

The Homestay Golden Rules:

Treat your students the way you would want your own children to be treated if they went to study and live abroad.

寄宿家庭黃金法則：對待你的學生，就像你希望自己的孩子到國外學習和生活時被對待的一樣。

1. Preparing to host your student

Make sure that you know the rules, can commit to hosting the student, and have a clean home.

準備接待你的學生 確保你了解規則，能夠承諾接待學生，並且家裡乾淨。

1.0–Before you host

Many students like to get to know their host family before their arrival and will like to get in touch by phone, Skype, LINE, or e-mail. Please make every effort to respond to these communications in a timely manner to start the relationship on the best footing.

在接待前許多學生喜歡在抵達前認識他們的寄宿家庭，並且會透過電話、Skype、LINE或電子郵件聯繫。請盡一切努力及時回覆這些通訊，以便以最好的方式建立關係。

1.1 –Commitment

Ensure that you and your family can commit to personally hosting your student (you cannot have others host on your behalf). This includes reading all of the guidelines, having enough space in your home, providing for their meals, and being able to transport them to and from school / school-related

activities

承諾-確保你和你的家人能夠親自承諾接待你的學生（不能讓其他人代為接待）。這包括閱讀所有指引、在你的家中有足夠的空間、提供他們的餐食，並且能夠接送他們往返學校/學校相關活動。

1.2 –Room Furnishings

Each student needs and expects to have the following in their room: • A bed • A lamp and/or ceiling lights • Dresser and/or closet and/or storage space • Internet/WIFI access • A desk and chair or a dedicated, quiet work area elsewhere in the home.

房間裝飾-每個學生需要並期望在他們的房間中擁有以下物品：床、燈、衣櫃/壁櫥、儲物空間、互聯網/WIFI連接、書桌和椅子或家中其他地方的專用安靜工作區。

1.3 –Cleanliness

Make sure your student's bedroom, bathroom, and common areas are cleaned before your student's arrival. This includes changing the bedding, cleaning surfaces in the bathroom, and ensuring that storage space is empty so they can put their belongings inside/there.

清潔-確保你的學生的臥室、浴室和公共區域在學生抵達前已經清潔好。這包括更換床單、清潔浴室表面，並確保儲物空間是空的，讓他們可以放置自己的物品。

2. Welcoming your student home& Exchange phone

Give your student a warm welcome, a tour of their new home, and their

privacy.歡迎你的學生回家 為你的學生提供熱情的歡迎，帶他們參觀他們的新家，並保護他們的隱私。

2.1 –Station Pickup

The best gift you can give your international student upon arrival is a warm welcome at Zuoyingstation!

車站接送 你可以在左營車站給你的國際學生最好的禮物是熱情的歡迎！

2.2 –Home Tour

Give the newest member of your family a tour of the home as soon as possible. Make them feel welcome in their new home by showing their bedroom, bathroom, and other important areas. Help them connect to your WIFI, too! Also, if you know some of the cultural gap between Taiwan and Japan, you should teach them in advance.

家庭導覽 儘早為家庭的新成員提供一次家庭導覽。通過向他們展示他們的臥室、浴室和其他重要區域，讓他們感到在他們的新家中受到歡迎。幫助他們連接到你的WIFI。如果你知道台灣和日本之間的文化差異，你應該提前教導他們。

2.3 –Privacy and Rest

Chances are your student will be exhausted. Give them their privacy and chances to catch up on sleep if they indicate they are tired. You'll have plenty of time to get to know each other in the coming days!

隱私與休息 你的學生可能會感到筋疲力盡。給他們隱私和休息的機

會，如果他們表明他們累了。在接下來的日子裡，你們將有充足的時間互相了解！

3. Setting expectations

Setting expectations early on is important. The more specific, the better!

Inform students of any changes concerning people living in your home or any structural changes that you are planning. 建立期望 早期建立期望非常重要。越具體越好！告知學生有關你家中居住的人或任何結構性變更的資訊。

3.1 –House Rules

Be specific about your rules and expectations (e.g. no shoes in the house or limit showers to 10 minutes etc.), and have them written out before your students arrives. Help students understand the reasons behind your rules and provide plenty of examples.

家規 對於你的規則和期望要具體（例如，房屋內不允許穿鞋或限制淋浴時間等），並在學生抵達之前將它們寫出來。幫助學生理解你的規則背後的原因，並提供足夠的例子。

3.2 –Communication

Communication is very important to us. Just like we are available 24/7 for emergencies, we expect the responsible adults in the family to be reachable at any gibe time. Give students your cell phone number (and LINE account if you have) and add them to your phone’s contact list as well as the chaperones’ emergency phone numbers.

