



Nacel Open Door

Local Representative Manual
Academic Year Program





LOCAL REPRESENTATIVE --- MANUAL





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Introduction

Nacel Open Door

Nacel Open Door, Inc. (NOD) is a nonprofit organization formed in April 1997 by the merger of Nacel Cultural Exchanges and Open Door Student Exchange. Nacel Cultural Exchanges was founded in 1957 in France by language teachers, and homestay exchanges with the United States began in 1969. Open Door Student Exchange was founded in 1964 to provide intercultural learning opportunities to high school students.

Today, NOD operates as a single organization dedicated to promoting international understanding and language education, believing it is essential for young people to develop a deeper awareness of their role as citizens of the world. NOD is governed by a Board of Directors, and the Academic Year Program is regulated by the U.S. Department of State.

NOD has different programs to meet the varying desires of international students who are interested in exploring the world. For students who want a full year of study in another culture, NOD offers academic programs in both public and private schools. For those students more inclined to participate in short-term programs, NOD offers tutorials, homestays, and touring programs.

NOD has further diversified its program offerings by expanding into the private school market, developing an online education program with a curriculum that fits the needs of preschool through high school aged students, and increasing the organization's presence in Asia. NOD launched its own high school initiative with schools in the U.S., South Korea, Poland, China, the Philippines, France, and Vietnam. Language acquisition, experiential learning, global exploration, formal college preparatory education, and advanced online learning have become the hallmarks of NOD.

The NOD national office is located in St. Paul, Minnesota. Roughly 25 coordinators and regional managers, assisted by more than 200 local representatives (local reps), organize the programs on the state and local levels. NOD also employs both full-time and part-time employees to administer programs worldwide.

Academic Year Program

For students who are looking for a broader experience of life in America, NOD offers the Academic Year Program (AYP). Students may come on program for five months, 10 months, or 12 months. Students live with a host family and attend an American high school. Participating in a long-term academic program means total immersion in American life, and as such, it is an ideal way to achieve proficiency in the English language as well as gain a complete cross-cultural experience involving American home life and school.

Students stay in communities across the United States with volunteer host families who are carefully chosen and screened by NOD local reps. These families provide room and board as well as the care and support necessary for students as they learn and adjust to life in the U.S. Students have the opportunity to take part in family activities and are encouraged to make the most of the opportunity to learn about everyday life in America from their host family.

Students attend high school in their host family's community. These schools can be public, charter, or private, but are most often public. By attending a local high school, students have the opportunity to engage in the American school system and further improve their English language skills. Joining school and community clubs and sports are great ways to make friends and integrate further into American culture.

Students remain well-supported throughout their stay in the U.S. by having many resources available to them. Coordinators work together with local representatives to place students with families and then support the students while on program as they acclimate to American culture. Student advisors are also available to students for support any time it is needed. This network of local and regional team members, as well as the NOD national office staff, is dedicated to assisting students in having an enjoyable and memorable experience in the U.S.

Academic Year Program Eligibility

In order to participate in an academic semester or year program, students must be at least 15 years of age and not more than 18.5 years of age by the time they come to the U.S. Students must have at least 3-5 years of English study, based on their age; meet minimum English proficiency score requirements; and demonstrate both oral and written proficiency in the English language, supported by the recommendation of an English language instructor.

To be able to meet the rigor of the course work taught in English at an American high school, students must have an above-average academic record in their native country (a "C" average or above across all coursework in their transcripts for the last three years). Students must demonstrate the strength of character and flexibility necessary to adapt to studying and living abroad, and they must have an open mind as well as a desire to learn new things and meet new people.

The basic Department of State requirements for students on AYP are as follows:

- Students must be at least 15 years of age and no more than 18.5 years of age at the time of initial school enrollment.
- Students may not have completed more than 11 years of primary and secondary school in their home country (excluding kindergarten).
- Students may not have previously attended an academic semester or year-long exchange program.
- Students must possess sufficient English language proficiency to succeed in an American high school.
- Students must demonstrate maturity, scholastic aptitude, and possess an above-average academic record.

