

DELONE CATHOLIC HIGH SCHOOL
INTERNATIONAL PROGRAM
HOST FAMILY HANDBOOK



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HOST HOME REQUIREMENTS

BEFORE THE STUDENT ARRIVES

MAKING CONTACT

As soon as you receive the contact information please begin communication. Email and Skype can help to establish a firm foundation for the family relationship. It will also help to make an initial relationship with the family of the student.

PREPARATION

As the day gets closer, you will find your family becoming more excited and nervous in anticipation of meeting your new family member, the International Student. Please remember, your student will be having the same feelings of excitement and nervousness. As with any new situation, it will take time to adjust to your new family member and he/she, too, will have to be given time to adjust to his/her new surroundings and family. Being flexible, using patience and keeping the lines of communication open will set a solid foundation for the entire year, and beyond. These basics will guide you to a successful and rewarding hosting experience.

IT IS A FAMILY AFFAIR

If you have other children, you will want to make sure they are involved in getting ready for your International Student. This will help in a variety of ways and reduce any “sibling rivalry.” As a family, you may want to have a “welcome” sign on the student’s bedroom door. Preparing a “house warming” basket would be beneficial to both you and the student. This should be a very simple basket, with a few snacks and small cards with your family member names and phone numbers (home, work and cell). Be sure to have his/her room ready: a dresser for clothing, hangers in the closet, a laundry basket, etc. Prepare the student’s bedroom so it is comfortable and gender and age appropriate. If possible, encourage the student, to make the space their own by moving furniture to their liking. Ensure that there is adequate storage space for the student’s belongings and a place for empty suitcases to be stored outside of the bedroom. The student needs a desk of some kind with adequate lighting. Creating a welcoming and warm space will go a long way toward making the student feel welcomed in your home.

AT THE AIRPORT

If possible the whole family should be the airport welcoming committee with a large sign that says “Welcome to your American home (NAME).” The student arriving will be both shy and exhausted. She/he will have been traveling at least 20 hours through 12 time zones. Do not be disappointed if they seem less than exuberant. Even though they do not show their appreciation immediately for these gestures they are very much appreciated by the students.

THE FIRST FEW DAYS

GETTING ORIENTED AT HOME AND AT SCHOOL

The first few days will be an adjustment for everyone, but especially for the student. Your new family member will need time to adjust to the time zone change, food, weather, etc. She/he will be exhausted so try not to plan too many activities for the first few days. It is normal for the student to be a little shy at first and language fatigue will be apparent so be sure to speak more slowly at first until your student gets used to listening to you and responding in English. Please do not ask him/her a lot of questions while he/she is adjusting to his/her new environment. Just give it some time! Although you may want to have a party with your friends (or your child's friends) to welcome the student, it would be much better to wait.

As your student settles in, you will want to give him/her a complete tour of his/her new home. This will help him/her adjust to his/her new surroundings. This would also be an ideal time to show him/her how to use items in your home: telephone, small appliances, etc. If you have your own children do their own laundry, you might want to have your children show the student how to run the washer and dryer and discuss the basic housekeeping rules of your home. If you do your children's laundry on a certain day, make sure the student understands this routine. It would be beneficial to write out exact instructions as to when it is done, who helps, who folds the laundry, etc. Do not assume he/she knows how to do laundry (or use any other small appliance). You may want to have guidelines written up and posted near each appliance as a reminder. If your child is old enough to show the student how to use certain appliances, this is a perfect opportunity for them to establish a bond.

BE A CHAMBER OF COMMERCE REPRESENTATIVE

It is important that your student gets to know your community. It would be beneficial to go for a "Sunday Drive" sometime during the first few days. Drive to places you would normally frequent so he/she can begin to get his/her bearings. Show off the town! As you are driving around, you may want to give the student a map of the area, highlight the places you will be pointing out as well as the route you will be taking on your drive. It will take time but the quicker he/she begins to feel comfortable, the easier the adjustment will be for everyone. Take a drive to Delone Catholic High School, to the grocery store, to church, the movie theater, etc. When you are pointing out certain places within the community, make sure you speak slowly, especially in the first few days. Your student has studied English, but speaking and understanding it takes longer to process, especially at first. Americans, in general, speak very quickly and that makes it difficult for your student at first. The key is patience. The student could be nodding his/her head in agreement and smiling but only understood a small portion of what you said. Patience and repetition is the key. It is human nature to tend to speak louder when you think someone does not understand. Just remember to speak slower, (initially) using simple words and patience.

WE ARE FAMILY

When the student first arrives, he/she will be exhausted. You will help him/her feel welcome by your actions and gestures. Try to avoid talking too much or too quickly as it will be overwhelming to him/her. After the first few days of getting settled in, make sure you are transitioning into treating him/her as a part of the family and not a guest. This is a perfect time to discuss your household rules. Please provide clear written instructions regarding household rules and customs that you expect the student to follow. If it is your family tradition that the children help with the daily and weekly chores, be sure to include him/her. Make sure to outline the expectations as to what he/she is supposed to do and when it should be completed. This will most likely be something new to him/her so give him/her time to adjust. He/she may need to be reminded of these chores several times as it is tradition in the Asian culture that the mothers do all the household chores. Do not make a statement such as "Clean your bedroom" as he/she may not

know what you expect. Be clear and precise: “Please dust your furniture, bring your dirty clothes to the laundry room and vacuum the floor in your room.” If you have your children make their bed each morning, expect the same from your new family member. If you do not make your other children do these chores, it is unreasonable to expect him/her to do the chores. Remember, he/she is part of your family and you don’t want to have different expectations from that of your natural children.

TIME TO EAT

During the first few days, you will see the student’s appetite may be quite small until he/she becomes accustomed to “American” food. She/he may or may not need time to adjust. You may want to purchase a rice cooker for our Asian students. This would be an inexpensive way to make your student feel at home. It may also be beneficial to take the student to the grocery store or preferable a local Asian Market to pick out something familiar, including simple snacks. She/he also may need your help in preparing a snack. Remember, patience. This is new for him/her too! You can make this a fun, rewarding cultural experience for you and the student. Hopefully, if the student has any food allergies, you will already be aware of them. We want you to encourage him/her to try the new foods being offered to them. You may want to suggest that your new member of the family prepare a dish/meal that is a tradition in his/her country. This, very often, is a very memorable experience and allows the student to open up and talk about other traditions he/she enjoys in his/her country. Many families have found the student likes to make a meal a couple of times a month to share with his/her new family. All regular meals (except school lunches) are provided by you whether you are at home or out at a restaurant. The student will have their own spending money for snacks or treats when he/she is out with friends. It is important that you discuss the meal time schedule and that he/she is expected to eat dinner with the family, as everyone’s schedule permits. You will also want to talk about whether or not snacking between meals is acceptable.

