



PAN ATLANTIC FOUNDATION

High School in America Student Handbook



WELCOME TO PAN ATLANTIC FOUNDATION!

Dear Program Participant,

Welcome to the Pan Atlantic Foundation family! We are proud to be your program sponsor and we are here to help you navigate this exciting adventure! Our role at Pan Atlantic Foundation is to secure a school, a volunteer host family and an Area Representative who will support you throughout your exchange program. We carefully screen your host family and your Area Representative to ensure that you are in a safe and nurturing home; given great support when issues arise, which may include cultural adjustment, and/or challenges with your host family or school.

Our team is a warm and caring group of people who have worked with exchange students for many years. Most of the staff and Area Representative have been exchange students themselves or hosted exchange students!

We created this handbook so that the information you need is in one place and easily accessible. We included informational pages, with some written exercises, regarding the cultural issues you may experience because culture shock is very real, and we are here to help you!

Welcome again to Pan Atlantic Foundation, and we look forward to meeting you at orientation!

With warm regards,

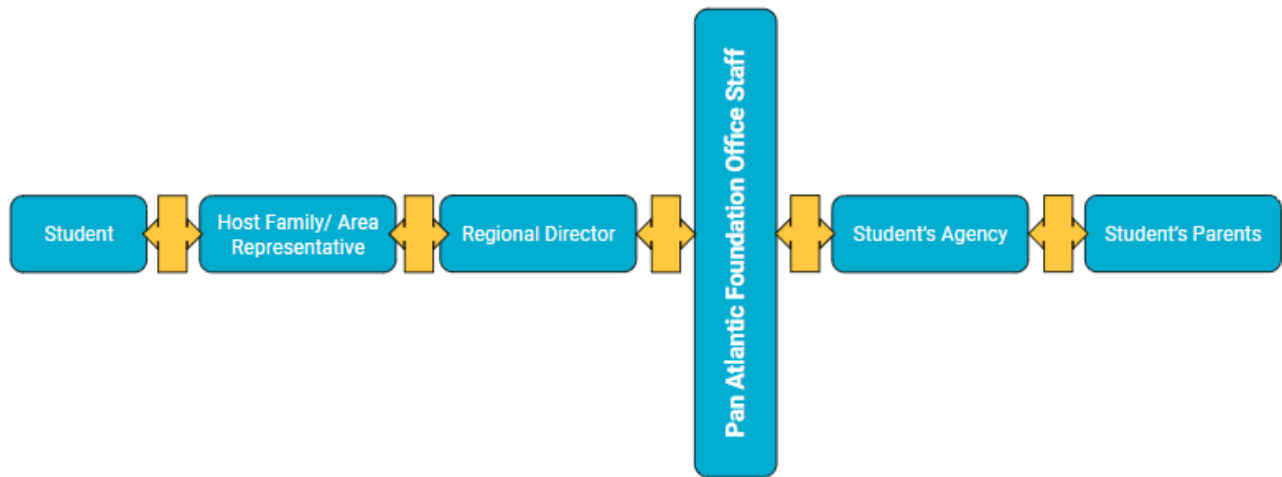
The Pan Atlantic Foundation Team

1 Union Street, Portland, Maine 04101

207-871-8622

www.panatlanticfoundation.org

Lines of Communication



Your **Area Representative(AR)** is an independent contractor that advocates for both you and the host family. If you have any questions or problems, please call your AR. Your AR should contact you and your host family at least once per month.

Your **Regional Director(RD)** is an employee for Pan Atlantic Foundation and works closely with your Area Representative. If you cannot reach your AR or feel that you are not being supported by your AR, please reach out to your RD.

The **Administration Staff** in Portland, Main is made up of a team of individuals who will communicate with the agent in your home country prior to your arrival and during your program. You may hear from one of our admin staff during your program as we love to check in to see how you are doing. We are always here to help! Our office phone number is **207-871-8622**. You can reach the office from 9 am to 5 pm EST. You can also email us at services@panatlanticfoundation.org.

Pan Atlantic Foundation Responsible Officer

Spencer Jones 207-871-8622 ext 104 sjones@panatlanticfoundation.org

Alternative Responsible Officers

Vickie McCormack 207-872-8622 ext 113 vmccormack@panatlanticfoundation.org

Laura Whelan 207-871-8622 ext 114 lwhelan@panatlanticfoundation.org

Katie Wheatley 207-871-8622 ext 125 kwheatley@panatlanticfoundation.org

Maria Lorello 207-871-8622 ext 114 mlorello@panatlanticfoundation.org

Cara Ricciardi 207-871-8622 ext 125 cricciardi@panatlanticfoundation.org

Address for all officers: 1 Union Street, Portland ME 04101

If you are in immediate danger, call 911. Please call Pan Atlantic Foundation's 24-hour emergency hotline at 866-227-5335 (TOM-BARK-DEL) if you feel unsafe or need to speak with someone immediately regarding sexual harassment or abuse, medical issues, or host family emergencies.

Student Orientations

In Person Orientation

Some students will attend an arrival orientation in New York. This is a time when you will learn more about what to expect throughout your program, explore the best ways for you to handle culture shock and cultural adjustment, and have an opportunity to experience a major metropolitan city in the USA before flying to your host community.

Upon arrival, you will be greeted by Pan Atlantic Foundation Staff who will escort you to your hotel. You may be in a double, a triple, or a hostel/bunk-style room set up. No matter what type of room or what size bed, you are always guaranteed your own bed.

After settling in at the hotel, you will spend the next two days discussing important topics, eating some typical American cuisine, and enjoying exciting group excursions to popular landmarks throughout the city!

You will depart to your host family's community on the final day. Some students will have flights very early in the morning, so we begin airport shuttles as early as 3:00 am. Pan Atlantic staff will always escort you to the airport, get you checked in, and escort you to security.

When you arrive at the airport in your host community, your Area Representative and/or your host family will be there to welcome you as you officially begin your USA exchange program. At that moment when you step off the plane, you will finally have the opportunity to put to use all the knowledge and tools you have learned from the pages that follow.

In Community Orientation

Some students will fly directly from their home country to their host families. In this case, you will receive an email invitation from Pan Atlantic's Associate Director of Student Support, Laura Maxon (Imaxon@panatlanticfoundation.org).

The invitation will be for a zoom meeting with Laura to welcome you to our program and go over the program rules and expectations as well as culture shock and cultural adjustment. You will have a chance to talk openly with a small group of students and ask questions.

Culture Shock

Culture Shock is a term used to describe the challenges experienced by almost everyone who relocates to another culture for an extended period of time.

Common challenges include:

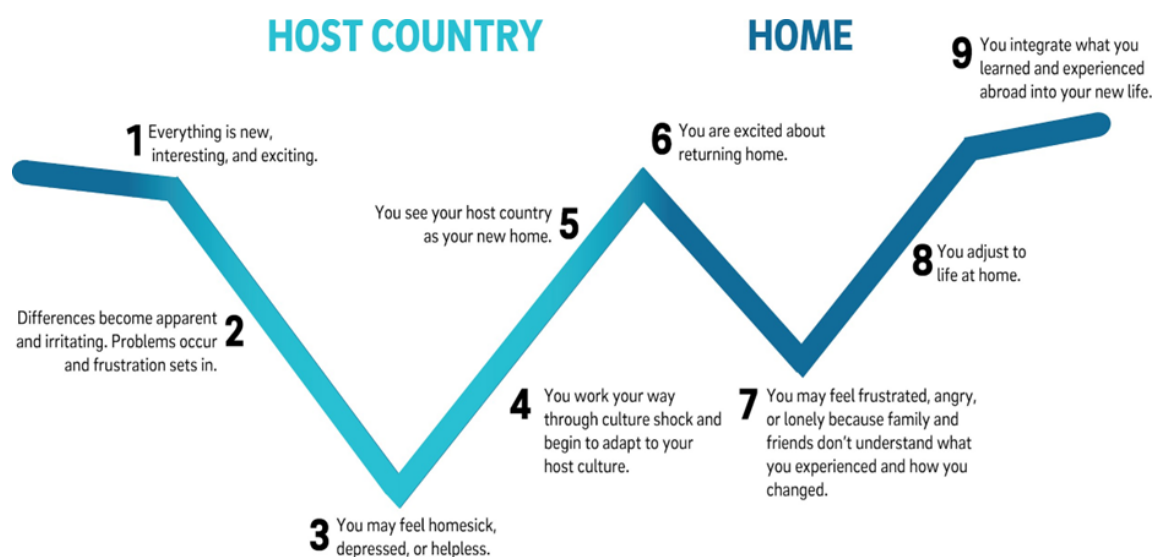
- Learning to cope with confusion with the language
- Frustration with different ways of doing things
- Isolation from your friends and family
- Sadness
- Homesickness (missing home)
- And more

These are all normal feelings and are part of adapting to a new culture.

Adapting to a new culture

Phases in adapting to a new culture can manifest in different ways and at different times, and include:

- The excitement upon arrival, everything is new and wonderful.
- Homesickness, frustration, fear, and depression may occur.
- Beginning to adjust, make friends, and participate in activities.
- Difficulty returning to home country, reverse culture shock



Ways to diminish feelings of culture shock

If you are experiencing culture shock please know that you are not alone! Many international students are experiencing it, too. The best way to overcome culture shock is to meet new friends and get involved in activities that you normally would do in your own country, or even try something new!

A good place to start is to talk with your host family or area representative about how you can get involved in the community and school.

Other ways to diminish feelings of culture shock are:

- “Plunge” into your host culture and wrestle with the differences.
 - Keep an open mind; it is natural to have preconceived ideas and beliefs that come into question while abroad.
 - Athletic activities like team sports or taking walks may be helpful.
 - Get to know others at your host school.
 - Do not isolate yourself.
 - Get to know your area representative. They are there for you to discuss your frustrations and encounters and come up with solutions.
 - Learn as much as you can about your host culture and host family.
 - Maintain a support structure with others, particularly those going through the same experience. However, do not retreat into an American “clique” to avoid the discomfort of culture shock.
 - Keep a journal. Record your impressions of new experiences and the transformations that are occurring within you.
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Helpful Facts about US Culture

Not all Americans are the same, but here are a few common American characteristics that you might find helpful to be aware of.

Greetings

Americans often will say, "How are you?" "What's up?" "How's it going?" to simply say "Hello", and "I'll call you" "See you" or "Later" to simply say, "Goodbye." These statements are typically not taken literally.

Americans are also very informal and address each other by their first names from the time they meet, even with elders and people of authority.

Meals and Typical Mealtimes

Breakfast: 6 a.m. - 10:30 a.m.

Lunch: 11 a.m. - 1 p.m.

Dinner: 5 p.m. - 9 p.m.

Brunch: 10:30 a.m. - 3 p.m. (usually only on weekends or days off). A combination of the word's "breakfast" and "lunch."

Remember that typical food for meals in the US may differ from those in your home country.

Dress/Clothing

The dress is generally informal. There is no one style adopted; however, it is important to keep in mind what is appropriate and what is not. What's appropriate can change depending on where you are going or the occasion.

Giving Gifts

As a rule, gifts are given to relatives and close friends. They are sometimes given to people with a casual but friendly relationship, such as a host or hostess, but it is not necessary or even common for gifts to be given to such people.