Secondary school students accepted to AYP are issued a DS-2019 form by Nacel Open Door. The DS-2019 form allows the student to apply for a J-1 visa at a United States embassy or consulate in their home country. A U.S. consular officer makes the final determination about program participation by either granting or denying the student a J-1 visa.

Academic Year Program Students

The international students who participate in AYP represent the heart of what we do as an organization and what you will do as a local representative. All of the elements that allow us to operate an exchange program revolve around the exchange students we bring into the country each year.

Secondary school students interested in AYP submit their application to a Nacel Open Door partner organization in their home country. NOD works with partners in more than 35 countries around the world. After a preliminary screening and an in-person interview in their home country, the student's application is sent to the NOD national office. National office staff review each application to ensure all program requirements are met. Only suitable applications are accepted to the program.

Academic Year Program & the J-1 Visa

The minimum program duration for a secondary school student on a J-1 visa is five months (semester program) and the maximum is two semesters (10-12 months depending on the starting semester). Students who choose a semester program arrive in either August or January for one semester. Semester students who arrive in August may request to extend for the full academic year. This is the only type of program extension allowed. However, a program extension is not guaranteed.





Students getting ready for horseback riding in Iowa.

Local Representative Job Description

As a local representative, your role is to find host families and schools in your hometown and surrounding area, match them with an AYP student, and provide support to all parties for the duration of the placement. Specific qualifications and responsibilities are outlined below.

Qualifications

- Accept the philosophy and objectives of Nacel Open Door; dedicate yourself to further international understanding by promoting cultural exchanges.
- Follow and champion Nacel Open Door policies and procedures.
- Demonstrate excellent communication and presentation skills, facilitating rapport with school administrators, host families, and students.
- Possess leadership qualities, good organization skills, and the ability to network.
- Demonstrate patience, flexibility, and objectivity in resolving problem situations.
- Demonstrate conscientiousness and perseverance, with the ability to perform well under pressure and make sure commitments are met.

Responsibilities

- Maintain good relationships with students, host families, and schools. This includes but is not limited to: visiting a school and/or host family home to mediate an issue, temporarily housing a student, or moving a student to a new family.
- Act as the liaison between NOD and your school.
- Recruit host families, complete paperwork, and conduct home visits.
- Hold an orientation meeting for host families and students.
- Comply with NOD guidelines and documentation requirements.
- Comply with CSJET standards.
- Participate in a yearly local representative training session.
- Follow specific program guidelines for student arrivals and departures.
- Monitor students' experiences in their host family by submitting a Monthly Contact Report (MCR).
- If the student cannot remain in the home of the original host family, move the student to a new host family.
- Report any incident or allegation involving actual or alleged sexual harassment, exploitation, or abuse of a student to your coordinator and the national office (800-622-3553) immediately.

Compensation and Expenses:

Local representatives are considered independent contractors and are required to sign a yearly contract with Nacel Open Door. As such, local reps receive commission fees based on the number of students placed. Your compensation will be \$100 per month, per student, for the months they are on the program.

The primary expenses of a local rep include telephone, postage, printing/copying, and mileage. Local reps should maintain accurate records of these expenses for tax reporting purposes. Local rep compensation is reported to the IRS by Nacel Open Door on a Form 1099 for non-employee compensation, and local representatives must complete Schedule C (Form 1040).



Local Representative Training

Local representatives work in conjunction with their coordinator, who provides training, guidance, and support to the local reps in their area. Additional support and training are provided by the NOD national office. The following training is required of all local representatives and must be renewed on an annual basis.

Local Representative Contract & Confidentiality Agreement

New contracts and confidentiality agreements will be sent out from the national office each year. When you receive your contract, please sign and return it to the national office at your earliest convenience.