溝通 溝通對我們來說非常重要。就像我們在緊急情況下全天候都可

用一樣，我們期望家庭中的負責成年人隨時可聯繫。將你的手機號碼（如果有LINE帳號）告訴學生，並將他們加入你手機的聯絡人列表以及領隊的緊急電話號碼。

3.3 –Chores & Expectations

Students may be encouraged to help with light chores like setting and cleaning the dinner table. They are expected to keep their room clean. If you want students to do their own laundry, explain how your machines work and that laundry should be done in full loads.

家務與期望 鼓勵學生幫助做一些輕鬆的家務，如擺設和清理餐桌。他們應該保持他們的房間整潔。如果你希望學生自己洗衣服，解釋一下你的機器如何工作，以及衣物應該一次性洗淨。

4. Creating a healthy living environment

Everyone's physical, mental, emotional and spiritual health must be protected.

創建健康的生活環境 每個人的身心健康都必須受到保護。

4.1 –Family Life

Your student is not a guest –they're family! Follow the Homestay Golden Rule. Include them in your family activities and help them assimilate to the culture. If you are religious, you may encourage them to attend services with you or observe a specific day of rest, but do not impose your beliefs on them.

家庭生活 你的學生不是客人，他們是家人！遵循寄宿家庭黃金法則。將他們納入你的家庭活動中，並幫助他們適應當地文化。如果你信仰

宗教，可以鼓勵他們與你一起參加宗教儀式或遵守特定的安息日，但不要把你的信仰強加給他們。

4.2 –Drinking & Smoking

Drinking is against the law for anyone under 20, as well as smoking. Never drink with or supply alcohol to a student. This rule also applies to cigarettes and any other tobacco or drug related items. Violating these rules will result in the removal of the student from your home.

飲酒和吸煙 20歲以下的人是不允許飲酒和吸煙的。絕不能和學生一起喝酒或提供酒精。這個規則也適用於香煙和其他與煙草或毒品有關的物品。違反這些規則將導致學生被從你的家中移除。

4.3 –Change of Accommodation

If a student requests to move from their accommodation, then in normal circumstances, 24 hours' notice will be given to the homestay family and we try to find the best solution for it, however, if it is deemed necessary by St. Ursula Eichi High School, because the situation that has arisen relates in a detrimental way to the well-being of the student or complaint made by the student, then the student may be moved immediately to other host family.

住宿變更 如果學生要求從他們的住宿地搬家，那麼在正常情況下，會提前24小時通知寄宿家庭，我們會盡力找到最佳解決方案。然而，如果聖烏蘇拉艾奇高中認為有必要，因為所發生的情況對學生的健康或學生提出的投訴有害，那麼學生可能會立即轉移到其他寄宿家庭。

5. Maintaining effective boundaries

Observing practical boundaries is crucial to keeping everyone happy and safe. 維持有效的界限 遵守實際的界限對於讓每個人都開心和安全都至關重要。

5.1 –Transportation & Curfew

You are required to provide transportation to students to and from school. Be very clear on the schedule for each day, including the field trip day. You are not expected to be the student's personal chauffeur, but we encourage you to help them reach their destinations whenever possible. Inform your student of the closest bus stop and relevant times and routes just in case. However, if you come to school by motorcycle/bicycle, stop using those for this period and use public transportation like bus/subway etc. for safety reasons. Or you can come to school by your parents' cars. Make sure NOT to ride students on your motorcycles'/bicycles' back seats. All students must come home at a reasonable time, which you may determine with them. Sleeping over at a friend's house is not allowed. 交通和宵禁 你需要提供學生往返學校的交通。對每天的行程安排非常清楚，包括實地考察日。你不需要成為學生的私人司機，但我們鼓勵你在可能的情況下幫助他們到達目的地。告訴你的學生最近的公車站，以及相關的時間和路線。然而，如果你通常是騎摩托車/自行車上學，為了安全起見，停止使用它們，改用公共交通工具如公車/地鐵。或者你可以由你父母的車輛載送你上學。確保不要讓學生騎你摩托車/自

行車的後座。所有學生必須在合理的時間回家，你可以和他們商定。

不允許在朋友家過夜。

5.2 –Utilities & Personal Items

You are encouraged to teach students to respect the usage of your utilities (e.g. turning the lights off when they leave a room etc.). While you must provide towels, they are responsible for their own toiletries (e.g. shampoo, toothpaste, etc.). If they do not have these items, take them to a store where they can purchase them with their own money.