LET’S TALK

An open line of communication is the key. Adapting to the U.S. will take time, so be patient. Everything in his/her life has changed: the language, the food, and the living arrangements. She/he may not have ever been to the U.S. so his/her only impression of American life could be from television shows and movies he/she has seen (and we all know that’s not reality!!). Keeping the lines of communication open during this time is vital. Attempting to understand the cultural differences will be a huge step towards an international understanding: you of his/her culture and his/her understanding of American culture. The best thing you could do when he/she first arrives is spend time with him/her. You are the one he/she is depending on to learn about his/her new environment. Be there for him/her. Do not assume he/she knows the “right” way to do something if you have told him/her about it only once. You may have to repeat the process several times. Keep the lines of communication open, be flexible and have a sense of humor. Not everything will go smoothly but laughing about the mishaps will go a long way on building a solid relationship with your new member of the family. Make sure you suggest that he/she should contact his/her family back home either through Skype or other on-line video chat. He/She may want you to meet his/her natural family, or he/she may not. Leave that up to him/her. If he/she initially is hesitant, be respectful of his/her wishes and don’t try to force the issue. Chances are, eventually, he/she will want you to meet his/her natural parents but it may take time. Do not be offended if this does not happen right away.

It is important that if you have more than one International Student staying with you during this school year that you spend time talking to each of them. It is also vital that when they are with your family, at home or out doing something, they are speaking English to each other. We realize it will be more comfortable for them to speak in Chinese (or in his/her first language) to each other but in order for each child to become proficient in the English language he/she needs to speak it all the time.

Another key thing to remember is what you and your family's perception of "normal" may not be the "normal" for your new family member. While it is not acceptable in the American culture, in some cultures "belching" or burping is completely acceptable behavior and is rarely even noticed. In other cultures, the shower curtain is kept outside the tub because the floor is tiled and there is a drain in the middle of the bathroom floor. Although it may seem like common sense, these are things that should be discussed with your new family member. Personal habits differ as well. Take the time over the first few weeks to talk about what behaviors and/or habits are or are not acceptable in the U.S. (showering, use of deodorant, changing undergarments daily, etc.). There are some countries, due to the nature of their plumbing that may not flush toilet paper down the toilet or may not flush every time. Assume nothing.

Your family may experience a sibling rivalry between your natural children and the International Student. It is important that the lines of communication be kept open with your own natural children, but do not breach the private conversations you may have with the International Student (and vice-versa). In an effort to avoid this sibling rivalry, encourage your own child(ren) to be involved in the planning of activities as well as showing the International Student "the ropes." The International Student will want time alone. This is normal and is possibly a sign of culture shock. Other signs of culture shock may be, but are not limited to, fatigue, homesickness, confusion, shyness and physical discomfort. Again, keeping the lines of communication open will minimize culture shock and will strengthen the long term relationship with this child.

If you have any questions, concerns or suggestions please contact the school. Contacting the school sooner is better than later. Please do not hesitate to call. The school, too, needs to keep the lines of communication open. The school realizes there will be situations needing to be addressed in a prompt manner and we want you to call. This program will only be successful if the lines of communication are open and utilized. Solutions are available but only if we are aware of the opportunity.

BANK ACCOUNTS

Be sure to initiate the process of getting a bank account very soon after the student arrives. Very often the students arrive with thousands of dollars in American money. Make sure your student has a safe place to put her/his cash while in your home before you get a bank account. Students will tend to carry all their cash with them everywhere until an account is set up.

Several banks in the area have agreed to open accounts for our International Students. The students will open an e-account. This will enable them to use a debit card to get money from an ATM or to use as a credit card and their parents will be able to wire money to the account for their use. In most cases to open the account the student will need his/her passport, his/her Pennsylvania or Maryland ID and your signature. Please check with the bank you plan to use in advance regarding its specific requirements.

CUSTODY AGREEMENTS AND POWER OF ATTORNEY

Collect and review all important papers the student has with her/him. Bring the notarized Custody Agreement, the Power of Attorney, and an official copy of his/her transcripts to this meeting. We will make a copy for you and keep the originals at school.

CELL PHONES

Students should come with international cell phones. If not, they will get one here. Calling cards are also an option. They are financially responsible for all phone usage.

IMPORTANT DOCUMENTS

Assist the student by collecting and safe-guarding their I-20s and passports. Collect these documents from your student and keep them in a safe place. The student should know where they are and that they are being kept in that place for safety. If these items are lost or misplaced it is a very difficult and time-consuming process to have them replaced.

ONLY ENGLISH SPOKEN ZONE

At home and at school, English should be the only language spoken. Please encourage your student to only speak Chinese when absolutely necessary (as in explaining something to another student after all efforts have been made to use English).

PENNSYLVANIA OR MARYLAND ID

Please take your student to the DMV to have an ID issued. She/he will need his/her I-20, Visa, Passport and Custody Letter. You, as the guardian, must have two forms of ID and proof of Pennsylvania or Maryland residency.

VISITING THE DOCTOR/HEALTH INSURANCE

Students will receive their cards when they come in to school for the first time. You will receive an outline of the plan at that time. There is no deductible and no co-pay. Please remember to bring your custody/POA documents with you if/when you seek medical care for your student.

FAMILIES WHO HOST SENIORS

If the child you are hosting is a senior you have a special responsibility to see that Senior requirements are being met, for example: senior pictures, yearbook submission deadlines, TOEFL testing, college applications etc. Many of these traditions are totally unknown to international students and they will not know they are important. When they graduate we do not want them to feel left out because they have not known to meet a deadline along the way.

AT SCHOOL

STUDENT AMBASSADORS

We will assign a “student ambassador” for your student. This student will help your student become familiar with the Delone Catholic campus, clubs, activities and athletics during the first few weeks of school and will remain a reliable source for your student. This assistance will help the student be less overwhelmed and more comfortable at the school.

STUDENT SCHEDULE

A meeting with Sr. Maria Jude and Mr. Felix will be scheduled for international students to finalize schedules and try-on uniforms.

BOOKS

A religion textbook has been paid for and can be picked up from the Religion teacher during the first week of class. All other textbooks are provided on loan to each student by the school and will be distributed in classes.

UNIFORMS

The school will arrange for the uniform company to come and measure for international student uniforms during the first few days of school. The student has a \$500 uniform allotment to spend with the Flynn and O'Hara Uniform Company. Dress shoes should be purchased by the student.

Until uniforms arrive students should wear khaki shorts and a white or burgundy polo shirt to school. These should be purchased by the student. Just one pair of shorts and two shirts should be sufficient until uniforms arrive.

LUNCH

Student lunches have been paid for and credit loaded to the school ID card. Please be attentive to the menus provided on www.DeloneCatholic.org. Please help your student to select lunch for each school day.

STUDENT IDS

Students will receive their IDs soon after school pictures are taken. Please encourage your student to carry their ID with them as it is used to purchase lunch and to be admitted for free to some school events. It is a valid picture ID.

LOCKERS

Students will receive a locker on the first day of school. The student is responsible for keeping their locker combination a secret.

EMERGENCY CONTACT INFORMATION

The Emergency Contact Information that you have given the school will be the same for your International Student. Please make sure your Emergency Contact is aware of this.

MEDICAL RECORDS/IMMUNIZATION RECORDS

Students will have these with them. They are required; however, to have a medical physical here in the U.S. and have the HRS 680 Immunization Form filled out. If they plan on playing sports, the FHSAA forms will also need to be filled out at that time. Please make an appointment with your family's doctor. The student will need to pay out of pocket for this physical and any required immunizations. These forms are available from the Dean of Students.

STUDENT HANDBOOK

Review the Student Handbook with your student. Please do not presume they can understand it if they read it on their own. Please return the signed agreement with the student's signature and your signature, as guardian. Students are held accountable for the directives in the handbook so it is important that you help them understand expectations.