Honesty vs. Politeness

In a question of honesty versus politeness, honesty wins. For example, if you are invited to an event and cannot/do not want to go, it is much better to refuse graciously and courteously than to accept an invitation and not go.

Time and Punctuality

In the U.S., great value is attached to time. Punctuality is considered an important attribute. You should arrive at the exact time specified for class, sports practice, meeting up with your host family, transportation, and meals.

Gestures and Body Language

Keep in mind that unspoken signals (body language) by others may not mean what you think. Various gestures are automatic and vary from culture to culture.

Inappropriate Behavior

Actions involving sexual intimidation, sexual abuse, sexual assault, engaging in obscene behavior, or other unwelcome, intimidating, hostile, abusive, or offensive conduct of a sexual nature are strictly prohibited by law and are considered very serious matters in the U.S.

The 5 Rs of Culture Change

One way of thinking about the cultural adaptation process is The 5 Rs of Culture Change. Experiencing ups and downs in a new culture is normal. This model helps explain why these ups and downs are happening, why these changes affect us the way they do and what individuals can do to handle the transition process. Of course, keeping in mind that we are all unique and not everyone experiences all these changes or reacts negatively to them.

Routines

All the things we do normally do on auto-pilot require more focus and attention. Different food at different times of day, how do you flush the toilet, take the bus, grocery shop, etc. Low-grade stress/anxiety, more tired, don't feel as "anchored"

Strategies: create new routines as quickly as possible, realize that things will take more time initially, do things that help you relax.

Reactions

We do things we normally do, but get a very different reaction (not leaving a tip). We realize something is amiss, but not sure what. Feel confused and uncertain, less competent. We may withdraw or isolate ourselves or become critical of how others do things.

Strategies: learn about culture, find people (RAs!) who can help you make sense of others' reactions, remind self of what good at.

Roles

Role change (the foreigner, the German) creates mixed emotions. New roles can be exciting and/or upsetting.

Strategies: teach others about your culture, accept new roles.

Relationships

May accelerate, especially with the people with whom we transition (similar to new freshman American students), but we may drift from relationships back home.

New relationships can be very exciting and enriching, but may worry about other relationships back home. Loss of support system. Sense of satisfaction as we ultimately build new support system.

Strategies: Determine relationships important to maintain back home and prioritize. Be proactive in building new relationships.

Reflections About Yourself

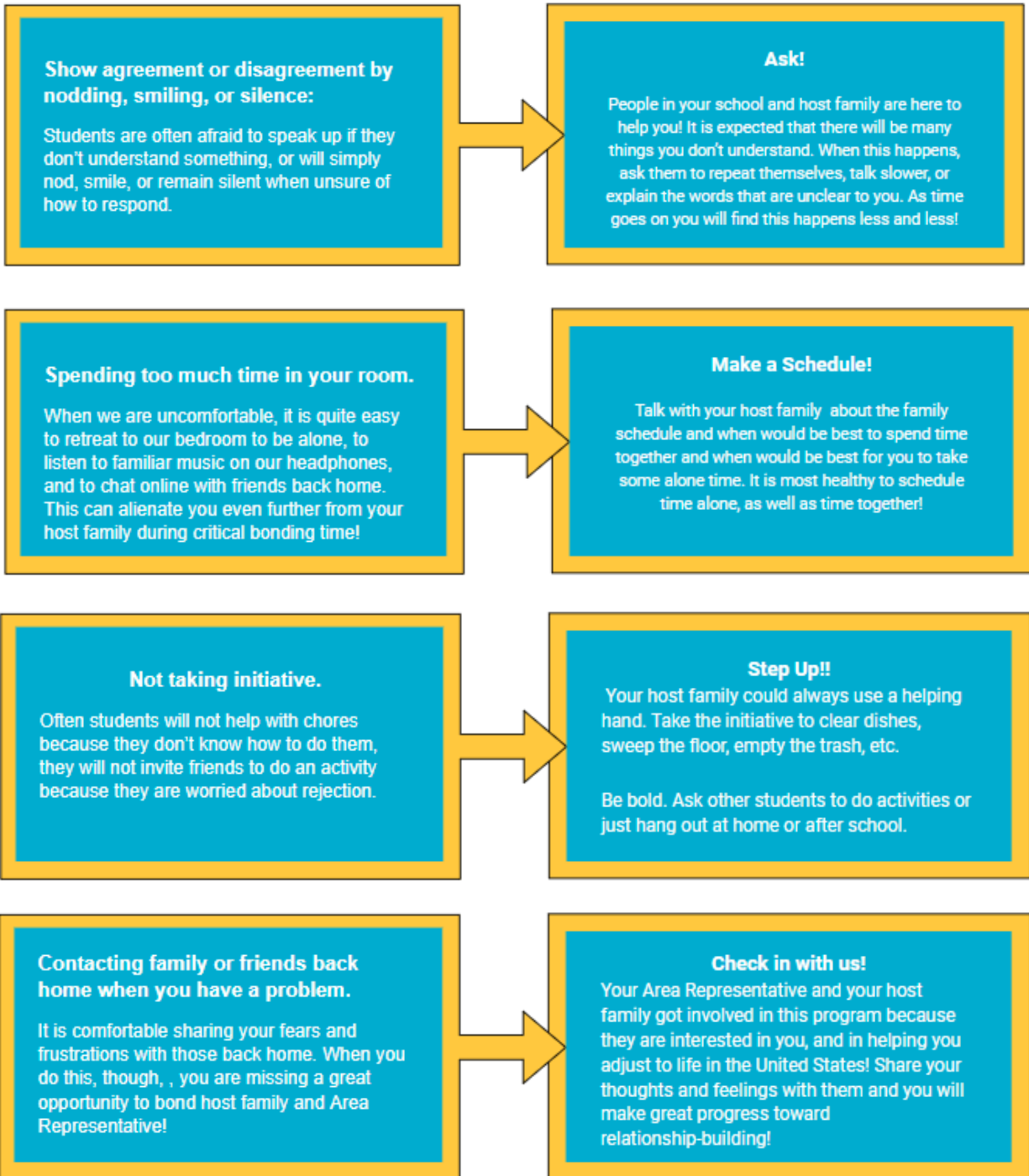
Defining ourselves and growing changing in new environment. We may pick up new gestures and habits, value certain things about new culture. We may shift between being critical and accepting of new culture.

Explore identity questions: Who am I?, What's most important to me? Where am I at home?

Strategies: Acknowledge that these changes and reflections are normal. Share and seek support from others who may have faced similar situations in the past.

Common Mistakes and How to Avoid Them

Here are some common mistakes that students make and how to remedy them.



Setting Realist Goals

Below is a list of common goals while on program. Circle 5 that may be your own goals or list any additional goals that may not be listed already.

1. Teach others about my country's traditions.
2. Speak to someone new or ask someone for help.
3. Join a sports team or extra-curricular activity at school.
4. Volunteer in my community.
5. Share some of my own family's customs.
6. Follow all program rules.
7. Get my homework done on time.
8. Know more about American traditions.
9. Improve my English.
10. Achieve what I consider to be good grades.
11. Become familiar with my host home and community.
12. Learn about the American education system.
13. Improve my level of responsibility.
14. Develop a life-long friendship.
15. Learn to do my own laundry.
16. Learn my teachers' and classmates' names.
17. Try out for a team sport.
18. Develop trust with my host family.
19. OTHER:
20. OTHER:

Now think about the goals you circled or wrote...do you think they are long-term goals or short-term? Do you think you will really be able to reach your goals? Setting realistic expectations for yourself is one of the keys to a successful program.

Cross-Cultural Interactions

You may not view how you and your family go about your day as a ripe opportunity for “Cross-Cultural Interaction”, but it is in fact where the most cross-cultural interaction, learning, and miscommunication can arise. You are not just learning to navigate living with a family who lives in an entirely different culture than yours, but they are also learning to navigate living with you!

Each family, abroad and within the US, has a unique culture of their own. The way you do things is different even from your next-door neighbors! We have compiled this list of best practices and strategies from families and students who have program experience, but each experience is unique! With this understanding, please review some of the questions you soon learn to the answers to below! Your host family has also received a version of this information, so everyone can be on the same page! We suggest writing down the rules so everyone has clear expectations and can refer to the rules. This won't alleviate all miscommunication and all stressful situations, but we have found it sure gets you off to a great start!

AROUND THE KITCHEN

Kitchens are often the central room of the home, but the “rules” around the kitchen vary greatly from country to country and home to home. What are your rules around the kitchen?

- What food can you take from the refrigerator or cabinets? Do you need to ask before helping yourself to a snack? How will you know if a certain food is designated for a certain meal and is off-limits?
 - How will you know what the expectations are around portion control? What steps do you need to take if they finish the last of the milk, eggs, cereal, etc.?
 - Will you be allowed to or expected to make breakfast/lunch on your own? What are the appropriate foods for these meals?
 - Who is responsible for cleaning up after each meal? Where do you put your dishes when you are done with your meal?
 - What will your responsibilities be in the kitchen regarding cleaning up after meals?
 - Are there certain meals that are eaten together? What is the rule if someone is going to be late for dinner? What are the rules for food eaten outside of mealtime?
 - Does anyone in the home have any dietary restrictions you should be aware of when cooking or when bringing outside food into the home?
 - What are the guidelines around food you may want such as sodas, snacks, etc., if not generally what is purchased by the family?
 - Where should trash be put, and do you recycle, compost, use a garbage disposal, etc.? If so, what goes where?
 - Where is food allowed to be eaten in the home, aside from the kitchen? Is food allowed in the bedrooms?
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CHORES

Some students arrive with the expectation that they will help around the house and will be comfortable doing so. Others may not be used to having chores at home so will need more direction on how to be helpful in the home. The level of responsibility each student has at home varies significantly from country to country and family to family. Your family has been asked to share with you what their expectations are regarding chores.

- What is the level of cleanliness expected in your room? Who is responsible for cleaning your room, and how often?
- What must be done daily? Making the bed, emptying the trash, picking clothes up off the floor, doing laundry, etc.?
- Who is responsible for making sure the sheets on the bed are changed and washed? How often is this done?
- Where should you put dirty laundry/dirty towels? Who is responsible for doing the laundry?
- How often will laundry be done? Is there a specific time of day laundry is or is not allowed to be done?
- What chores will you be responsible for daily/weekly/monthly?

PRIVACY AND PERSONAL SPACE

The norms around privacy and personal space are often something we often take for granted in our home, but often do not realize that our personal boundaries and expectations are cultural.

- Are there rules around when your bedroom door may be closed/locked?
- If you have friends in your room, are you allowed to have the door closed?
- What are the rules about entering someone else's bedroom where a door may be closed, or even if the door is open?
- Are there any rooms you should not enter without permission?
- What are the rules in your home regarding opening drawers, closets, cabinets, etc.?

BATHROOM AND HYGIENE

Often uncomfortable to discuss but can be the source of many issues if not talked about upfront! Using the bathroom may be the first communication hurdle a student face in the host family home...talk about this right away!