Criminal Background Check

All local representatives and coordinators must complete a criminal background check (CBC) each year.

Link: https://csl-v2.screenmenow.com/Default.aspx?c=SLRT_00346

Department of State Online Training

All local representatives are required to complete the Department of State online training course and complete the test. This test has a series of 30 questions, and you must answer 27 correctly to pass. You may take this test as many times as needed in order to pass. This test and training must be renewed each year. If you are a new local rep, you will be registered for this test and training through the national office. If you are a returning local rep, you are already registered and can contact the national office if you need assistance logging in.

Link: <http://doslocalcoordinatortraining.traincaster.com>

Nacel Open Door Online Training

Along with the Department of State training, local reps also need to complete the online Nacel Open Door training module. You will be registered and invited to complete this training through the national office.

Local reps commit to upholding the program requirements that ensure adherence to Nacel Open Door policies, compliance with government regulations, and the safety and well-being of all program participants.

Please monitor your dates of certification expiration. The national office may send reminders, but please also keep track of your renewal deadlines.



Regine (second from right) at the Renaissance Festival with her host siblings.

Academic Year Program

Academic Year Program Rules

There are certain Nacel Open Door rules that students are required to following during their exchange experience. These rules are meant to protect students and to maintain the good reputation of NOD and its students. While this is not a complete list, the following represents the most common situations that students encounter.

- Students must obey all local, state, and federal laws while in the United States. If a student is found to have broken a law, any resulting legal problems and expenses will be the sole responsibility of the student's natural family.
- The use of drugs or alcohol of any kind by students is strictly forbidden. Use of drugs or alcohol will result in immediate program termination and repatriation.
- Smoking is forbidden for NOD exchange students. Evidence of a student smoking is cause for termination.
- Students who receive below-average or failing grades and/or have behavioral problems at school are subject to possible repatriation. Students are required to receive C's or above in all classes. Students are also required to be enrolled in an English class at all times, as well as complete at least one American history, math, physical science, and social science class throughout the course of their program.
- Students who are expelled from their high school for any reason will be terminated.
- Computer and cell phone use should not be excessive, especially if it is preventing students from adapting to their school or spending time with their host family. It is important that students discuss rules and expectations with their host family regarding computers and phones.
- Student overnight travel is subject to the requirements listed in the travel section of this manual. Students are not allowed to travel in cars with anyone under 25 years of age if traveling outside of the host community. Outside the host community is defined as more than 30 miles from the host family home.
- Students are expected to spend major holidays with their host family.
- NOD staff cannot and will not assist any student in making private travel arrangements. Any additional expenses incurred in changing return travel plans are the sole responsibility of the student's natural family.
- Students are not permitted to drive cars, trucks, tractors, motorcycles, motor scooters, snowmobiles, or any other motorized vehicles. This rule is intended to avoid complicated insurance and legal problems in the event of an accident. This no-driving rule applies to all students at all times. NOD will strictly enforce this rule, to the extent of sending a student home. Students may not participate in Driver's Education courses during the exchange program.

- Students are not allowed to handle, possess, or operate firearms or other equipment related to the act of hunting, e.g. bow and arrow, knife, crossbow, etc.
- Sexual activity and behavior are not allowed while on the NOD program. This includes any viewing or distribution of sexually explicit material or images.

We expect all students to be ambassadors of their countries and positive role models for student exchange.

Sexting

Sexting is sending or receiving text messages or photographs about sex on any electronic device (computer, cell phone, iPad, etc.) on all types of social media platforms. For example, sexting could be talking about someone (or yourself) being naked or about body parts in a sexual way or sending photographs that have nudity, that are “sexy”, or show sexual things.

Sexting can also include text messages or photographs that are indirectly about sex. This means that sex is not directly talked about, but it is suggested by the choice of sexy or flirty words or photographs sent or received.