STUDENT ACCOUNTABILITY (FOUND IN APPENDIX)

This letter basically states the requirements for his/her continued stay at Delone Catholic: participation in school activities and academic success. She/he will receive a letter by March 15 inviting them back if he/she has contributed positively to the school. Help the student to understand that renewal is not automatic.

TRANSLATORS

Students will bring translators with them. The translators for school must only be translators not Ipods or cell phones. They are able to use these in class even on quizzes and exams except vocabulary tests. Their translators will be cleared of any memory by the teacher before exams.

THE CHINESE AGENCY

The students will contact the Agency first when something is wrong. You and the school will be the last to know, unfortunately. This is cultural as the Chinese do not like confrontations. The Agency will contact the school if there are any issues and the program director will contact you.

VACATION BREAKS

Some students may go home or visit relatives for Thanksgiving, Christmas Break and Spring break. Please review the section of this guide on travel with the student. The procedures to travel cannot be accomplished in a few days so adequate time must be allotted for getting authorization back and forth to China, having documents notarized, getting I20's signed by the appropriate officials.

PERIODIC HOME VISITS

A school representative will be making periodic home visits throughout the year to check in with you and your International Student.

THE DAY IN AND DAY OUT

GENERAL REQUIREMENTS AND HINTS

BEHAVIOR

- Students must obey all laws while in the USA: federal, state and local ones. Any student not obeying the law could be subject to criminal charges and/or sent home.
- Students are not allowed to drive any motorized vehicle including lawn mowers, jet skis, motorcycles, automobiles, dirt bikes, etc. If in doubt, call before they are allowed to operate any motorized vehicle.
- Students must use a seatbelt while riding in any automobile as state and local law requires.
- Students may NOT drink any alcohol beverages. Students caught drinking may be subject to being sent home and could face criminal charges.
- Students may not use OR possess any illegal substances. Students caught with any illegal substances will be sent home and could face criminal charges.
- Students may NOT smoke. It is illegal in the United States for anyone under the age of 18 to purchase cigarettes. Any student caught smoking (even if they are over 18 years of age) will be subject to disciplinary actions up to and including being sent home.
- As with all Delone Catholic students, the International Student's assigned locker is subject to search as deemed necessary by the school's administration.
- Student must abide by the rules of the Host Family.
- Students may not view and/or download any sexually explicit material on his/her own computer or that of the Host Family. Additionally, students may not use his/her cell phone or anyone else's cellular device for "sexting" or any other behavior (harassing, etc) that could, even remotely, be considered offensive. Violation of this policy could result in disciplinary action up to and including being sent home.
- The rules, policies and procedures contained herein are subject to additions and revisions as deemed necessary and/or appropriate by the principal of Delone Catholic High School.

ACADEMICS

- All students in the International Student Program are expected to abide by the guidelines as laid out in the Student Handbook. As the Host Family, we would prefer you review this handbook with the student on an individual basis so we are certain there is a level of understanding as to the academic and behavior expectations.
- Students will be attending Delone Catholic High School. As students of Delone Catholic High School, they represent the school 24/7. We expect each student to conduct themselves accordingly whether or not they are at school or at a school function. Improper behavior/acts while not at DCHS may also result in dismissal from the International Student Program and being sent home.
- All students (including those in the International Student Program) at Delone Catholic High School are expected to attend school every day, barring an illness. Should the student require medical attention please contact the student's doctor immediately. If the situation is an emergency, please dial 911.
- Students in the International Student Program must maintain a grade point average of 2.0 to remain in the program. Any student having difficulty or deficiencies will be notified as well as the Host Family parents. The Host Family is expected to work closely with the teachers, guidance counselor and staff to remedy the academic difficulty as soon as it is noticed.

TYPICAL TEENAGE BEHAVIOR

Traditionally, the International Students participating in this program will range from the age of 14-18 years old. As we all know, this is either in the beginning of and right in the middle of the onset of puberty. Each student will be at their own stage of puberty. As we all know, this time can be very emotional and this will be heightened due to the separation from his/her parents. Some of the characteristics you will see are below:

- Growth spurts in a short period of time
- Increased appetite
- Preoccupation with self and appearance
- Heightened sensitivity and emotions
- Wearing emotions on their sleeve; mood swings that come on with no notice
- Very critical of own physical appearance
- Impulsive decision making and behavior
- Hormonal changes resulting in: breast development, body hair, defined muscles, menstruation, acne and/or a change in voice.
- Very loving and pleasant at times to stubborn and obstinate

All of these behaviors and changes are typical for any teenager. Teenagers are sometimes embarrassed of these physical changes and require/request more privacy.

It is important that you are consistent in your expectations. You are his/her parent while he/she is in the U.S. You are not there to be his/her friend. Communication again is the key. When the situation appears to be difficult, especially with the International Student, sarcasm will not be well received. You are the adult and are responsible for the welfare of the student so it is important you are consistent in your approach and response to undesirable behavior. If you offer sincere advice and positive feedback, it will help diffuse any escalation and negative outcome. There may be the occasion where you will find it beneficial to remove the student from the situation in an effort to calm them down. You want to discuss the behavior to change the behavior, not the person. Everyone makes bad choices now and then. Talking to your student when emotions have calmed down, reassures the student that you are not his/her adversary, but rather his/her "parent." Remember, he/she is a teenager, testing the waters and he/she wants very clear boundaries. Stay consistent. Constantly moving the line sends very mixed signals and ultimately, he/she will lose trust in

you if he/she sees that you don't enforce the rules you established at the onset. Yes, you have to be flexible in certain situations but if you have laid out specific rules, make sure you are consistent with all. Through it all, it is important you keep a level head, keep lines of communication open and maintain a sense of humor. By no means are we suggesting you make fun of the student(s), but keeping your sense of humor can diffuse the situation and allow the student to open up more freely to you about his/her emotions and feelings. Should he/she want to share something with you in confidence, it is imperative that you only make a promise of confidentiality when you can do so. If anything illegal has happened or occurred you must contact the school principal immediately. If for some reason you are unable to reach her, please use the "phone contact list" provided to you until you reach someone who is able to help you.

HOST FAMILY TIPS

- Respect the student and his/her space.
- Be an active participant in his/her extra-curricular activities. Remember, YOU are his/her family while in the U.S.
- Set a good example by following through with the things you promised.
- Help him/her with his/her homework, if needed. If you see that he/she is struggling academically, contact the Dean of Students and he will get in contact with the proper people within the school.
- These students are most often very focused academically. Encourage this but also encourage them to be involved in school activities.
- If you are having an issue with the student, talk to the student honestly, respectfully and directly. Please do not discuss issues with or through your other children. If you cannot work it out, contact Mr. Felix to discuss your options. If you are observing unusual, destructive, disturbing behavior, contact Mr. Felix immediately.
- Be very precise from the start about your expectations as far as his/her family chores, manners, curfews, etc. and make sure he/she is aware of the consequences when rules are broken. All expectations should be written down to avoid confusion.
- Have the same expectations of the International Student that you do for your own child(ren). Giving one or the other a different set of rules to abide by only sets up a rivalry, and it is doomed to fail.
- Especially when your schedule is tight and you have to get several things accomplished in one day or be some place at an exact time, be very specific and tell him/her what is planned or what needs to get accomplished. Using figures of speech such as "We need to hit the road in 10 minutes" could be confusing to him/her and he/she may not understand what you are saying (especially early on). In some cultures, time is not exact.
- Do not set yourself up for defeat. If you tell the student "Every week we will go out for a family dinner" and it does not happen for whatever reason, the student may think it is something he/she has done to cause this not to happen.
- Sometimes an International Student may not be aware what is acceptable to wear or what is consider "party appropriate", "church appropriate" attire. Keep in mind that he/she may have seen shows on television that reflect a type of attire that would not be appropriate in real life.
- Take time out of your schedule to get to know your International Student. Both of you will enjoy learning about the other.
- Make sure to include him/her in your family activities, after all he/she is part of your family now. From time to time, he/she may decline so do not be offended. He/She just may need some "down time".
- Keep your sense of humor when things go wrong. If you overreact at a situation, it could ruin the relationship you have built thus far with the student and he/she will be reluctant to re-build the relationship. Things will go wrong but it does not have to be the end of the world. How you react will be the key. Remember, laughter is the best medicine! (He/She may not understand that figure of speech.)