- Will you expect to take showers, baths, or both?
 - What time of the day will you be able to shower/bathe?
 - What is an appropriate length of a shower?
 - When you are done showering, may you get ready in the bathroom, or do you need to free up the bathroom for the next person?
 - If the bathroom floor gets wet, how should you clean up the water?
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- During a shower, is there a bathroom exhaust fan that must be turned on?
 - How often or how little is it acceptable to shower?
 - Will you be expected/allowed to use a new towel every time you shower? How many towels are used per shower/bath? What do you do with your wet towel?
 - What is and is not allowed to be flushed down the toilet?
 - How are sanitary items disposed of?
 - Where is additional toilet paper stored and what should you do if you finish the last roll of toilet paper?
 - What toiletries in the bathroom are you allowed to use versus what are you expected to provide for themselves?
 - When the bathroom is not in use, does the door remain open or shut?

AROUND TOWN AND IN THE CAR

There are likely to be many differences in terms of personal freedom and communication styles so please make sure everyone is on the same page. This is an area where a communication breakdown has high potential for conflict to arise!

- When you need a ride somewhere, how much advance time do you need to give your host family?
 - May you “catch a ride” with a friend instead of taking the bus, and how should you communicate this to your host family?
 - When you are being picked up, what are the rules regarding punctuality and being at the agreed upon pick up spot? How you will communicate if you are running late or in a different location.
 - What is your curfew? Is it different on weekends than it is on weekdays?
 - What are your host family rules regarding having friends over for dinner, friends sleeping over, friends over on school nights, etc.?
 - What are your host family’s rules regarding allowing your student in other people’s cars?
 - What are your host family’s rules regarding visits to friend’s homes/sleeping over friend’s homes?
 - What are your host family’s rules regarding dating/intimate relationships?
 - Are you allowed to have friends over if your host parents are not home?
 - Are you allowed to go over to a friend’s house if the friend’s parents are not home?
 - Will you need to help with gas money when catching rides with siblings or friends?
 - What are the guidelines for you to offer rides to other friends?
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ELECTRONICS

A hot topic for most families as every family has their own rules regarding the usage of electronics. The most important thing to remember is that the use of electronics is a privilege not a right, and you must follow your host family rules.

- How will you communicate with their family back home, and how often? Your host family will set the rules on this, but we suggest a skype call every other week!
- Did you bring a cell phone? How are you setting up the service if so? What is the data plan? Many students like to use online chatting apps like “WhatsApp” and don’t realize that they are eating up their data if they are not connected to wireless.
- What are the rules around being on the phone, using the phone at night, playing games online, etc.? You need to follow your host family’s rules!
- If the home phone rings, should you answer it? If so, what are the appropriate words to use, and how should you take a message for your family?

UNFAMILIAR TERRITORY? YOUNG CHILDREN AND PETS

You may not have grown up with young children or pets in the home and need some guidance around what is appropriate and how to help everyone remain safe!

- Are there any precautions you must follow regarding childproofing, such as shutting baby gates, locking cabinets, not leaving choking hazards within reach of small hands, turning in handles on the stove, etc.
 - What is considered “safe” to play with little kids? Are piggyback rides okay, holding them upside down, etc. What is considered too rough?
 - How should you respond if a little one acts aggressively towards you (hitting, biting, punching)?
 - If a little one (young child or even an animal) “asks” for food, are you allowed to give them food? (most relevant if the student is eating a snack, candy, etc.)
 - If a child in the home is crying and you are unsure if an adult has responded to the cries yet, what should you do in this situation?
 - Are the animals allowed to go outside/come inside? Are there guidelines around letting an animal outside, such as using a leash, doggie bag, etc.?
 - Are animals allowed on the furniture?
-

MONEY

No one likes talking about money, but these issues are best addressed ahead of time to avoid any potential problems.

- How will you access money from home? Will you need to open a bank account, or have access to a credit card?
- What large purchases, if any, do you plan to make while you are here? We recommend talking to your Area Representative if you are worried about spending money excessively.
- What will you be expected to pay for on family outings, movies, etc.?
- You should have access to approximately \$250 per month for school activities, books, sports uniforms, field trips, social outings, etc. Please talk to your Area Representative if you feel you are having a hard time budgeting.

FAMILY OUTINGS/SPECIAL OCCASIONS

Upon arrival, you may not yet feel a part of your family so this can be a tough one to navigate!

- Which family events are required, and which are optional? Your family has been instructed to be very clear about which events are required and which are optional. If they want you to attend an event, you need to attend as part of the family. (The exception to this is religious services.)
 - Students may not be required to attend religious services, but we do encourage you to attend as a learning experience, at least once.)
 - What are the norms regarding certain family events (holidays, weddings, birthday parties)? What is an appropriate dress? What are the customs and appropriate behavior? Are you expected to bring a gift? How do you greet the hostess? Discuss these things prior to the event.
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Tips for Technology Use

Strategies for responsible and safe online life

There's no such thing as "private" online.

Anything posted can be seen by or forwarded to strangers, college admissions officers, and potential employers.

Know what's okay to post.

This means no embarrassing or cruel posts, no hate speech or groups, no compromising pictures you wouldn't want the whole world to see.

Be a good digital citizen.

Online cheating is still cheating. And flagging inappropriate content isn't tattling – it's keeping the Web a place where people want to hang out and where they can feel safe.

The Golden Rule applies in cyberspace.

If you wouldn't do it in real life, you shouldn't do it online.

Use critical thinking.

Ask yourself, "Who posted this? Why?" Thinking this way will help you find trustworthy information, and it will also help avoid online scams that deliver spyware and viruses directly to your computer. Also think critically about your own posts. Ask yourself, "Why am I posting this? Who will see it? Could it be misunderstood?"

Better safe than sorry.

If anything, menacing or cruel happens, inform an adult that you trust.

Simple Safety Tips

Being an exchange student is an incredible experience, but being in a new culture can also create situations where you are vulnerable or taken advantage of. Please follow the simple rules below while on the program to help you stay as safe as possible!

Memorize your address and host parent's phone number prior to arrival, but don't share this information with anyone without checking with your host family first! Learn where you live and how to find your way back home. Ask your host family to take you for a tour of your neighborhood and the area around your high school so you are familiar with your surroundings.

Online Safety. Never give out any contact information online to someone you have never met. This is especially important if you are reaching out and meeting new people in the USA online prior to your arrival.

Check with your host family before riding in a car or going to the house of someone new. You should always decline a ride from a stranger offering to "show you around" or give you a ride home."

Safety is in numbers! Don't go out alone, especially at night. If you find you are walking alone and you feel uncomfortable, ask a friend to accompany you, or call your host family. Always tell someone where you are going, what route you are taking, and when they should expect your return.

Trust your gut. This means to trust the way you feel inside, emotionally. If you are feeling uncomfortable with the way someone is speaking to you, touching you, or even looking at you, talk to a trusted adult about how you are feeling. Someone may tell you that it is just part of the culture in the USA, but no cultural norm should ever make you feel unsafe. They might just be saying it is cultural to convince you it is normal when it is not. Always remove yourself from a situation like this immediately and talk to someone you trust. You can feel safe calling our emergency number any time of day. Our number spells a funny name, but maybe it will help you remember! Whenever you need us, call TOM-BARK-DEL (866-227-5335)

Trust your Area Representative and Regional Director. Your Area Representative and Regional Director are there to support you throughout your program. If you ever need to speak with someone immediately you cannot get in touch with your Area Representative or RD, call the PAN ATLANTIC emergency line: 1-866.227.5335

Teen Sexual Assault: Information for Teens

As a teen you make important decisions about what—if any—sexual activity is right for you. Agreeing to sexual activity with someone (saying “yes”, or giving “consent”) means that you have freely decided to engage in that activity. If you are pressured emotionally or physically, if you go along because you don’t feel you have a choice or because you don’t know how to get out of the situation (“coercion”), you are not giving consent. Any sexual contact that you do not consent to is sexual assault. You have the right to say “no” if you do not want to do something sexual. We use the term “sexual assault” when the person who committed the assault—the perpetrator—is someone outside the family, and the term “sexual abuse” when the perpetrator is a family member. Sexual assault does not always include intercourse. Sexual assault can include any contact with private body parts (e.g., breasts, genitals, buttocks) that you don’t want, don’t agree to, or are forced to do.

Consent

Consent means actively saying “yes” or agreeing. You don’t have to have a reason to say “no.” If someone tries to convince you to do something sexual, even if you have done it with that person before, but now you really don’t want to, you have the right to say “no.”

Coercion

If you’re feeling pressured to do something sexual and you don’t know how to get away from the situation, or if you’re afraid that saying “no” will break up your relationship, it may be a sign that you are being coerced or emotionally forced to do something you don’t want to.

*For more information go to
www.loveisrespect.org*

What is teen dating violence?

Teen dating violence is a type of violence that occurs between two people in a romantic relationship. The violence can be sexual, physical, or emotional, and can occur in person or electronically by texting or posting threatening messages or images on social media. Teen sexual assault can occur as part of dating violence, but also occurs outside of a romantic relationship—with a friend, classmate, acquaintance, or stranger.



Why do teen sexual assault and teen dating violence happen?

Individuals who perpetrate sexual assault and/or dating violence may have a variety of problems, but the core cause of these events is the perpetrator's misuse of power and control. This can take many forms, including using physical force or by threatening, intimidating, manipulating, stalking, or isolating you from friends or other supports.

Who experiences teen sexual assault?

Sexual assault can happen to any teen no matter their gender identity or sexual orientation: female, male, gay, lesbian, bisexual, transgender, questioning or queer (LGBTQ), or straight.

How common is teen sexual assault?

Unfortunately, teen sexual assault is very common. Studies have found that:

- One in four teen girls was verbally or physically pressured into having sex during the past year.¹
- One in 10 high school girls—and one in 20 high school boys—reported being forced into sex.²
- More than one third of acquaintance rape victims are between the ages of 14 and 17.³
- One in three teens is a victim of sexual or other abuse by a dating partner each year.⁵
- About 9% of high school students are physically hurt—on purpose—by a boyfriend or girlfriend.⁴
- Almost 20% of college women reported experiencing sexual assault on campus.⁸

What if we've been in a relationship for a long time?

It doesn't matter if you just met or are in a long-term relationship. You always have the right to say "no" to any sexual activity. You have the right to be free from violence. Being somebody's girlfriend or boyfriend does NOT give them permission to sexually assault you—or hurt you physically or emotionally.

What if I'm LGBT?

Sexual assault occurs because of the perpetrator's misuse of power and control, not your sexual orientation, appearance, physical size, or strength. However, LGBTQ youth are at higher risk for dating violence than heterosexual youth. Twenty-three percent of LGBT youth reported sexual dating violence compared to 12% of heterosexual youth.⁷ Stigma about being LGBTQ might partly explain this difference. For example, an LGBTQ partner might misuse his or her power by threatening to "out" the other.



How do drugs play a part in teen sexual assault?

If you drink at a party or with others, someone could slip drugs into your beverage without your knowing it, making it easier to perpetrate sexual violence against you. Being drugged without your knowledge makes it impossible for you give legal consent to a sexual act. ANY drug, even alcohol, can increase your risk for sexual assault by a stranger or by someone you know (acquaintance rape). Drugs commonly used in sexual assault include the following:

- *Rohypnol** (pronounced row-HIP-nal; also called roofies) is a sedative that can cause sleepiness, slurred speech, difficulty walking, black-outs and amnesia.
- *GHB** is a depressant that may cause nausea, vomiting, dizziness, heart problems, seizures, black-outs, and, in some cases, coma.
- *Ketamine** (pronounced keet-ah-meen; also called Special K) is an animal tranquilizer that can cause delirium, loss of memory, depression, and long-term memory and cognitive difficulties.
- *MDMA** (also known as the club drug “ecstasy”) is a stimulant that causes feelings of peacefulness, acceptance, and affection towards another, as well as depression, confusion, anxiety, and paranoia.
- *Alcohol** is a sedative and is the substance most commonly used to commit sexual assault.