公用事業和個人物品 鼓勵學生尊重你的公用事業的使用（例如，離開房間時關燈等）。雖然你必須提供毛巾，但他們負責自己的洗浴用品（例如，洗髮水、牙膏等）。如果他們沒有這些物品，帶他們去商店用自己的錢購買。

6. Helping your student grow

Speak Chinese / English at home, show and teach common courtesy, and support your student. 幫助你的學生成長 在家裡說中文/英文，展示和教導常識禮貌，並支持你的學生。

6.1 –Speaking Chinese / English

Being immersed in the Chinese/English language is one of the #1 reason why students choose to apply for this program. Because of this, you should always speak in Chinese/English with them even if you can speak Japanese (a little). Help them practice their Chinese / English and always be supportive of their efforts to improve.

講中文/英文－沉浸在中文/英文語言環境中是學生申請這個項目的主

要原因之一。因此，即使你會說日文（一點點），你應該始終與他們用中文/英文交流。幫助他們練習中文/英文，並始終支持他們的努力改進。

6.2 –Common Courtesy

Your student may not say “please” or “thank you” when you expect them to. This is typically because they haven’t got used to saying often. Teach them that this is customary and expected in Taiwan. Some students may also speak whatever is on their mind with no filters (e.g. calling someone “fat” to their face). Help them understand and appreciate the use of discretion in their speech.

常識禮貌 你的學生可能在你期望他們說“請”或“謝謝”時沒有這麼做。這通常是因為他們沒有習慣經常這麼說。教導他們這在台灣是慣例並且是期望的。有些學生可能也會直言不諱地表達他們的想法（例如，當面稱呼某人“胖”）。幫助他們理解和感激言語中的慎重用詞

6.3 –Academic Support

We encourage our families to support the students academically. If they have questions, please help them as you are able. However, you are not obligated to act as their personal tutor. Use common sense and maintain academic integrity (i.e. don’t do their homework for them. Just supporting them would be OK.) We expect our families to communicate with the student about their academic performance, notifying us of any issues.

學術支持 我們鼓勵我們的家庭在學術上支持學生。如果他們有問題，請盡力幫助他們。但是，你不必承擔他們的私人教師角色。請理智行

事並保持學術誠信(即不要為他們做功課。僅僅支持他們就可以了)。

我們期望我們的家庭與學生溝通他們的學術表現，並通知我們任何問題。

7. Managing your student's meals

Ensuring your student has enough food to eat is important!

管理你的學生的餐食 確保你的學生有足夠的食物是很重要的！

7.1 –Meals Per Day

Families are required to provide students with a minimum of two cooked meals per day. (Of course if you do not have time to cook / if your family doesn't have any routine to cook at home), buying food is acceptable.

每日餐食 家庭必須每天為學生提供至少兩頓熟食。（當然，如果你沒有時間做飯/你的家庭沒有任何做飯的習慣，購買食物是可以接受的。）

7.2 –Dietary Accommodation/ Allergy Accommodation

When you apply to become a homestay host, we will ask if your family has any dietary restrictions (e.g. vegan or vegetarian). We will do our best to match you with a student who has the same restrictions/preferences. However, in some cases students may have different dietary preferences. Families should use the money earned from hosting to buy food which accommodates the student's dietary needs. If student you will host has some kinds of allergies (see the student's profile), be careful not to provide any food which includes the factor of their allergies.

飲食安排/過敏反應安排 當你申請成為寄宿家庭時，我們會問你的家

庭是否有任何飲食限制（例如，素食或蔬食）。我們將盡力配對具有相同限制/偏好的學生。但是，在某些情況下，學生可能有不同的飲食偏好。家庭應該利用從接待中賺取的錢購買符合學生飲食需求的食物。如果你將接待的學生有一些過敏反應（參見學生的個人資料），小心不要提供任何包含他們過敏原的食物。

8. Emergencies and medical treatment

Seek help, gather all the necessary paperwork, and ensure everyone's safety

緊急情況和醫療治療 尋求幫助，收集所有必要的文件，並確保每個人的安全。

8.1 –Seeking Help

If your student has a life-threatening or potentially life-threatening situation, call 119 immediately. If you are unsure of the severity, err on the side of caution. While you wait for help to arrive, do your best to keep the student as safe and comfortable as possible. After calling 119, you must call their chaperones to notify us of the situation. In some cases, you must drive students to the emergency room for non life-threatening injuries (e.g. broken bones from sports accidents etc.).