CULTURE SHOCK

ADJUSTING TO CULTURE SHOCK

Culture shock is not something that greets your student at the airport gate. Some students may experience culture shock and others may not. Every individual handles this differently. For the most part, “culture shock” manifests itself in several stages and over a period of time. Just as the human mind processes the death of a loved one in stages, culture shock has stages as well. There will be an adjustment period when you have been used to doing things a certain way, or at a certain time, etc., and are thrown out of that routine and immersed into a new culture, doing things a different way.

Imagine being “thrown” into a situation where everything you have done in the past is completely different than that what you are familiar with and you are expected to adapt to the new way. Subconsciously, you are feeling the way you performed tasks, etc., in the past was the right way. Why should I change? It will be difficult to identify who will adjust to his/her new home and family with no issues and who will not adjust as easily. Culture shock is nothing you can see. It is not tangible, but it very real. From simple to complicated, from the showing of emotion to feeling as though your core values are being challenged, you have been removed from all that is familiar, everything that you understood instinctively.

Keep an eye out for some typical indicators of culture shock, which include, but are not limited to:

- Avoiding eye contact and contact with people, including the Host Family
- Withdrawn (spending time alone), boredom, loneliness
- Depression; crying for apparently no reason
- Limited communication with Host Family and school mates
- Extreme homesickness
- Gravitating to and only spending time and making friends with other International Students
- Refusing to abide by the rules you have set forth in your home
- Having no appetite OR eating too much
- Rarely sleeping or, conversely, sleeping constantly
- Helpless feeling (feels as if he/she is unable to do anything successfully on his/her own.)

As with going through the stages of losing a loved one, the stages of culture shock resemble the following emotions:

1. Jubilation/Excitement/Elation: When people are planning a trip or vacation, their expectations are high as well as their excitement for the new experience. During this time people rarely see any negatives to their upcoming experience. The idea of new people, experiences, etc. is the focus and the energy level is high. Just prior to their trip, they are preparing so they have experienced limited “down time” or rest. A full nights rest is a rarity during the days preceding the trip. Initially, the student will focus on all the similarities between his/her native home/family to his/her host family/country. She/he will feel as though everything is very comparable. This feeling of excitement and jubilation could last for a couple of weeks.
2. Petulance and Unfriendliness: Moving into this phase will be gradual but it will happen. The student will notice more and more differences, rather than similarities and it will be a disappointment. Although the differences have been there since he/she arrived, they will seem much more pronounced and bothersome to the student. This is when you may begin to see some of the culture shock indicators to appear. This is when it is truly vital to keep the lines of communication open. If the student knows you are there for him/her, he/she is more apt to discuss their feelings and emotions, working through the “culture shock.” This may take a couple of weeks but it will get better.

3. Measured/Ongoing Adjustment to Situation: Again, since “culture shock” is not a tangible thing, you will not wake up one morning to find that the “culture shock” is over and all is perfect. “Culture shock has left the building.” It will happen gradually and you will find that your student just “feels” more comfortable in situations with the family and friends. She/he will begin to be aware of and understand some more of the understated cultural nuisances that were overlooked before. The student will join into activities more readily than before with not as much reluctance. She/he will begin understanding the “family jokes” and then will truly feel as though he/she is a member of your family. It just takes a little time, a sense of humor and patience.
4. Acceptance: See, it was not hopeless after all! The student will embrace his/her new surroundings, realizing he/she will not lose his/her home culture either. She/he has just expanded his/her horizons (and you have too!).

When he/she returns to his/her home country for the summer he/she will definitely bring some of the American culture to his/her homeland. And surprisingly, he/she will experience a “reverse culture shock” when he/she returns home. She/he will love being home for the summer but he/she will miss some of the American customs! (And you, too, will miss him/her over the summer. She/he has become part of your family!)

“JUST A SPOON FULL OF SUGAR HELPS THE MEDICINE GO DOWN...”

There is no prescription to buy for “culture shock.” There are, however, a lot of other antidotes you can do for/with your student to minimize the length of the culture shock.

Here are some suggestions from previous International Students that helped them adjust more easily to their new Host Family and the American culture. These suggestions are for the students:

- You are not alone. Your Host Family is there for you.
- Get to know the area in which you are living: town, state and country. Take advantage of the time you want to spend by yourself by “googling” your area. Have your Host Family take you to the library and check out books about Gettysburg, Pennsylvania and the USA.
- As your Host Family tries to “walk a mile in your shoes”, you do the same “walk a mile in their shoes.” Once you realize you will not be abandoning your culture by learning about a new culture, a whole new world will open for you. You will never lose your roots to your own culture by opening your heart to a new cultural experience! Take a chance!
- Get involved and make friends with the students at your school. Take advantage of the activities they offer: join a club, join student council/government, participate in a sport, go to the sporting event or go to the movies with classmates.
- Be considerate of your new surroundings. You may find the adjustment a bit difficult in the beginning but avoid making fun of or mocking the traditions, customs or people of your host family/country. This will not make you friends and you will feel alienated at your school as well as at your home.
- Keep open lines of communication with multiple people: your Host Family, schoolmates, a teacher, someone with whom you feel comfortable and with whom you can share your feelings, thoughts, etc. Although it may be the easiest road, do not just gravitate towards other International Students (especially from your country). Spread your wings a little.
- Confidence is essential. Dig down deep and find that confidence that will tell you that this will work out and will be great. Even if you can’t find that confidence, act like you are confident and eventually you will find it. The journey will be wonderful. Remember, it is not necessarily the destination (or your goals), it is the journey that will provide you with an education you never expected.

COMMON SENSE

KEEPING GROUNDED

Throughout this International Student Program Host Family Guide, there have been several common themes.

- **Communication:** Keep the lines of communication open. He/She may find it difficult to open up completely with you right away but it will come in time. As long as the lines of communication remain open with your International Student and the Dean of Students, we will be successful with this amazing program. Don't give up! Be there for him/her and he/she will sense that feeling, sooner rather than later.
- **Expectations:** Keep in mind that these are young teenagers that need guidance, encouragement and support. As the Host Family, you have a huge responsibility in caring for a young man or woman during their high school education. You will be their "American" parent(s) and family. Imagine the range of emotions the student is feeling. Set the "expectation bar" high, but not too high. Do not get discouraged if things are not happening exactly how you imagined them to happen. Life doesn't happen that way. Conversely, do not set the "expectation bar" to low either: if you expect mediocrity, you have to accept mediocrity.
- **Sense of Humor:** You will run into "bumps" in the road. Your sense of humor will allow you to laugh at yourself when mistakes are made, and ultimately show your International Student that it is acceptable to make mistakes. Being able to laugh at one self shows confidence and that failure is not the end of the world. It is only an opportunity to approach the situation again and be successful. The difference between people who are successful and those who are not is determined by those who get up, brush themselves off and try again and those who just give up. Remember, if you think you can OR think you cannot, you are right.