What does the internet have to do with teen sexual assault?

Cell phones and social networking sites such as FaceBook, Twitter, Instagram, and YouTube are new ways teens experience sexual assault, as well as bullying. Online sexual predators—pretending to be someone they are not—trick teens into meeting them in person, increasing the chance for sexual assault or even kidnapping. In some instances, teens have been forced into sexual slavery (commercial sexual exploitation also known as sex trafficking) by someone they have met on the internet. Sometimes perpetrators post videos of a teen’s sexual assault for everybody to see. If unaware they were drugged, teens may not find out until the assault has been posted online.

In a dating relationship, a romantic partner’s constant texting can be a way to monitor and control your actions and a way of sharing embarrassing and hurtful sexual pictures and information. For example, your partner may video you during sexual activity and post those images online to control or manipulate you.



Are there any tips for staying safe?

- Expect respect from others, and keep away from people who don't show you respect.
- Be clear about your limits: let the other person know what you want and don't want to do. You always have the right to change your mind, to say "no," or to agree to some sexual activities and not to others.
- Don't allow a person to touch you if it makes you uncomfortable. If someone crosses your boundaries or you sense danger, speak your mind and act immediately. Make a scene if necessary.
- Avoid excessive drinking or drugs. They reduce your ability to think and communicate clearly. Remember that being drunk or high does not give anyone permission to assault you.
- Pour your own beverage and keep it in your sight. Date rape drugs can be put into drinks and you can't tell by the taste.
- Don't accept mixed drinks or drinks from punch bowls or other large containers as they could be spiked or drugged. Don't hang out in places that isolate you from others. Although you may feel you can take care of yourself, you should always be aware and be careful.
- Trust your instincts. If you feel that a person is not trustworthy or a situation is unsafe, leave.
- Have a back-up plan. For example, if you're going to a party, make sure someone you trust knows where you're going. Have a person you can call to come get you if you need to leave, or carry money for a car service or a cab.

Don't allow a person to touch you if it makes you uncomfortable. If someone crosses your boundaries or you sense danger, speak your mind and act immediately. Make a scene if necessary.

What should I do if I'm sexually assaulted?

- Call 911. Sexual assault is a serious crime and you should report it. Do not worry about getting into trouble if you were partying, drinking, taking drugs, or violating curfew. The police are concerned with your health and safety. And remember, calling the police and filing a report does not mean that you have to press charges.
- Go to the hospital. Call someone you trust—an adult or friend—and ask him or her to take you to the hospital. Do not shower, eat or drink anything, brush your teeth, go to the bathroom, or change your clothes before you go. The medical team and law enforcement need to find out if you are hurt and collect evidence from your clothing and your body during the medical exam. If you are female, you may also receive emergency contraception to prevent pregnancy. While the medical exam may be uncomfortable and embarrassing, it will not be painful.
- See a counselor. You may find it difficult to cope with what has happened. A counselor can help you work through your feelings and take steps toward healing. With help and support—and your own strength and resilience—you can get through this and move forward. You can start by talking to your school counselor or school nurse who can refer you to someone who specializes in working with teens who have been raped. The important thing is to talk to somebody about what happened. With help, you can recover fully from the traumatic effects of sexual assault.

Why am I reacting this way?

The experience of being sexually assaulted—especially if it was by someone you trusted—can bring up a range of complicated emotions—guilt, self-doubt, and worry that the assault was somehow your fault. Working through these feelings is part of the healing process and will help you move forward with your life in a positive way.

Understanding common misconceptions and responses about sexual assault can help you manage or change some of your beliefs about sexual assault.

After a sexual assault you may...	The truth is...
Blame yourself (for example, you may wonder if you were flirting too much or wearing sexy clothes).	It's not your fault, no matter how you acted or what you wore.
Worry that it's your fault for accepting a drink that was drugged.	It's not your fault. You didn't know the drink was drugged.
Worry that you will get in trouble with the police if you were drinking because you are a minor.	The police are more concerned with your health and safety than getting you in trouble.
Feel ashamed, angry, sad, different, lonely, anxious, betrayed, depressed, or as if you will never be able to trust anyone again.	All of these feelings are common after an assault. They will not last forever. Talking to a counselor can help you work through all of these feelings.
Feel guilty or confused because you know your attacker.	Most sexual assaults are committed by an acquaintance. It was nothing you did or didn't do.
Have nightmares about the assault or recurring images of what happened, even when you are trying not to think about it.	This is common and will not last forever. Counseling can help you learn how to deal with these images.
Worry about how your friends will react if they find out (Will they believe you or take sides?).	Your real friends will be supportive and be there for you. Your well-being is more important than what other people think.
Worry about how your family will react if they find out.	This might be hard for them to accept at first, but your family loves you and will be supportive. Counseling can help your family as well as you.
Think that nobody understands how you feel and that you are alone.	Many teens have gone through this, and you have the support of people who care about you.

Where can I go for more information?

- 911Rape → * www.911rape.org
- National Sexual Violence Resource Center → * www.nsvrc.org
- Project Respect → * www.yesmeansyes.com
- Rape, Abuse & Incest National Network (RAINN) → * www.rainn.org
- The Date Safe Project → * www.thedatesafeproject.org/pledge_for_action.htm
- Safe Space, Inc. → * www.safespaceonline.org
- Love is Respect → * www.loveisrespect.org
- National Center on Violence and Sexual Assault Prevention: <http://m.sapac.umich.edu>
- Futures without Violence: www.futureswithoutviolence.org

Pan Atlantic Foundation Discipline Process

There are three steps in the Pan Atlantic Discipline Process prior to Student Dismissal.

Verbal Warning: Warnings are in person or on the phone and then followed up in writing to you regarding the behavior that needs to change. A copy of this email is sent to your agent.

Written Warning: This is a formal letter given to you if the behavior did not change after the verbal warning. A copy of this letter is sent to your agent.

Probation: This is a formal notice of discipline given to the student, with clear guidelines to improve during a specific timeframe. A copy of this letter is sent to your agent.

Dismissal: The PAN ATLANTIC head office and your agent determine it is the best course of action to end your program and your return home.

PLEASE NOTE: There are some offenses that may lead to an immediate warning, probation, or dismissal.

The BIG NOs

You could skip the Warning and Probation stages for some offenses.

These offenses include but are not limited to Drinking, Driving and Drugs.

Pan Atlantic Foundation Program Rules

1. Obey the U.S Department of State Secondary School Student and J1 Exchange visitor regulations.
 2. Students may not have previously participated in an academic year or semester high school program in the U.S. in either the J-1 or F-1 category.
 3. Students holding a U.S passport or dual citizenship are not eligible for the J1 Secondary School Program.
 4. Each student's primary intention for participation in the program is evaluated during the application process. It must be determined that the primary reason for program participation is cultural rather than academic, and that primary goals do not include graduation from an American high school or enrollment in an American college or university.
 5. Abide by the federal, state, and local laws of the United States, the state in which you are placed, and your local community. Laws include but are not limited to the prohibition of consumption of alcoholic beverages by anyone under the age of 21, and the use or possession of illegal drugs. These laws may also include state specific laws on sexual conduct, local curfews, loitering laws, etc. It is your responsibility to know these laws. Being from a different country with different laws will not prevent you from the serious punishment that could result from violating the law. In the event of a violation of the law, Pan Atlantic Foundation is unable to provide legal counsel. Further, violating the law could jeopardize your future visa status.
 6. Accept placement with a family of any race, creed, or ethnicity. Live as a member of your host family, respect your host family and their rules and customs, and accept the responsibilities given to you. Pan Atlantic, at its sole discretion, is responsible for choosing a student's host family placement.
 7. Pan Atlantic Foundation will place each student in home that is determined to be appropriate for student well-being, health, and safety. Each student must take responsibility for their personal health and safety needs when agreeing to be placed by Pan Atlantic Foundation. Students with any health condition that would create a risk of injury, sickness or any other risk on program should not participate in an exchange program. Any pre-existing personal health condition of this nature that is not disclosed in the application process but is discovered while on program will be subject to dismissal at the discretion of Pan Atlantic Foundation. Students with any life threatening medical conditions, mental illness, eating disorder or self-endangering activity may be dismissed from the program at the discretion of Pan Atlantic.
 8. Pan Atlantic Foundation will place you at an accredited high school to participate in a full course of study. In order to maintain school placement, students must adhere to the host school's code of conduct and policies, as well as the school's policy on determining a grade level, and whether or not the student will be allowed to walk in the graduation ceremony or receive a high school diploma. Please note school policies on homework and attendance may differ from those in your home country.
-

9. Pan Atlantic Foundation students must maintain a C+ overall semester/trimester average or greater in all academic courses at the host high school, as well as a C+ average or greater in each individual course, academic or otherwise. Courses must include English (other than English as a second language), history, and two other academic courses to fulfill the requirement for a “full course of study”.

10. Travel is permitted only with adult members of the host family, the Area Representative, or official school or group organized trips. Students must obtain written permission from Pan Atlantic Foundation prior to booking any flights and/or if any travel results in a school absence exceeding one day. Pan Atlantic must approve any visits from the natural family prior to travel arrangements made/flights purchased. Natural family visits are not permitted during Christmas vacation week. Travel to your home country in the event of emergency must be approved by Pan Atlantic. Visits from friends overseas during program year are not permitted.

11. Driving is permitted with the instructor of an official driver’s education course and only during class hours. This is solely for the purpose of obtaining a driving license and does not allow the student to drive after a license is obtained. Driving outside of the driver’s education course is prohibited.

12. Students must have access to \$200 per month to cover personal expenses. Money should never be exchanged between the student and host family for the purposes of borrowing or lending money. Any student being asked by any host family member to borrow money, or any host family member being asked by the student to borrow money, should report this incident to Pan Atlantic Foundation immediately. Regulation prohibits any payment whatsoever being made to families hosting J1 Visa students.

13. Students should not smoke. This includes the use of electronic cigarettes.

14. Participation in extracurricular activities or athletics is never guaranteed. Placements may not be rejected or changed based on access to a particular sport or activity.

15. Employment is not allowed on either a full or part-time basis while in the J-I visa high school program. However, students may accept sporadic or intermittent employment such as babysitting or yard work.

16. Students are required to complete a minimum of 8 hours of community service per semester.

17. Students arriving on program pregnant or becoming pregnant on program will be dismissed from the program.

18. Life decisions including but not limited to marriage, changing religion, renunciation of citizenship, or physical alterations such as tattoos, body piercings or cosmetic surgery, are not permitted on program.

19. Students must demonstrate maturity and good character in their application as well as on program. Students shall refrain from any form of sexual harassment, bullying, cyber-bullying, or hate crimes. In addition, students shall refrain from any other conduct likely to bring the U.S. Department of State or Pan Atlantic Foundation into notoriety or disrepute.

