Family must be equipped with all utilities including heat, hot water, electricity, wireless internet, etc. Help your hosted Student settle into a comfortable and safe home.
- b. The Host/Home Family will provide the Student with a structurally sound, clean, private bedroom accessible from within the home with a door. The Student should be provided with convenient access to a lockable bathroom and toilet facilities.
- c. Suitable bedroom requirements:
 - i. Bed (twin bed at a minimum including a frame and mattress reasonably new and in good repair). Futons, day beds, air mattresses, and mattresses without frames are not permitted.
 - ii. The Student must be provided with clean and reasonably new appropriate bedding, linens, towels, pillows, etc. in good condition.
 - iii. Desk and chair (reasonably new and well-kept; presentable).
 - iv. Dresser or chest of drawers and proper hanging space for clothing.
 - v. Appropriate, high-quality lighting illuminating the room for study and projects.
 - vi. Comfortably cool/warm depending on the season.
 - vii. Students may share a room but must be provided with separate beds.
- d. Internet: The Host/Home Family will provide its hosted Student with access to wireless internet with sufficient bandwidth to support schoolwork and communication apps such as FaceTime.
- e. The Host/Home Family will provide its hosted Student with access to kitchen and living facilities including a washer and dryer and assist them in learning to use the facilities appropriately.
- f. The home must be fitted with working smoke and CO2 detectors and comply with all local codes and regulations.

17. Transportation

- a. Show your hosted Student around the community. Help your student to understand the route to and from their exchange school. If this involves public transport, show them how to buy transport tickets. Make your Student aware of places of interest within the community such as shops, parks, and important services such as banks, post offices, and local police stations.
- b. The Host/Home Family will arrange the transportation of the Student to and from the airport, at the beginning and conclusion of the exchange or otherwise as necessary, in conjunction with the Regional Coordinator.
- c. The Host/Home Family will not permit the hosted Student to operate any motorized vehicles unless the Student has a valid driver's license, the vehicle is

insured, and they have explicit written consent from the hosted Student's natural parents/guardians.

- d. The Host/Home Family will ensure the hosted Student does not travel by public transport late at night. Hosts should pick Students up from late-night school events.

18. Air Travel

- a. The Host/Home Family will ensure adequate arrangements are in place for transportation of the hosted Student to and from school and school-related activities that contribute to the Student's engagement with the exchange.
- b. The Host/Home Family will be responsible for its hosted Student's airport pick-up at the beginning of each enrollment period and airport drop-off at the end of their exchange, as well as an airport drop-off and pick-up in the event the Student needs to travel home on AYLX approved travel. The Host/Home Family shall bear all the costs arising out of failure to fulfill this responsibility.

19. Medical Care

- a. If the Host/Home Family has a reason to believe the Student requires emergency medical care, then the Host/Home Family will promptly take the Student to the nearest hospital or emergency center. If necessary, call 911 for urgent medical attention.
- b. If the Student experiences a minor illness or requires non-emergency medical care, the Host/Home Family will expediently assist the Student to make an appointment with a medical or dental provider within the Student's health insurance network. The Host/Home Family will assist with arranging transportation for the Student for medical appointments.
- c. In the event of any emergency involving or impacting its hosted Student, the Host/Home Family will contact the natural parents/guardians and the AYLX Regional Coordinator as soon as possible. This includes serious illness, injury, or hospitalization; arrest or detention by authorities; a violation of AYLX rules regarding driving, hitchhiking; or any other display of potentially harmful behavior, including, but not limited to, underage alcohol consumption or the use of illegal substances.
- d. The Host/Home Family will keep a copy of the Student's Medical Authorization and Limited Power of Attorney with them at all times.