TRAVEL

FAMILY TRAVEL WITH THE INTERNATIONAL STUDENT

As a Host Family, the International Students are considered part of your family. If your family is going away for the weekend, provided the student would not be missing a required school activity (i.e. sporting event for which they are a member of the team), the student is obviously allowed to travel with the family. Our recommendation is that you always have the student's VISA with them. You will need to notify Mr. Felix and let him know the emergency contact information. This can be done either via phone or email. If, for any reason, the International Student will not be traveling with your family on the weekend get-away you must make appropriate arrangements well in advance (as time permits) to have the student stay with another Host Family or Delone Catholic approved family. In this case please contact Mr. Felix to discuss the exact dates, etc. This must be done at least two weeks in advance of your trip. Please remember, it is your responsibility to make sure the child is staying in a safe and secure environment. Under no circumstances should the student be left alone in your home for the weekend with no adult supervision.

VISITING ANOTHER CITY OR STATE

If the Host Family would like to take their International Student out of state or the International Student would like to travel to visit a relative and/or friend in another city and/or state by themselves, permission must be granted from all of the following: The Natural Family, The Host Family and the Dean of Students.

The student must fill out a “International Travel Permission Form” form at least one month in advance. The form may be sent as a scan to the natural parent but it must be notarized and returned by express mail. Submission of these forms by the student and/or the Host Family in no way guarantees approval to travel. We would suggest that the Host Family/the student not purchase airline/travel tickets until the approval has been complete. For the most part, all reasonable requests will be granted. However, if travel is denied it is incumbent upon the Host Family to make sure the student does not travel out of the city and/or state.

LOCAL TRAVEL

The International Student is allowed to travel around the local community as long as the Host Family grants permission. This would include going to the beach with friends, going to the mall, downtown, etc. We expect that the Host Family knows where the student is going, with whom he/she is with and when he/she is returning home. We would expect the family’s standard hours of curfew to be in effect.

DRIVING

The International Student is not permitted to drive any automobile (or any other motorized vehicle) while in the United States. The International Student is allowed to be a passenger in a car driven by a Host Family sibling or friend, provided that individual is properly insured. It is up to the Host Family to ensure that the individual transporting the International Student has proper insurance.

CHINESE ETIQUETTE AND PROTOCOL

By Joyce Millet (President of Cultural Savvy)

Confucius, China's greatest sage, established a system of ethics, morals, hierarchy and behavior, which set the rules for people dealing with other people, establishing each person's proper place in society.

The five major relationships set forth by Confucius:

- Ruler -Subject
- Husband-Wife
- Father-Son
- Brother-Sister
- Friend -Friend

Key concepts in understanding Chinese culture:

- Guanxi - Throughout much of Chinese history, the fundamental glue that has held society together is the concept of guanxi, relationships between people.
- Mianzi - Face - Losing face, saving face and giving face is very important and should be taken into consideration at all times.
- Li - Originally li meant to sacrifice, but today it is translated as the art of being polite and courteous. Proper etiquette preserves harmony and face.
- Keqi - Ke means guest and qi means behavior. It not only means considerate, polite, and well-mannered, but also represents humbleness and modesty.

GETTING TO KNOW EACH OTHER

GREETINGS AND INTRODUCTIONS

- The Chinese usually do not like to do business with strangers, and will make frequent use of go-betweens. Whenever possible, try to use established relationships, or an intermediary known by both sides, to make the first contact.
- Chinese prefer to be formally introduced to someone new. This applies to both Chinese and foreigners.
- The Chinese may seem unfriendly when being introduced. They are taught not to show excessive emotion, thus the reference to Chinese and other Asians as inscrutable.
- Always stand up when being introduced and remain standing throughout the introductions.
- When being introduced to Chinese, the accepted form of greeting is the handshake, even among Chinese. Chinese may also nod or slightly bow (Unlike the Japanese, the Chinese bow from the shoulders rather than the waist). One would then present a business card.

BUSINESS CARD ETIQUETTE

- Use both hands when presenting business cards and be sure the writing faces the person to whom you are presenting your card. Cards should also be received with both hands. Do not immediately put the card in a pocket or bag-this is considered rude.
- Follow with the standard "I am pleased to meet you, or "ni hao" in Chinese.
- When seated, place cards on the table. This shows respect and is an excellent way to remember names.
- Business cards should be printed in English on one side and Chinese on the other.
- Remember that China is the People's Republic of China and Taiwan is the Republic of China.

TITLES AND FORMS OF ADDRESS

- The Chinese will state their last name first, followed by the given name (may be one or two syllables). For example, Liu Jianguo, in Chinese would be Mr. Jianguo Liu using the Western style.
- Never call someone by only his or her last name. Unless specifically asked, do not call someone by his or her first name.
- Addressing someone by his or her courtesy or professional title and last name conveys respect. In Chinese the name precedes the title. For example, Liu Xiansheng for Mr. Liu, and Liu Jingli for Manager Liu.
- Womens' names cannot be distinguished from mens' names. Chinese women use their maiden names even after marriage, but may indicate marital status by using Mrs., Ms., Miss, or Madam. Mrs. Wang might be married to Mr. Liu.
- Chinese who frequently deal with foreigners or travel abroad on business may adopt a Western first name, such as David Liu. They may request that they be referred to as David, once a relationship has been established.
- Do not use the term "comrade" in China.

PERSONAL QUESTIONS AND COMPLIMENTS

- Do not be surprised when asked personal questions regarding age, marital status, children, family, income, job, etc. This is done to seek common ground.
- On the other hand, the Chinese will be uncomfortable with American familiarity, particularly early in a relationship. The arm around the shoulder or pat on the back with "just call me Bob" approach should be left at home.
- Unlike the Western custom, compliments are not graciously accepted with a "thank you," but rather with "not at all or it was nothing." Accepting and giving direct praise is considered poor etiquette. Do not be gushy with thank yous.

SOCIAL DISTANCE, TOUCHING AND GESTURES

- Every culture defines proper distance. Westerners, particularly Americans, find that the Chinese comfort zone regarding distance is a bit too close for their comfort.
- Instinctively Westerners may back up when others invade their space. Do not be surprised to find that the Chinese will simply step closer.
- The Chinese do not like to be touched, particularly by strangers. Do not hug, back slap or put an arm around someone's shoulder.
- Do not be offended if you are pushed and shoved in a line. The Chinese do not practice the art of lining up and courtesy to strangers in public places is not required.
- People of the same sex may walk hand-in-hand as a gesture of friendship in China.
- Western gestures that are taboo in China include:
 - Pointing the index finger. Use the open hand instead.
 - Using the index finger to call someone. Use the hand with fingers motioning downward as in waving.
 - Finger snapping
 - Showing the soles of shoes.
 - Whistling is considered rude.
- Chinese customs that are annoying to Westerners:
 - Belching or spitting on the street
 - Lack of consideration when smoking and failure to ask permission to smoke
 - Slurping food
 - Talking while eating

DINING AND ENTERTAINMENT ETIQUETTE AND PROTOCOL

- Entertaining guests at a Chinese banquet is an important way of establishing “guanxi” relationships.
- For more formal banquets, invitations will be sent and place cards will be at the table.
- Guests should sample all of the dishes and leave something on the plate at the end of the meal. A clean plate indicates you are still hungry and it is the host’s responsibility to see that you are continually served food and drink.
- Under no circumstances should chopsticks be placed in the rice standing up. This symbolizes death.
- There are no firm rules regarding dinner conversation. Depending on the closeness of the relationship, business may or may not be discussed. Follow host’s lead.