20. Photos, comments, and content posted on social media that depicts or describes a violation of program rules or U.S. Department of State regulations may result in student dismissal.

21. Costs incurred from student moves that are a direct result from failure to abide by the above listed rules will be the responsibility of the natural parents or guardian.

22. Students determined to need academic tutoring will be required to pay for the associated fees.

23. Students are required to maintain contact with their Area Representative monthly and are responsible for returning Area Representative (or any other Pan Atlantic Foundation representatives) phone calls or emails within 48 hours.

24. Pan Atlantic is not acting in the capacity of in loco parentis with respect to the students. Natural parents or guardians still retain all rights and obligations.

25. The program terminates within two weeks after the last day of school, and arrangements must be made to return home within this time.

26. Failure to abide by the above-listed rules may result in program dismissal. When a student is dismissed for failure to abide by Pan Atlantic Foundation Program Rules, the natural parent or guardians are responsible for any additional expenses incurred, including adjusted airfare, transportation, accommodations associated with the early return. In the case of early dismissal, program fees will not be reimbursed.

27. Students are required by regulation to report to Pan Atlantic Foundation within ten calendar days if there is any change in his/her telephone number, email address, physical address, or site of activity.

Important Visa Information

Here are the key points regarding your Visa and your ability to travel.

- Make copies of your passports and keep your DS 2019 and Passport in a secure location at your host family's home. Ask your host family if they can suggest a safe place.
 - Natural parent visits must first be approved by Pan Atlantic. Visits prior to January 1 are unlikely to be approved. If you are a semester student, visits are not permitted until the end of your program.
 - Family Holidays should be spent with your host family, not traveling to see others, or visiting with natural family.
 - All travel requiring missed days of school, airline travel, or travel without your host family or Area Representative must be approved by Pan Atlantic.
 - Independent Travel is prohibited.
-

PAN ATLANTIC FOUNDATION Travel Request Form

***FOLLOW ATTACHED INSTRUCTIONS.**

Completed form with all signatures should be uploaded by the AR to the Toolkit.

<https://fs8.formsite.com/panatlantic/form44/index.html>



- Domestic Travel - the PAF Office must receive this completed form 2 weeks in advance.
- International Travel - the PAF Office must receive this form 3 weeks in advance.

Visa is required for student to travel? Yes No Student's U.S. visa allows for multiple entries? Yes No n/a

Student traveling with Natural Parents? Yes No

Do not pay for any travel arrangements without receiving approval from the PAF Office. List tentative travel information below.

If approved and travel changes, please notify your AR or any PAF staff member immediately.

Student First Name _____ Student Last Name _____ Student Country & ID _____ Travel Dates _____

From _____ to _____ with: HF School Other _____
(City, State, Country) (City, State, Country)

Student will be staying with: _____
Name of Responsible Adult Relationship to Student Phone Number

Address (responsible adult, hotel/resort/other) _____ City State Zip _____ Responsible Adult's Email _____

Please list potential itinerary below. Travel by means of (check all that apply) car airplane train bus cruise ship

EXPECTED STUDENT EXPENSES: \$ _____

- Will student miss any school? YES or NO If YES, do you have school permission and a plan for missed work? YES or NO
- **The Responsible Adult must sign the following:** I/We hereby request that the above-named student be permitted to visit or travel with me/us on the dates and via the itinerary listed above. I/We agree to contact PAF at 1.866.227.5335 regarding any changes to plans.

Responsible Adult Signature: _____

Date: _____

PAN ATLANTIC FOUNDATION AREA REPRESENTATIVE

I confirm that the HF of the above named student, agree to allow their student to participate in the travel listed above. If the travel occurs while school is in session, I confirmed with _____ (Name of school official and title) that the above named student be excused from classes to take part in the travel above. The student has agreed to make up missed coursework. I have no objections to the student's participation in the travel listed above.

AR Signature: _____

Date: _____

NATURAL PARENTS: Travel permission form signed in student application (signatures not required below) OR

We, _____, parents of the above named student, agree to allow our son/daughter to participate in the travel listed above. We further agree to hold harmless PAF, its staff, its hosts, its representatives and its partner organizations for our son/daughter's welfare, and assume all responsibility for his/her well-being, including travel arrangements, lodging and meals, supervision, and any and all costs associated with travel. PAF is not responsible for any costs associated with missed, delayed or canceled travel or costs including but not limited to fees, lodging or rebooking. We release PAF, its staff, its hosts, its representatives and its partner organizations from any responsibility or liability during our child's participation in the travel listed above. We further recognize that the health and accident insurance provided may not be valid for any travel outside of the United States, and that any time that a student travels outside the United States, he/she may experience great difficulty re-entering the United States to complete the Program.

Natural Parent Signature _____

Date _____

***PAF office will obtain the Natural Parent signatures if needed.**

IMPORTANT Information

about Students' ASPE Insurance Plan

Please read this to help you have a smooth experience using ASPE insurance.

All coverage info and provider finder tool here: <https://www.sevencorners.com/gov/usdos>

What kind of healthcare coverage do the students have on program? What is covered by their insurance?

Each student is enrolled in ASPE Health Benefit Plan. It's an Accident and Sickness Plan provided through the U.S. Department of State, generally covering accidents, sickness, pain relief, and most vaccinations. Students also have pharmacy coverage through OptumRx for necessary medication prescribed while in the U.S.

Coverage is never guaranteed in advance and is reviewed case-by-case by the insurance processor. Your Benefits Guide, available online or as a hard copy in your Welcome email, is a best reference.

Coverage is subject to change, so viewing the most current guide online is recommended.

Please visit the above link to access all insurance coverage details and forms.

Visit a provider who is in First Health Network. Call ahead and ask the provider if ASPE/First Health Network insurance is accepted there. You can also find out by calling First Health at 1-800-226-5116.

Or search online at <https://www.firsthealthinternational.com/LocateProvider/CustomPage>

***If you visit a provider and do not present your insurance card, you can often call the provider afterward and share the information on it.**

What is not covered by students' health insurance?

The following are not covered by students' ASPE insurance: *(This is **not** an all-inclusive list.)*

- Preventative care (*check-ups*)
- Physicals (*check with PAF before making an appointment if you are asked by school to get a physical*)
- Dental (*except for emergency pain relief*)
- Vision/eyewear
- Pre-existing conditions
- Travel outside of the U.S.

Do we have to pay a copay?

Yes. But Pan Atlantic Foundation will reimburse it. Copays are normally charged at the appointment. This is a standard patient charge not covered by insurance. Please submit reimbursement for copays using the reimbursement form for students. You will need a receipt showing that you have paid it in order to be reimbursed by Pan Atlantic Foundation. This receipt must be the actual description of services from the provider, not just a credit card receipt.

Current copay amounts are as follows.

- \$25 per office visit
- \$75 per ER visit, Urgent Care visit, or hospitalization
- \$15 for all brand name drugs with a generic equivalent

ASPE Health Insurance Card *(Please see next page for image of card.)*

Students and host parents are advised to keep a copy of the ASPE insurance card with them at all times.

This information is sent in your host family welcome email.

Below is a blank image of the ASPE insurance card showing you where to find important details on it:

Please detach your ASPE ID card and keep it with you at all times

This identification card shows your enrollment in the ASPE health benefit plan and your proof of coverage. You will need to show this ID card when you see a Doctor, visit a hospital or get a prescription filled at a pharmacy.

you are responsible for co-pays to your providers and retail pharmacies for brand drugs when a generic is available.

For any questions about your coverage please call Seven corners customer Service at 1.800.461.0430 or collect outside the U.S. at 317.818.2867, email: usdosinfo@sevencorners.com.

Administered By: SEVENCORNERS
Customer Service
Toll Free: (800) 461-0430 Fax: (317) 815-5984
For In-network providers in the U.S. visit: www.sevencorners.com/usdos

First Health International

IMPORTANT INFORMATION ABOUT YOUR BENEFITS SC 8/1/16

This healthcare plan requires pre-certification for services received in the U.S. only for the following: inpatient hospital admissions, skilled nursing, outpatient chemo and radiation therapy, outpatient surgeries and procedures, pregnancies, physical therapy and occupational therapy, dialysis, plasmapheresis, MRI, PET scan, CT, home health and home infusion therapy.

You or your physician must call the Pre-certification number, (800)461-0430 to obtain preadmission approval at least 1 business day before a planned hospitalization or 2 business days after emergency admission. Pre-certification is not a guarantee of coverage. A \$300 penalty will be applied if pre-certification is not obtained.

For Pre-certification and benefit questions call (800) 461-0430
24 hours a day, 7 days a week (Except Holidays)

SEND ALL CLAIMS TO: ASPE Health Benefits - Attn: Claims
P.O. Box 3724
Carmel, IN 46032 - 3724

To obtain a medication present this card and your prescription at a OptumRx Network Pharmacy
Attn: Pharmacist - Submit to OptumRx
Bin: 009117 Group Number: RX2537
For Pharmacy Benefits questions call OptumRx toll free: 800-531-6351

Seven Corners provides administrative claims payment services only, and does not assume financial risk or obligation with respect to claims.

phone: 800-461-0430
for pre-certification, benefits questions, and claims status questions

copays

pharmacy info:
OptumRx
Bin: 009117
Group: RX2537
800-531-6351

Claims:
ASPE Health Benefits
Attn: Claims
P.O. Box 3724
Carmel, IN 46082
fax: 317-575-6467
email:
claims@sevencorners.com

network

Pan Atlantic Foundation is here to help with your insurance questions!

The ASPE benefits guide, website, and customer service line are helpful, immediate resources—but we know you might still have a question. Please feel free to call or email our office at 207-871-8622 or services@panatlanticfoundation.org (office hours 9am-5pm Eastern).

For inquiries about *international travel and your student's insurance*, please contact Pan Atlantic Foundation in advance and see the *Pan Atlantic Travel Policy and Instructions* at <https://www.panatlanticfoundation.org/support-and-information.html>

Thank you for your attention to your student's medical needs, and please reach out to our office if we can be of further assistance.

Warmest regards,

Pan Atlantic Foundation



ACCIDENT/ ILLNESS MEDICAL CLAIM FORM

**Instructions:**

1. This form is to be used when filing a claim for reimbursement of Medical Expenses and must be completed by the Exchange Participant in full.
2. Fully itemized, original bills including Patient's Name, Nature of Illness / Injury, must be included with this claim form.
3. Description and Charge for each service provided must be included with this completed claim form.
4. This form must be signed and dated in all applicable sections.
5. This form and all attached bills must be submitted to the address indicated above.
6. For International claims, please complete and attach the Correspondence/Payment instruction form.

The furnishing of this form, must not be construed as an admission of any liability on Seven Corners, nor a waiver of any of the conditions of the ASPE health benefit plan.

1.) Current Effective Date _____ Current Termination Date _____ Original Effective Date ASPE _____

2.) ID Number: _____ 3.) E-Mail Address: _____
(Required for claims processing)

4.) Name of Exchange Participant: _____ Date of Birth _____ Sex: Male Female

5.) Name of Patient _____ Date of Birth _____ Sex: Male Female

6.) Current Residence Address: _____

7.) Date of Arrival in Host Country: ____/____/____ Daytime Phone Number: (____) _____

8.) Permanent Address (In Home Country): _____

Where do you want your payments\correspondence to go: US Outside of US Please complete Payment instruction form.