尋求幫助 如果你的學生面臨生命威脅或潛在的生命威脅情況，立即致電119尋求幫助。如果你不確定嚴重程度，應該謹慎行事。在等待幫助到來時，請盡力讓學生保持安全和舒適。打電話給他們的領隊通知我們情況。在某些情況下，你必須將學生送往急診治療非生命威脅

性傷害（例如，運動事故導致的骨折等）

8.2 –Medical Insurance

All of our students have universal medical insurance policies, meaning you can take them to any hospital for treatment. You will not receive a bill and are not responsible for the student's medical costs. However, you must always keep a physical copy of your student's insurance card and medical release form in your purse or wallet. You must present these documents with you when you bring the student to the hospital. Please call their chaperones whenever your student goes to the hospital.

醫療保險 我們所有的學生都有全面的醫療保險政策，這意味著你可以帶他們去任何醫院接受治療。你不會收到賬單，也不需要為學生的醫療費用負責。但是，你必須隨時將學生的保險卡和醫療放行單的副本放在你的錢包或錢包中。當你帶學生去醫院時，你必須攜帶這些文件。請在你的學生去醫院時給他們的領隊打電話。

9. Preventing conflict

Do everything possible to prevent conflict and utilize our support when necessary. 預防衝突 盡一切可能防止衝突，並在必要時利用我們的支持。

9.1 –Charging Money

Never charge students money for food, gas, or any other commodity or service. While students are responsible for their own snacks /specialty food (like in 夜市), clothing, toiletries, and entertainment costs, you are responsible for their food and transportation. We do not recommend

allowing students to borrow money from you; this is done at your own risk.

收費 絕不能向學生收取食物、汽油或任何其他商品或服務的費用。

雖然學生負責自己的零食/特色食物（例如在夜市），衣服、洗浴用品和娛樂費用，但你負責提供他們的食物和交通。我們不建議允許學生向你借錢；這是你自己的風險

10. Conflict resolution

English Department and Chaperones must be involved in each case of conflict resolution 衝突解決 每起衝突解決案件都必須涉及英文系和領隊。

10.1–Challenges at Home

If there is any serious conflict between students and your family, you must notify English Department and chaperones as soon as possible. You are never allowed to use any kind of physical discipline on students. Both students and families are allowed to document the circumstances behind the conflict as long as they do not violate anyone's privacy. If the conflict cannot be resolved amicably, the student will be removed from your home.

家庭挑戰 如果學生和你的家庭之間有任何嚴重衝突，你必須盡快通知英語部門和領隊。你絕不能對學生施加任何形式的體罰。學生和家庭都可以記錄衝突背後的情況，只要他們不侵犯任何人的隱私。如果衝突無法和解，學生將被從你的家中移除。

10.2 –Damages to Property

If a student breaks or damages anything of value, they and/or their natural

parents are financially responsible for its replacement. You should notify English Department and chaperones about each instance where damages exceed 1250 NTD. While we will do our best to ensure the student pays for the damages. Chaperones are not liable for any damages to your belongings or property.

物業損害 如果學生破壞或損壞了任何有價值的物品，他們和/或他們的自然父母將負責替換。當損害超過1250台幣時，你應該通知英語部門和領隊。雖然我們會盡力確保學生為損害支付費用，但領隊對你的財物或財產損害不負責任。

10.3 –Utilizing Support

If you are concerned about any potential conflict with your student, please reach out to English Department or chaperones as soon as possible. We will work with you and your family to remedy any challenges and ensure they do not become worse. We are here to help both your family and the student, keeping everyone's health and safety in mind.

利用支持 如果你擔心與你的學生可能發生衝突，請盡快與英語部門或領隊聯繫。我們將與你和你的家庭合作解決任何挑戰，並確保情況不會惡化。我們在這裡幫助你的家庭和學生，考慮到每個人的健康和 safety。

11.Overcoming Cultural Differences

It is not uncommon for students and homestay families to have misconceptions of each other's cultures. What you may consider rude or unacceptable may be normal behavior in the student's culture and vice

versa. It is important to communicate clearly with your student about any cultural misunderstandings and what behavior that you find acceptable and unacceptable and allow for the student to tell you if you or your family's behavior makes the student feel uncomfortable.

克服文化差異 學生和寄宿家庭之間存在文化誤解並不罕見。你可能認為粗魯或不可接受的行為在學生的文化中是正常的，反之亦然。重要的是要與你的學生清晰溝通任何文化上的誤解，以及你認為什麼樣的行為是可接受的，什麼樣的行為是不可接受的，並允許學生告訴你，你或你的家庭的行為是否讓他們感到不舒服。