GIFT GIVING

- Gifts are an important way of creating and building “guanxi” in China.
- Chinese etiquette requires that a person decline a gift, invitation, and other offerings two or three times before accepting. It is expected that the giver will persist, gently, until the gift is accepted. Be sensitive to genuine refusals.
- Chinese and Westerners differ in the approach to gifts. In the West, a sincere thank you or a thank you note is an acceptable way to extend appreciation. In China, a more tangible form, or gift, is preferred.
- Never give a gift that would make it impossible for the Chinese to reciprocate. This would cause a loss of face and place them in a very difficult position.
- The Chinese usually do not open gifts at the time they receive them.
- When receiving gifts from the Chinese, do not open them unless they insist.

SUGGESTED GIFTS AND GIFT-GIVING TABOOS

- Gifts should reflect the giver and the recipient.
- Consider gifts from your area. Gifts with a company logo are fine as long as they do not include things that are considered taboo and are not too showy.
- Do not give anything in sets of four or gifts that carry the association of death or funerals such as clocks, cut flowers, white objects. Do not give scissors or anything sharp as it symbolizes severing relations.
- Be cautious when giving food items-it can suggest poverty.
- Always wrap gifts, but do not use white paper. It symbolizes death. Red and gold are the best. Avoid elaborately wrapping gifts.
- Never write anything in red ink.

It is often said that imitation is the highest form of flattery. Taking time to learn something about Chinese culture and customs can only pay dividends.

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ASSORTED CULTURAL DIFFERENCES

- The Chinese do not leave tips as they consider it rude.
- Generally, the Chinese do not practice a religion. They attend Catholic schools because they are considered safer and more academically rigorous.
- At first, the Chinese may be uncomfortable with people of color. To some, different colors are viewed as a class below.
- A set of four is considered bad luck. It is a reference to death.
- Cheese may be a dietary issue. It was mentioned that it might be a food that is not commonly eaten.
- The students will stay up all night communicating with friends back home as it is day in China.
- The students do not accept “No” as an answer and also will not say “No”.
- Names are given with great care so ask about their meaning!
- Usually Chinese people are addressed with both names, last name first followed by first.
- The Chinese point to their nose for the pronoun “I.”
- Chinese people frequently mix up the pronouns “He” and “She” when speaking English because in spoken Chinese there is only one pronoun.
- Be sensitive to what might be their personality and not a cultural difference!
- The Chinese are not used to flushing down toilet paper. They will put it in the garbage.
- Generally, women do not use tampons and won’t want to leave the house when they are menstruating.
- The Chinese do not view time as an absolute but more of a suggestion.
- Humility is a revered virtue in Chinese culture.
- In China, people wear their clothes for two to three days.
- In school, Chinese students use a British textbook and listen to British accents.
- The Chinese are more apt to take an antibiotic for the common cold.
- The reputation and honor of the individual is very important in China.
- The Chinese Phonetic Alphabet is similar to English with the exception of these sounds:
 - X= sh
 - Q=ch
 - Z=dz

USEFUL CHINESE EXPRESSIONS

Ni hao?- Greeting/How are you?

Hao-Good

Hao bu hao?- Is this ok?

Dong ma?-Do you understand?

Wo dong.- I understand.

Bu dong.-I don’t understand.

Man- Slow

Xiexie (Shuhshuh)-Thank you

Nali- It’s nothing. (You’re welcome.)

Qing (Ching)-Please

APPENDIX A: STUDENT ACCOUNTABILITY

TEXT OF LETTER PROVIDED TO INTERNATIONAL STUDENTS

Dear _____,

Welcome to Delone Catholic High School. We are very pleased you will be joining our community in August. Please remember the first day of school is _____. I would encourage you to arrive a few days early if possible so we can confirm your schedule, order uniforms, and get the proper materials for you.

Your host family has been assigned and they are all very eager for your arrival. The host family is looking forward to you becoming a part of their American family. Please know that every family selected to be a host has been visited several times and the responsibilities of being a host parent have been discussed. You should also come to the United States and your host family remembering that you have a responsibility to the family you will live with during this year. You must be a proper and caring son or daughter in the family. The family may try to contact you by email before you arrive so you will begin to get to know them and they can begin to get to know you.

I also ask that you come with an open mind and I encourage you to read about American culture before you arrive. American culture is not like what you might see on television. America is a country built on diversity. American families are from every country on the earth and of every shade of skin color under the sun. Your American family may have originally come from any country in the world and the heritage you will learn of America will be very rich. You must come with a mind and heart open to experience the many differences that make America unique. In the Delone Catholic community you will meet, have classes with and hopefully become friends with students whose ancestors come from more than 17 countries and yet every one is truly American. This diversity will help to prepare you for the even greater diversity you will find if you decide to stay in the United States to pursue your university education.

Please bring with you the following:

- The attached Power of Attorney/Custody Document. This must be signed by your parents and notarized by a government official. You MUST bring the ORIGINAL DOCUMENT with the ORIGINAL SIGNATURES with you when you come to school. This will enable your host family in the United States to adequately take care of your needs while you are here. Returning students must also have this form signed and notarized.
- Your medical records and records of immunization. These are required to begin school in the United States. In addition you will be required to have a medical physical. The Commonwealth of Pennsylvania requires a physical for every student who attends school in the state. A physical in the United States generally cost about \$40 if you do not require any additional immunizations. This physical is one of a very few things that will not be covered by your medical insurance. You will receive your medical insurance card soon after you arrive at school. That card is very important and should be kept in a safe and secure location. It will be necessary if you become ill and need to see a doctor.

- When you arrive a school official or your host family will help you to establish an e-bank account at a United States bank. Your parents will be able to wire money to that account for your use and you will be issued a debit card to use at stores or an ATM. You may also set up an international account before you come to the United States if you prefer. Please immediately let your host parent know if you are bringing with a large amount of American money. We will want to keep it in a safe place until it can be put in the bank. There is never a need to have more than \$200 in cash at any time. It is easy to get money from the bank when you need it.
- Students coming to Delone Catholic for the first time should bring an original copy of school records. We only have scanned copies at this point and require originals before we can formally give you credit for your classes.

Please let me know as soon as you have your arrival information. We want to make sure we have appropriate arrival plans and people to meet your flight. You may plan to fly into either Baltimore, Md., Washington, D.C. or Harrisburg, Pa. You will be met at the airport by either your host family or me personally. In the event that your airplane arrives after 11 p.m., I will arrange for a hotel room for you. I will also stay at the same hotel overnight in a nearby room. Your host family will meet you the next morning after you are rested and have had some breakfast.