9.) Date scheduled to return to Home Country: ____/____/____ Check here if return date is not yet determined.

10.) If Accident, provide details, i.e., how when and where accident occurred: _____

11.) If Illness, advise when and where symptoms first occurred and nature of Illness: _____

12.) Name and address of Consulting Physicians: _____

13.) Have you ever been treated for this Illness before? Yes No If Yes, when? _____

14.) Provide Name and Address of your Regular Physician in your Home Country: _____

15.) Please advise names of any prescription medications you are presently taking: _____

16.) Indicate other Health Insurance coverage, include name, address, policy number and certificate number of Insurer: _____

17.) If submitting bills for settlement please indicate: Total amount claimed, Including Currency of Claim: _____

Note: You will not be reimbursed for the \$25 deductible as defined in the ASPE Health Benefit Guide.

I, the undersigned authorize any hospital or other medical-care institution, physician or other medical professional, pharmacy, insurance support organization, governmental agency, group policyholder, insurance company, association, employer or benefit plan administrator to furnish to the Claims Administrator named above or its representatives, any and all information with respect to any injury or illness suffered by, the medical history of, or any consultation, prescription or treatment provided to, the person whose death, injury, illness or loss is the basis of claim and copies of all of that person's hospital or medical records, including information relating to mental illness and use of drugs and alcohol, to determine eligibility for benefit payments under the ID Number identified above. I authorize the employer or benefit plan administrators to provide the Claims Administrator named above with financial and employment-related information. I understand that this authorization is valid for the term of coverage of the ID Number identified above and that a copy of this authorization shall be considered as valid as the original. I understand that I, or my authorized representative, may request a copy of this authorization. In addition, I hereby certify that the above information is true and correct to the best of my knowledge and belief.

X _____
Signature of Patient or Parent, If Patient is a Minor

Date

Fraud Warning

In many jurisdictions of the United States, any person who knowingly presents a false or fraudulent claim for the payment of a loss is guilty of a crime and may be subject to fines and confinement in prison.

Your Student ID

This is your student ID card. You should always keep it on you.

It has:

- Your Pan Atlantic Student ID (top right)
- Your host family's name, address and phone numbers and placement type
- Your insurance information- policy number
- Your Area Reps name and phone number
- Your Regional Directors name and phone number
- Department of State Information
- Pan Atlantic Foundation Information
- 24/7 Emergency Line



Student Name

Host Family: Sample Family Street Address City, State zip Mobile: Home: Placement Type:	Insurance—First Health/Seven Corners www.sevencorners.com/usdos Toll Free Phone: 800-461-0430 ID: «Insurance_Member_ID» Rx Optum RX Start: 8/7/2022 Bin # 009117 End: 6/30/2023 Group #: RX2537
J1-Visa Sponsor Staff: Area Rep.: Mobile: Landline:	Regional Director: Mobile: Landline:
Department of State: Emergency: 866-283-9090 Designation: 844-300-1824 Email: jvisas@state.gov	Pan Atlantic Foundation: 1 Union St., Suite 202, Portland, ME 207-871-8622 Emergency Line: 866-227-5335



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Associations

CHRISTOPHER B. PAGE,

Executive Director

February 1, 2023

Pan Atlantic Foundation
1 Union Street
Portland, Maine 4101

Dear Vickie McCormack,

The Council on Standards for International Educational Travel (CSIET) has found Pan Atlantic Foundation to have fulfilled all the requirements for CSIET Certification and grants your organization a **Full J-1 Inbound Certification** for the *2023-2024 Advisory List of International Educational Travel and Exchange Programs*.

Recall that for the *2023-2024 Advisory List of International and Educational Travel & Exchange Programs*, there are three separate certification categories. The certification categories are as follows:

- Inbound J-1 Programs
- Inbound F-1 Programs
- Outbound Programs

*CSIET certification entitles an organization to publicize the fact that its program is conducted in accordance with the published standards. Further, certified organizations are entitled to use the CSIET certification mark during the period it is listed in the publication in accordance with CSIET policy (see attached “CSIET Trademark Policy” document).

**CSIET certification entitles your organization to have your program description(s), contact information, and website URL on your program profile on the CSIET website, and in the [CSIET Advisory List Online](#). CSIET Staff will update all online program profiles by May 1, 2023.*

2022-23 Review Process

Programs were evaluated based on the following J-1 Requirements for CSIET Certification:

1. Programs must be paid CSIET Members;
2. Programs must complete the appropriate Application for Certification and pay the associated application fees;
3. Programs must be bona fide Department of State designees, but cannot be a school/school district so designated by the Department of State;
4. Programs must inform CSIET if they: a. cease operation; b. merge with or become acquired by another organization; c. have/received sanctions by the U.S. Department of State (including but not limited to letter of reprimand, probation, suspension, and/or forms reduction);
5. Programs that have received a greater sanction (suspension of program, loss of designation, a reduction of more than 15% of forms) by the Department of State in the year since the previous Certification will be subject to further review by the CSIET Accreditation Committee;

6. Programs that have outstanding/pending/unresolved complaints with CSIET will be subject to further review by the CSIET Accreditation Committee;
7. Programs must reaffirm their commitment to CSIET Standards every year and comply with CSIET Standards and Department of State regulations;
8. Programs that did not meet one or more of the requirements in the previous cycle must submit a management response addressing each deficiency and any corrective action taken to remedy that issue in order to receive a Full Certification in the *2023-2024 Advisory List*;
9. Programs that received a Conditional Certification in the previous cycle must meet all requirements in the current cycle to receive a Full Certification. If a program with a previous cycle Conditional Certification does not meet the requirements in the current cycle, it will be excluded from the *Advisory List*. Any program that has not submitted a management response that meets the review of the Accreditation Committee will be subject to further review and may be excluded from the *Advisory List*.

*Newly applied J-1 organizations will be issued a Provisional Certification if they meet all the above criteria. Provisionally certified organizations must earn the Provisional Certification for a period of two evaluation cycles in order to be eligible for a Full Certification. Provisionally certified organizations can reduce this period to one evaluation cycle by attending required training sessions at the CSIET Annual Conference. Contact the CSIET offices for more information.

Congratulations on your new certification! Thank you for your support of CSIET and its mission. Your cooperation in this voluntary process, your demonstrated compliance with the Standards, and your professionalism and goodwill throughout the process are very much appreciated.

Sincerely,



Christopher B. Page
Executive Director



**CERTIFICATE
of
ACCEPTANCE**

This is to certify that the Council on Standards for International Educational Travel has completed its review of applications for certification in the *2023-2024 Advisory List for International Educational Travel & Exchange Programs.*

Pan Atlantic Foundation

is hereby granted a Full J-1 Inbound Certification in the 2023-2024 edition of the *Advisory List.*

A handwritten signature in black ink that reads "Christopher B. Page".

**Christopher Page
Executive Director**



U.S. Department of State
Bureau of Educational and Cultural Affairs
Private Sector Exchange



January 1, 2023

Dear Secondary School Student:

Welcome to the U.S. Department of State's BridgeUSA Exchange Visitor Program! This is the beginning of one of the most important and exciting adventures of your life. During your time in the United States, you will obtain an American high school education and experience life as part of an American family. You will make friendships that will last a lifetime, get lots of practice in speaking English, and partake in family traditions. Since 1949, thousands of students from around the world have come to share their language, culture, and customs with their American host families, American schools, and the broader local community. Your participation in this exchange program fosters a greater understanding between our two countries and works towards peaceful relations throughout the world.

We want you to have a meaningful and successful experience. Your new school and host family may have different rules and ways of life from what you are used to, so keeping an open mind will be very important to your success. Your goal should be to learn as much as you can about American customs, values, and culture and to build strong relationships with your host family, classmates, and friends.

Your U.S. sponsor is your first point of contact throughout your stay in the United States. Their information is identified on your Form DS-2019, Certificate of Eligibility for Exchange Visitor Program (J-1) Status. If you have any questions about your exchange program, need assistance of any kind while you are here, or if something just does not feel right, immediately contact your U.S. sponsor. It is their responsibility to help you with any problems, needs, or concerns you may have. Their emergency telephone contact number can be found in your program orientation materials and identification card, and is available to you 24 hours a day, 7 days a week.

If you have concerns and/or issues that your U.S. sponsor has not resolved, or you find you cannot reach your sponsor, please contact the Department of State through our J-1 Visa Emergency Helpline 1-866-283-9090, which is available 24 hours a day, 7 days a week, or by e-mail at JVisas@state.gov. Your sponsor and the Department of State are here to ensure your success and safety on the program.

We are pleased that you made the decision to study in the United States and hope you enjoy your stay.

Sincerely,

A handwritten signature in black ink, appearing to read "Nicole Elkon".

Nicole Elkon
Deputy Assistant Secretary
for Private Sector Exchange

Contacting the Department of State

The Exchange Visitor Program is administered under the oversight of the Deputy Assistant Secretary for Private Sector Exchange, Bureau of Educational and Cultural Affairs (ECA).

The Office of Designation and the Office of Exchange Coordination and Compliance are located at:

Bureau of Educational and Cultural Affairs (ECA/EC/D/PS)
U.S. Department of State
SA-44, Suite 668 | 301 4th Street, SW | Washington, D.C. 20547
Tel: 1.202.632.2805

<http://www.exchanges.state.gov/education/jexchanges>

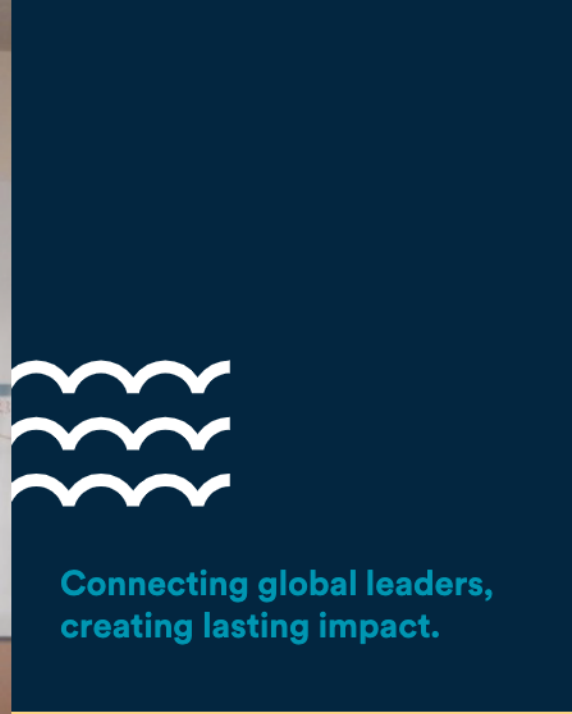
Department of State Emergency Hotline: 1.866.283.9090

The Office of Designation is organized under two divisions: the Academic and Government Programs Division, and the Private Sector Program Division. Contact information and the exchange categories for the divisions are identified below.

The Office of Exchange Coordination and Compliance is responsible for monitoring designated sponsors for regulatory compliance. Inquiries regarding sponsors and the program can be emailed to Compliance by using JVisas@state.gov.

You may also contact CSIET:

The Council for Standards on International Educational Exchange
212 South Henry Street, Alexandria, Virginia 22314
Phone: 703-739-9050



Exchange Visitor Program

Welcome Brochure

Welcome to the U.S. Department of State's Exchange Visitor Program, BridgeUSA.

During your exchange program, you will have the unique opportunity to experience life in the United States. You will not only serve as an ambassador of your home country helping to educate the American people about your country and customs, but you will experience American culture first-hand. You will also enhance your skills and expertise and make connections and memories that will last a lifetime.

This brochure will help you understand the purpose of the Exchange Visitor Program, provide you with information on contacting the U.S. Department of State, and introduce you to some of the major requirements of the Exchange Visitor Program regulations.



BridgeUSA

The Mutual Educational and Cultural Exchange Act of 1961 promotes mutual understanding between the people of the United States and other countries by means of educational and cultural exchange.



The Exchange Visitor Program

The U.S. Department of State administers the Exchange Visitor Program under the provisions of the Mutual Educational and Cultural Exchange Act of 1961, as amended. The Act promotes mutual understanding between the people of the United States and other countries by means of educational and cultural exchange. The Exchange Visitor Program provides foreign nationals opportunities to participate in exchange programs in the United States with the expectation that on completion of their exchange program, they will return home to share their experiences.

Sponsors

The U.S. Department of State designates U.S. organizations such as government agencies, academic institutions, educational and cultural organizations, and corporations to administer exchange visitor programs. These organizations are known as sponsors. Sponsors screen and select exchange visitors to participate in their programs based on the regulations governing the exchange activity and stated in 22 CFR Part 62. Sponsors provide exchange visitors with pre-arrival information and an orientation in addition to monitoring activities throughout their exchange program. Sponsors offer or identify cross-cultural activities that will expose exchange visitors to American society, culture, and institutions. You are encouraged to participate in activities that provide you with an opportunity to share your language, culture, and history of your country with Americans.





Responsible Officers

Sponsors appoint individuals as responsible officers and alternate responsible officers to advise and assist exchange visitors. These officers issue the Certificate of Eligibility (Form DS-2019) and conduct official communications with the Department of State and the Department of Homeland Security (DHS) on your behalf. Your sponsor's role is to help you manage your program. If problems arise or you have questions, your sponsor is there to help you. Should you have any questions about the regulations or any aspect of your exchange program, your initial and primary contact is your sponsor. Unless provided specific contact information by your sponsor, you should contact the person whose name and telephone number is located on your Form DS-2019.

Exchange Visitor

An exchange visitor is a foreign national selected by a sponsor to participate in an exchange visitor program and who is seeking to enter or has entered the United States temporarily on a J-1 visa.

Spouse and Dependents

Some categories of the Exchange Visitor Program permit a spouse and/or unmarried children, under 21 years of age, to accompany an exchange visitor to the United States. These individuals may apply for J-2 visas with the permission of your sponsor.

Current Regulations

The Exchange Visitor Program regulations are located in the Code of Federal Regulations, (22 CFR, Part 62) and can be found at:

[j1visa.state.gov/sponsors/current/regulations-compliance/](https://www.j1visa.state.gov/sponsors/current/regulations-compliance/)

It is important that you understand and abide by the Exchange Visitor Program regulations, U.S. laws, and sponsor rules. Regular contact with your sponsor will help you keep current with any change which may affect your J-1 visa status. Some requirements of the Federal regulations and where to find them are indicated below.

- **Register with your sponsor** – Your Form DS-2019 was created in a computerized system known as the Student and Exchange Visitor Information System (SEVIS). This System is administered by the Department of Homeland Security and is used to collect and maintain information on the current status of non-immigrants and their dependents in the sponsor's program during their stay in the United States.

When you arrive in the United States, you must contact your sponsor to ensure that your data in SEVIS is accurate and updated. Failing to maintain your program status could result in serious consequences and may affect your ability to remain in or return to the United States.

- **Activities and Program Provisions** – You entered the United States in a specific program category and are required to engage in the activity listed on your Form DS-2019. You must comply with the specific program provisions of the regulations relating to your exchange category.
- **Insurance** – You are required to have medical insurance in effect for yourself (J-1), your spouse, and any dependents (J-2) for the duration of your program. Some sponsors provide the required insurance for their exchange visitors. Other sponsors may allow you to make your own arrangements or may help to identify insurance providers. Consult with your responsible officer's sponsor before the start of your program.

Maintenance of Insurance

Willful failure on your part to maintain the required insurance throughout your stay in the United States will result in the termination of your exchange program.

Maintenance of Valid Program Status

You are required to have a valid and unexpired Form DS-2019. Sponsors may terminate an exchange visitor's program for violating U.S. laws, Exchange Visitor Program regulations, or the sponsor's rules governing their particular program. If your program is terminated, you are expected to immediately depart the U.S.

Required Notifications to Sponsors

You must immediately inform your sponsor if you change your address (residence), telephone number, email address, or complete or withdraw from your exchange visitor program early. Doing so assists your sponsor in complying with their notification and reporting requirements to the U.S. Department of State and the Department of Homeland Security. Failure to keep your sponsor informed could result in the termination of your program.

Contacting the U.S. Department of State

The Exchange Visitor Program is administered under the oversight of the Deputy Assistant Secretary for Private Sector Exchange, Bureau of Educational and Cultural Affairs.



Helpful Links:

For questions on applying please visit:




j1visa.state.gov/participants

j1visa.state.gov/wp-content/uploads/2022/01/EV-TRIFOLD.pdf

Resources and Common Questions for Exchange Visitors:

j1visa.state.gov/participants/current

j1visa.state.gov/participants/common-questions/



Questions or concerns about your exchange program?
Contact the sponsor listed on your Form DS-2019.

Still have questions AFTER speaking with your sponsor?
Email Jvisas@state.gov

Remaining concerns or need emergency assistance?
Call the J-1 Visa Emergency Hotline at [1-866-283-9090](tel:1-866-283-9090)

The U.S. Department of State does not tolerate any form of retaliation and fully supports your request for assistance.

If you or someone else is in immediate danger, call 911!

California Student Appendix

(Applicable to students in California only)

GOVERNMENT CODE - GOV

TITLE 2. GOVERNMENT OF THE STATE OF CALIFORNIA [8000 - 22980] (Title 2 enacted by Stats. 1943, Ch. 134.)

DIVISION 3. EXECUTIVE DEPARTMENT [11000 - 15986] (Division 3 added by Stats. 1945, Ch. 111.)

PART 2. CONSTITUTIONAL OFFICERS [12001 - 12790] (Part 2 added by Stats. 1945, Ch. 111.)

CHAPTER 6. Attorney General [12500 - 12661] (Chapter 6 added by Stats. 1945, Ch. 111.)

ARTICLE 8.2. International Student Exchange Visitor Placement Organizations [12620 - 12630]

(Article 8.2 added by Stats. 1994, Ch. 825, Sec. 2.)

12620. This article shall be known and may be cited as the Uniform Supervision of International Student Exchange Visitor Placement Organizations Act of 1994. (Added by Stats. 1994, Ch. 825, Sec. 2. Effective January 1, 1995.)

12621. For the purposes of this article, the following terms shall have the following meaning unless the context clearly requires otherwise:

(a)“International student exchange visitor placement organization” or “organization” means a person, partnership, corporation, or other entity that regularly arranges the placement of international student exchange visitors for the purpose, in whole or in part, of providing the students with the opportunity to attend a school that maintains kindergarten and grades 1 to 12, inclusive, in the United States.

(b)“International student exchange visitor” or “student” means any person 18 years of age or under, or up to 21 years of age if enrolled or to be enrolled in high school in this state, who enters the United States on a nonimmigrant visa and who is placed by an international student exchange visitor placement organization in an elementary or secondary school or other educational program in this state.

(c)“Nonimmigrant visa” means a visa category assigned by the federal Immigration and Naturalization Service pursuant to Section 1101 of Title 8 of the United States Code to nonresident aliens whose primary purpose for visiting the United States is to study at the elementary or secondary school level or participate in any other educational program.

(d)“USIA” means the United States Information Agency designated to administer the Mutual Educational and Cultural Exchange Act of 1961 (22 U.S.C. Sec. 2451; 22 C.F.R. 514.1 et seq.).

(e)“Registry” means the Registry of International Student Exchange Visitor Placement Organizations established pursuant to Section 12622. (Added by Stats. 1994, Ch. 825, Sec. 2. Effective January 1, 1995.)

12622. The Attorney General shall establish and maintain a register of organizations subject to this article. The registry shall be known as the Registry of International Student Exchange Visitor Placement Organizations. (Added by Stats. 1994, Ch. 825, Sec. 2. Effective January 1, 1995.)

12623. (a)Each organization shall, prior to arranging the placement of any international student exchange visitor in any school in California, register with the Attorney General’s Registry of International Student Exchange Visitor Placement Organizations on the registration form prescribed by the Attorney General.

Renewals of registration shall be filed with the registry by January 15 of each calendar year in which the organization does business and shall be effective for one year.

(b)The fee for registration and renewal shall be calculated as follows:

(1)All organizations designated by the USIA shall remit the following:

(A)A registration fee of one hundred fifty dollars (\$150) shall be required for the initial registration of an organization and shall be payable by certified or cashier’s check to the Attorney General’s Registry of International Student Exchange Visitor Placement Organizations at the time of registration.

(B)An annual renewal fee of fifty dollars (\$50) shall be required for renewal of registration of an organization payable as specified in subparagraph (A).

(C)The Attorney General may seek legislative approval to adjust the registration or renewal fee. Upon petition by the Attorney General, the Legislature may adjust the fees in the annual Budget Act. In no event shall the fees exceed the costs necessary to administer this article.

(2)All organizations not designated by the USIA shall remit the following:

(A)A registration fee shall be required for the initial registration of an organization and shall be payable by certified or cashier’s check to the Attorney General’s Registry of International Student Exchange Visitor Placement Organizations at the time of registration. The Attorney General shall establish the registration fee described in this subparagraph.

(B)An annual renewal fee shall be required for renewal of registration of an organization payable as specified in paragraph (1). The Attorney General shall establish the renewal fee described in this subparagraph.

(C)In no event shall the fees enumerated in this paragraph exceed the costs necessary to administer this article.

(c)The Attorney General may grant an extension of time to file annual registration.

(d)Failure to register is a violation of this chapter.

(e) Registration pursuant to this article shall not be considered or be represented as an endorsement of the organization by the Attorney General or this state. (Added by Stats. 1994, Ch. 825, Sec. 2. Effective January 1, 1995.)

12624. The Registry of International Student Exchange Visitor Placement Organizations Fund is hereby created in the State Treasury. All fees collected by the Attorney General pursuant to this article shall be deposited into that fund. All money in the Registry of International Student Exchange Visitor Placement Organizations Fund shall, upon appropriation by the Legislature, be expended by the Attorney General for the exclusive purpose of administering this article. (Added by Stats. 1994, Ch. 825, Sec. 2. Effective January 1, 1995.)

12625. Subject to reasonable rules and regulations adopted by the Attorney General, the registry and copies of instruments and the documents filed with the Attorney General pursuant to this article shall be open to public inspection. (Added by Stats. 1994, Ch. 825, Sec. 2. Effective January 1, 1995.)