Once again welcome! I would ask that when you receive this letter you respond by sending me an email to afelix@delonecatholic.org so that I am sure you have all the necessary information. Please also send the best email address for you and your Skype address if you have one. Your host family would like to begin to communicate with you soon. Please let me know if you have any questions.

Sincerely,

Mr. Alan Felix, Dean of Students

INTERNATIONAL ACCOUNTABILITY EVALUATION

At the end of the third quarter, Delone Catholic will make a decision about whether or not the International Student will be invited back for the next school year. Each teacher will evaluate whether or not the International Student worked to his/her ability. The service moderator will indicate whether or not the required service hours have been completed. The host family will rate the International Student's accountability according to the following criteria:

- Willingness to participate in family experiences
- Attitude and cooperation
- Cleanliness of room and personal areas
- Willingness to try new things
- Effort to become a part of the family

APPENDIX B: DIOCESE OF HARRISBURG YOUTH PROTECTION PROGRAM (DHYPP)

DIOCESAN REQUIREMENTS AND PROCEDURES

All new adult volunteers must:

- Complete the DHYPP Disclosure Statement.
- Obtain a Pennsylvania State Police Certificate by completing an Arrest/Conviction Report and Certification Form PDE-6044.
- Obtain a Department of Public Welfare Certificate by completing a Pennsylvania Child Abuse History Clearance form..
- Obtain an FBI report if the person has not lived in Pennsylvania for at least two years or lives out of state.
- Complete the Diocese of Harrisburg “Creating a Safe Environment” online training course.

Minor volunteers are required to complete the DHYPP Disclosure Statement only with the last four digits of their Social Security number.

If a volunteer is that has clearances from another location within the Diocese of Harrisburg and the individual has not had any break in service, (the end of one school year to the beginning of the next school year is not considered a break in service) then the school will need:

- To have the transferee complete a new DYHPP Disclosure Statement. This must be forwarded to the Diocese along with the advice of transfer.
- To view all of their clearance documents.
- To verify with the Diocese that there has been no break in service.

Where there has been a break in service then the school will need:

- To have the transferee complete a new DHYPP Disclosure Statement
- To view all of their clearance documents, they must be less than 12 months old.
- Should the clearances be more than 12 months old, then new clearances must be obtained before they commence service. The individual will be treated in the same way as a new employee/volunteer.

DHYPP DISCLOSURE STATEMENT

To obtain the Disclosure Statement, please access the latest version of the form, which can be found on the Diocesan website: www.hbgdiocese.org.

- Click on Youth Protection
- Click on Information and Procedures
- Click on Forms for Criminal Record Checks
- Click on Employee/Volunteer Information and Disclosure Statement
- Please read and sign the front of the disclosure statement and then complete all the details required on the back of the form.
- Return the completed form, with your other clearances to the Business Office.

PENNSYLVANIA ACCESS TO CRIMINAL HISTORY (PATCH)

To obtain a Pennsylvania State Police Certification:

- Access <https://epatch.state.pa.us>
 - ◇ Click on Record Check
 - ◇ Click on New Record Check
 - ◇ Click on Accept
- Here you are going to enter your personal information:
 - ◇ The lines indicated with an asterisk is a must complete line.
 - ◇ Select Reason for Request: DPW – Volunteer Work – Employment *
 - ◇ Enter First Name: *
 - ◇ Enter Middle Name:
 - ◇ Enter Last Name: *
 - ◇ Enter Address Line 1: *
 - ◇ Enter Address Line 2:
 - ◇ Enter City: *
 - ◇ Enter State: *
 - ◇ Enter Zip: *
 - ◇ Select Country: *
 - ◇ Enter email addr:
 - ◇ Enter Phone Number: *
 - ◇ Enter Fax Number: Click – Next
 - ◇ Complete the Record Check Request form
 - ◇ Enter First Name: *
 - ◇ Enter Middle Name:
 - ◇ Enter Last Name: *
 - ◇ Enter Social Security #: (xxx-xx-xxxx)
 - ◇ Enter Date of Birth (mm/dd/yyyy): *
 - ◇ Enter Sex:
 - ◇ Enter any aliases or maiden name
 - ◇ Verify information as correct – Spelling – SSN – Date of Birth
- Correct information
 - ◇ Review information – When satisfied information is correct
 - ◇ Click on Submit
- Credit Card Information
 - ◇ Enter: First Name of cardholder
 - ◇ Enter: Last Name of cardholder
 - ◇ Enter: Address of cardholder
 - ◇ Enter: City of cardholder
 - ◇ Select: State
 - ◇ Enter: Zip
 - ◇ Select: Country
 - ◇ Click on Credit Card Type
 - ◇ Enter Card number
 - ◇ Enter Expiration Date:
 - ◇ Click Submit:

- Check Status – if it indicates No Record
 - ◇ Click on the Control # (Rxxxxxxx)
 - ◇ Click on Certification Form
 - ◇ Click on Print. It is suggested that you print three copies.
- Check Status – if it indicates Request Under Review
 - ◇ Write the Control # for reference. This does not indicate that you have a record – it does indicate that the Pennsylvania State Police want to verify your name and Social Security number. You will receive in the mail a copy of your PSP, indicating No Record or Record. If you have a record – this will accompany the Certificate.
 - ◇ You should receive your report within two to four weeks.

PENNSYLVANIA CHILD ABUSE HISTORY CLEARANCE

To obtain a Pennsylvania Child Abuse History Clearance, please use the latest version of the form, which can be located on the Diocesan website: www.hbgdiocese.org.

- Click on Youth Protection
- Click on Information and Procedures
- Click on Forms for Criminal Record Checks
- Click on Pennsylvania Child Abuse History Clearance
- Print, complete and sign the application.
- A copy of the PSP Certificate is to be attached to the Pennsylvania Child Abuse History Clearance application along with – Money Order (only) for \$10– To: Department of Public Welfare, P.O. Box 8170, Harrisburg, PA 17105-8170.

FEDERAL BUREAU OF INVESTIGATION REPORT (FBI)

To apply for and obtain a FBI report through Cogent Systems you must:

- First register with COGENT Systems prior to going for fingerprints. This can be done 7 days per week 24 hours a day at <https://www.pa.cogentid.com/> or by phone Monday through Friday 8 a.m. to 6 p.m. , Eastern Time at 1-888-439-2486.
- Then, locate the nearest location to be fingerprinted by selecting – Print Location and Hours.
 - ◇ Select: Pa Pennsylvania – Department of Public Welfare (DPW)
 - ◇ Under Registration: Select: Register on line
 - ◇ Enter all required fields as indicated
 - ◇ Reason for fingerprinting: Select: Employment with a significant likelihood of regular contact with children.
 - ◇ Click – Next - Verify all information as being correct
 - ◇ Click - Next - Here you are to enter your credit card information
- After reviewing all information as correct.
 - ◇ Click - Pay
 - ◇ The FEE is \$33.00 for fingerprint services – payments can be made on line using credit card or debit card or at site with a money order or cashier's check ONLY made payable to COGENT SYSTEMS. A fee of \$2.50 is required for an Unofficial Copy of the report, when made at the time of registration. No cash or personal checks can be accepted.
- Please Note: The Diocese of Harrisburg can not accept a FBI report through the Department of Public Welfare for a school employee, only for volunteers. If you are also a school employee, contact the Business Office for other instructions.