12626. (a)An application for registration pursuant to this article shall be submitted in the manner and on the forms prescribed by the Attorney General. The application shall include all of the following:

(1)Evidence that the organization meets the standards established by the Attorney General pursuant to Section 12627.

(2)The name, address, and telephone number of the organization, its chief executive officer, and the person within the organization who has primary responsibility for supervising placements within the state.

(3)If the organization has been designated by the USIA pursuant to the Mutual Educational and Cultural Exchange Act of 1961 (22 U.S.C. Sec. 2451); 22 C.F.R.514.1 et seq.), the designation number provided to the organizations pursuant to that act.

(4)Whether the organization is exempt from federal income tax.

(5)A list of the organization's placements in California for the previous academic year, including the number of students placed, their home countries, the school district in which they were placed, and the length of their placements.

(6)Any other information required by the Attorney General to carry out the regulations adopted pursuant to subdivision (a) of Section 12627.

(b)The application shall be signed by the chief executive officer of the organization and the person within the organization who has primary responsibility for supervising placements of international student exchange visitors within California.

If the Attorney General determines that the application is complete, the Attorney General shall file the application and the applicant shall then be registered.

(c)Each organization registered pursuant to this article shall inform the Attorney General of any changes in the information required by subdivision (a) within 30 days of the change. (Added by Stats. 1994, Ch. 825, Sec. 2. Effective January 1, 1995.)

12627. The Attorney General shall adopt regulations pursuant to the portion of the Administrative Procedure Act (Chapter 3.5 (commencing with Section 11340) of Part 1 of Division 3 of Title 2) pertaining to rulemaking, as follows:

(a)Regulations on the standards and requirements that organizations must meet that are consistent with the regulations adopted by the USIA pursuant to the Mutual Educational and Cultural Exchange Act of 1961 (22 U.S.C. Sec. 2451) as set forth in Section 514.1 and following of Title 22 of the Code of Federal Regulations as those regulations existed on March 19, 1993. If the federal regulations adopted by the USIA at a minimum require the same standards and requirements of this article, the Attorney General shall permit organizations designated by the USIA pursuant to those regulations to, in lieu of documentation that would otherwise be required by this article and the regulations adopted pursuant to this subdivision, provide evidence of designation by the USIA.

(b)Any regulations that are necessary for the administration of this article. (Amended by Stats. 2011, Ch. 296, Sec. 121. Effective January 1, 2012.)

12628. Each organization shall provide an informational document, in English, to each student, host family, and designated school official in which the student is being placed. The informational document shall be provided before placement of the student in any host family or school district and shall include the following:

(a)An explanation of services to be performed by the organization for the student, host family, and the school district in which the student will be enrolled.

(b)A summary of the requirements of this chapter and any regulations adopted thereto.

(c) Telephone numbers that the student, host family, and school district may call for assistance. The telephone numbers shall include, at a minimum, a telephone number in this state for the organization and the telephone numbers of the organization's national headquarters, if any, the USIA, and the Attorney General. (Added by Stats. 1994, Ch. 825, Sec. 2. Effective January 1, 1995.)

12629. (a) If the Attorney General has probable cause to believe that the organization is not complying with this article, the Attorney General may conduct whatever investigation is necessary, and may seek a subpoena to obtain from public records, court officers, taxing authorities, trustees, officers and employees of an organization, and other sources, whatever information, copies of instruments, documents, reports, and records that are needed for the establishment and maintenance of the register.

(b) The Attorney General may, upon receipt of a complaint regarding an international student exchange organization, report the matter to the organization involved, the USIA, or the Council on Standards for International Educational Travel, as the Attorney General deems appropriate. (Added by Stats. 1994, Ch. 825, Sec. 2. Effective January 1, 1995.)

12630. Any person or organization who violates any provision of this article or who willfully and knowingly provides false or incorrect information to the Attorney General in filing documents required by this article, whether or not the documents are verified, is guilty of a misdemeanor. (Added by Stats. 1994, Ch. 825, Sec. 2. Effective January 1, 1995.)

Arkansas Student Appendix
(Applicable to students in Arkansas only)

ARKANSAS SENATE 87th General Assembly - Regular Session, 2009 Amendment Form

Subtitle of Senate Bill No. 903 "THE INTERNATIONAL STUDENT EXCHANGE VISITOR PLACEMENT
ORGANIZATION REGISTRATION ACT.

Amendment No. 1 to Senate Bill No. 903. Amend Senate Bill No. 903 as originally introduced: Delete Section 1 and substitute the following: "SECTION 1. Arkansas Code Title 6, Chapter 18, is amended to add an additional subchapter to read as follows: 6-18-1701. Title. This subchapter shall be known as the "International Student Exchange Visitor Placement Organization Registration Act". 6-18-1702. Legislative findings. The General Assembly finds that: (1) Many international student exchange visitor placement organizations have been established to provide students from other countries the opportunity to share their histories, languages, and cultures with their counterparts in this state; (2) International exchange programs give the state's students and school faculty the opportunity to share their histories, languages, and cultures with foreign students; (3) Arkansas's own former United States Senator James William Fulbright championed efforts to establish international exchange programs, the most famous of which bears his name, the "Fulbright Fellowships"; and (4) This subchapter is necessary to provide a registration procedure and process for these organizations in order to make information concerning these organizations accessible to the people of Arkansas. 6-18-1703. Definitions. As used in this subchapter: (1) "International student exchange visitor placement organization" or "organization" means a person, partnership, corporation, or other entity that regularly arranges the placement of international student exchange visitors for the purpose, in whole or in part, of allowing the student an opportunity to attend school in the United States; and (2) "Representative" means a natural person who is responsible on behalf of an international student exchange visitor placement organization PBB225 - 03-18-2009 10:40 Senate Amendment No. ___ to Senate Bill No. 903 2 of 4 for: (A) The selection of a suitable host family for the placement of a foreign exchange student; (B) The enrollment of a foreign exchange student in a local public or private school; and (C) The periodic monitoring of the foreign exchange student and his or her living conditions and educational progress. 6-18-1704. Compliance required. An international student exchange visitor placement organization shall not place a foreign exchange student with a host family or in a public or private school in

this state without complying with this subchapter. 6-18-1705. Rules. The Secretary of State shall adopt by rule necessary regulations concerning the registration of international student exchange visitor placement organizations for the implementation of this subchapter. 6-18-1706. International student exchange visitor placement organization - Registration. (a)(1)(A) An international student exchange visitor placement organization that proposes to place a foreign exchange student in a public or private school in this state shall submit an application for a certificate of registration with the Secretary of State by January 1 immediately preceding the next regular school year in which the organization proposes to place a foreign exchange student. (B) The Secretary of State shall issue a certificate of registration to the organization by February 1 if the application is in order, otherwise the application shall be returned to the organization with resubmission instructions. (2)(A) For the purpose of service of process and service of notices, an international student exchange visitor placement organization shall provide the name, address, and telephone number of an officer or employee of the organization authorized to receive and accept service of process and service of notices. (B) If service of process and service of notices cannot be reasonably given to the officer as provided by the organization, service of process and service of notices shall be effected by service upon the Secretary of State who shall make a reasonable effort to contact and provide any process and notices to the organization. (b) An application for registration as an international student exchange visitor placement organization shall be submitted in the form prescribed by the Secretary of State. The application shall include: (1) The name, address, and telephone number of the organization, its chief executive officer, and the person within the organization who has primary responsibility for supervising placements within the state. (2) The organization's unified business identification number if any; (3) Evidence of Council on Standards for International Educational Travel listing if any; (4) The organization's federal income tax exemption status; (5) A statement of compliance declaring that all monetary and PBB225 - 03-18-2009 10:40 Senate Amendment No. ___ to Senate Bill No. 903 3 of 4 nonmonetary compensation paid to employees who are residents of Arkansas has been reported in accordance with current state income tax law. (6) A list of the organization's placements in Arkansas for the previous academic year, including the number of students placed, their home countries, the school districts in which they were placed if placed in a public school or the private school in which they were placed, and the length of time of their placements; (7) The organization's most recent brochure describing its programs; (8) Evidence of the organization's health and accident insurance; (9) The names, addresses, and telephone numbers of the organization's local representatives for Arkansas; and (10) Any other information the Secretary of State determines is necessary for his or her examination of the request by the organization. (c) The application must be signed by the chief executive officer of the organization and the person within the organization who has primary responsibility for supervising placements within Arkansas. (d) Organizations

that have registered shall inform the Secretary of State of any changes in the information required under subsection (b) of this section within thirty (30) days of the change. (e)(1) Registration is valid for one (1) year and may be renewed annually. (2) Organizations registering for the first time in Arkansas must pay an initial registration fee of one hundred fifty dollars (\$150). (3) The fee to renew a registration is fifty dollars (\$50) per year. (f) Fees collected by the Secretary of State under this section shall be deposited into the State Treasury and credited to the General Revenue Fund. (g) The information provided the Secretary of State under this section is a public record and shall be open to inspection and copying by any citizen of the State of Arkansas during the regular business hours of the Secretary of State's office. (h) Registration shall not be considered or be represented as an endorsement of the organization by the Secretary of State or the State of Arkansas. (i)(1) Only an international student exchange visitor placement organization for students from other countries to attend a public or private school approved by the United States Department of State may be considered for approval. (2) Only an international student exchange visitor placement organization on the Advisory list of the Council on Standards for International Educational Travel may be considered for approval. (j) An international student exchange visitor placement organization shall have a local representative who lives within one hundred twenty (120) miles of his or her assigned students, and who bears responsibility for the organization and its participants in Arkansas. (k)(1) An international student exchange visitor placement organization shall not place a foreign exchange student in a home or seek admission of a student in a public or private school until the international student exchange visitor placement organization has been registered with the PBB225 - 03-18-2009 10:40 Senate Amendment No. ___ to Senate Bill No. 903 4 of 4 Secretary of State for that school year. (2) Each year, the Secretary of State shall publish a list of international student exchange visitor placement organizations registered to place foreign exchange students in host homes. (3) Unless the Secretary of State determines that an application for registration does not comply with the filing requirements of this chapter, the Secretary of State, upon payment of all filing fees, shall file the application, prepare, sign, and file a certificate of registration, and send a copy of the filed certificate of registration with a receipt for the fees to the organization. 6-18-1707. Informational document. International student exchange visitor placement organizations that provide services to place students in this state shall provide prior to arrival to each student, host family, and school principal of the school in which the student is being placed, an informational document in English that shall include the following: (1) An explanation of the services to be performed by the organization for the student, host family, and school district, which shall include: (A) The name, address, and telephone number of the local representative of the placement organization and the local representative's immediate superior; and (B) The responsibilities and duties of the local representative of the placement organization and the local representative's immediate superior; (2) A copy of this

subchapter; and (3)(A) Telephone numbers and email addresses that the student, host family, and school district may use for assistance, which shall include the telephone numbers and email addresses of the following organizations: (i) The United States Department of State; and (ii) The Council on Standards for International Educational Travel. (B) The telephone numbers shall include, at a minimum, a telephone number for the organization and the telephone numbers of the organization's national headquarters if any. 6-18-1708. Violations. An organization that fails to register as required by this subchapter or that submits false or incorrect information to the Secretary of State in filing statements required by this subchapter, whether or not the statement or report is verified, shall be prohibited from placing students in this state during the following academic year.”