- Do not contact Cogent Systems or the fingerprint site after your fingerprints have been submitted. Cogent Systems does not have the means to give the applicant the status of their background check. Complete processing of their results should take no longer than 4 to 6 weeks. If the applicant does not receive their results from the Department of Public Welfare in this time frame, please contact 717-783-6211.

CREATING A SAFE ENVIRONMENT ONLINE TRAINING COURSE

Creating a Safe Environment is a 30-minute training course provided by the Diocese of Harrisburg. In this self-guided computer course, you will learn how to recognize the child abuse, how to report abuse and how to keep the children in your care safe. This mandatory training is designed for all clergy and those in formation for priesthood and diaconate, employees, and volunteers who have ongoing contact with minors.

To access the course, visit <https://safeyouth.hbgdiocese.org/> and follow the instructions to register for and complete the course.

DHYPP CODE OF CONDUCT FOR ADULT EMPLOYEES AND VOLUNTEERS

(Revised November 2011)

The following standards enumerate and limit particular inappropriate actions when dealing with minors and must be adhered to by all adult employees and volunteers serving in the Diocese of Harrisburg.

- Employees and volunteers will treat everyone with respect, patience, integrity, courtesy, dignity, and consideration.
- Employees and volunteers will exercise prudent professional caution in all interactions with minors.
- Employees and volunteers are to avoid situations of being alone with children and/or youth at Church-sponsored activities, on church property, or in any capacity where serving as an official representative of the Church.
- Employees and volunteers must establish clear, appropriate boundaries and limits in all interpersonal relationships with minors.
- Employees and volunteers should not accept expensive gifts from children and/or youth or their parents without prior written approval from their pastor or administrator.
- Employees and volunteers must refrain from giving expensive gifts to children and/or youth without prior written approval from the parents or legal guardian and the pastor or administrator.
- There must be a sufficient number of adult chaperones for all youth trips, especially overnight trips. One adult should never be the sole chaperone on any youth trip. All required background clearances must be obtained before any employee or volunteer chaperones any Church-sponsored trip. When staying overnight, no adult should sleep in the same room, bed, sleeping bag, or small tent with any minor other than his or her own child.
- Employees and volunteers must accept personal responsibility to provide a Safe Environment for minors in all activities sponsored by the Diocese of Harrisburg.
- Employees and volunteers must report suspected incidents of sexual abuse to the pastor, administrator or appropriate supervisor; the Diocese of Harrisburg Youth Protection Hotline (800.626.1608); and the county Children and Youth Agency. Failure to report suspected abuse to civil authorities is in violation of canon, civil and criminal laws.
- Employees and volunteers must be knowledgeable of the mandated reporting requirements for the Commonwealth of Pennsylvania and follow these mandates.

- Employees and volunteers must seek professional assistance if he/she becomes aware of developing an unhealthy attraction to minors or if he/she frequently seeks their companionship (rather than that of adult peers).
- Employees and volunteers will not use physical affection to initiate inappropriate contact with minors or touch a minor in a sexual or other inappropriate manner.
- Employees and volunteers will not engage in any act of the sexual abuse of a minor, which is here defined as: any offense against the 6th commandment of the Decalogue with a minor. Such an offense must be an external, objectively grave violation and may include (but is not limited to): (1) any actual or attempted sexual contact with a minor; sexual voyeurism of a minor, including but not limited to acquisition, possession or distribution of obscene or pornographic materials or images of minors, or the employment, use persuasion, inducement, enticement or coercion of any person to engage in or assist any other person to engage in any sexually explicit conduct or posing, or any simulation of sexually explicit conduct or for the purpose of producing any visual depiction of sexually explicit conduct involving minors; (3) any sexual harassment, which may include but not limited to: (a) derogatory verbal comments of a sexual nature, such as epithets, jokes, and slurs, or unwanted sexual advances; (b) displaying lewd visuals such as posters, photographs, cartoons, drawings or gestures including derogatory sexually oriented materials; (c) unwanted physical contact or sexual overtones that interfere with a person's work or academic performance or that create an intimidating, hostile or offensive working or academic environment; (d) threats and demands to submit either to sexual requests as a condition of continued employment, other benefits, etc., or to avoid some other loss or offer of benefits in return for sexual favors; and (e) retaliation for having reported or threatened to report sexual harassment.
- Employees and volunteers will not use, possess, or be under the influence of alcohol or use tobacco products, while supervising minors at Church-sponsored activities or while serving as an official representative of the Church.
- Employees and volunteers will not purchase, download, possess, receive or distribute child pornography; nor possess, distribute, receive, or share any pornography while supervising minors at Church-sponsored activities, while on church property, or in the presence of minors.
- Employees and volunteers will not humiliate, ridicule, threaten, demean, or degrade minors nor tolerate such behaviors in the environment for which they are responsible; nor harm the reputation of others, including minors, by disclosing their faults or failings to persons who have no reason to know them, or by making false accusations against another individual.
- Employees and volunteers will not use physical discipline in any way for behavior management of minors. No form of physical discipline is acceptable. This includes but is not limited to: spanking, slapping, pinching, shaking, hitting or any other physical force as retaliation or correction for inappropriate behavior of a minor.
- Employees and volunteers will not use inappropriate expressions of affection with minors in any Church-sponsored activities or on church property, including but not limited to: lengthy embraces; kisses on the mouth; holding children on their lap who are capable of sitting on their own, touching bottoms, chests or genital areas; touching knees or legs; tickling, wrestling and piggyback rides; any type of massage, whether by a minor to an adult or to another minor or by an adult to a minor; sleeping in bed with a minor; any form of unwanted affection; compliments that relate to physique or body development; and any form of affection given to a minor in private.
- Employees and volunteers will not engage in any sexually oriented conversations with minors, except in the course of their teaching office or in response to specific questions, nor discuss any personal sexual activities, fantasies or frustrations.
- Employees and volunteers will not undress in the presence of minors nor enter a locker room or other dressing room for minors without at least one other adult present (with an exception for coaches).

DHYPP CODE OF CONDUCT FOR YOUTH INVOLVED IN CHURCH-RELATED ACTIVITIES

The following standards enumerate the manner in which young people participating in church-related activities should conduct themselves for everything and everyone whom they come into contact.

- Youth should not possess or use illegal drugs, alcohol, tobacco, or carry weapons of any kind.
- Youth are expected to follow all schedules, rules, guidelines and emergency procedure plans of the program and facility. This includes such as curfew, pager and cell phone use, check-in, going off site.
- Youth are to report any emergencies, concerns and safety issues immediately to adult leaders or chaperones.
- Youth should immediately notify adult leaders or chaperones when noticing a stranger or intruder.
- Youth should socialize only in public areas prior to curfew. No visiting is permitted in sleeping rooms occupied by members of the opposite sex.
- Youth are to obey directives from adult leaders or chaperones.
- Youth are to dress modestly and appropriately.
- Youth are to behave in a manner as not to hurt anyone verbally, emotionally, physically or sexually.
- Youth are to refrain from using profanity.
- Youth are to behave in a manner as to not put down, ridicule or make fun of another person.
- Youth are to be on time and participate in all planned activities.
- Youth are to wear a seatbelt and follow safe travel procedures when traveling.
- Youth are to work towards making the event a good and safe time for everyone.