In the USA, it is not legal for children or teenagers to sext. Sexting may put your I-20 in jeopardy. If you have questions about this please talk to your local rep or email advising@nacelopendoor.org.

Illegal Downloads

Illegal downloading is obtaining files that you don’t have the right to use from the internet.

Copyright laws in the United States prohibit internet users from obtaining copies of media that they do not legally purchase. This includes music, movies, games, etc. If you are able to access and download movies and TV shows for free or at extremely low prices, these are usually illegal copies.

Illegal downloads are against the law in the United States, an internet providers monitor for illegal activity on all devices. If you use illegal downloads, you may be subject to costly fines as well as other disciplinary measures.

Please only purchase downloads from a reputable, established company.

Behavior & Activities

Students are not allowed to participate in “high-risk” activities, such as hang-gliding, bungee jumping, sky diving, scuba diving, spelunking, para-sailing, outdoor rock climbing (using an indoor rock climbing wall is allowed), playing paint ball or air gun activities, mountaineering, zip-lining, extreme sports, or any other activity deemed high-risk by Nacel Open Door. Due to the danger and liability involved in operating a motorized vehicle, students may not drive or operate a car, boat, motorcycle, ATV, aircraft, or any other motorized recreational vehicle. Students are allowed to fly on commercial airlines only.

Students are not allowed to handle, possess, or operate firearms or other weapons or equipment (e.g. bow and arrow, crossbow, knife, etc.), for the purpose of hunting or using a shooting range, etc. Archery and fencing are only allowed if they are school offered courses.

Sexual activity or sexual behavior of any kind are not allowed while on a Nacel Open Door Program. This includes any viewing, downloading, or distribution of sexually explicit material or images. Sexual activity or sexual behavior is grounds for repatriation. Sexting (the sending of sexual photos of self, someone else, or using sexual language in text messages) may be illegal and is not allowed at any time while on program.

Aggressive or violent behavior (physical or verbal) towards anyone or towards personal property of others is not allowed while on a Nacel Open Door Program.

Students are not permitted to make life-changing decisions while on the program including, but not limited to; marriage, religious conversion, body piercing, tattoos, or other decisions with legal, political, religious, and/or social ramifications.

Enforcing Rules

NOD student advisors are responsible for reinforcing the rules and guidelines of our academic exchange programs and will deal with disciplinary issues if students disobey program rules. Discipline may take several forms depending on the severity of the situation:

- A verbal warning or written warning: issued with the expectation that the problem behavior will improve.
- Place on probation: if the problem behavior does not improve.
- Termination: if any further issues are experienced while on probation.

Termination is immediate if a student consumes alcohol or drugs, engages in sexual activity, drives a vehicle, or breaks any American law.

Situations are evaluated by a student advisor, and appropriate disciplinary measures are put in place. These are discussed with the students and host family as well as the partner in the student's home country, who will inform the student's natural parents.

Reminders

- Students are not permitted to make life-changing decisions, including but not limited to: marriage, religious conversion, body piercing, tattoos, or other decisions with legal, political, religious, and/or social consequences.
- Students may not withdraw from or temporarily leave the program at any time without the permission of NOD or its overseas partner. Doing so could jeopardize the student's J-1 visa status and ability to re-enter the United States. If a student leaves the program or the United States without authorized approval from NOD for any reason other than a legitimate emergency (death or serious illness in their immediate family), they may not return to the program and will not receive a refund.

Termination

NOD reserves the right to terminate any student who is diagnosed with a psychological or eating disorder. A student found to have any history of psychological or emotional disorder not mentioned in their program application and/or medical documents can be terminated from the program for not fully disclosing the condition.



Giorgio, Riccardo and their host parents celebrating Christmas.

Nacel Open Door Support System

One of the greatest benefits of association with Nacel Open Door is the organization's well-established support system. For the Academic Year Program, this system includes:

- Coordinators
- Local representatives
- Host family and student advisors
- Professional national office staff
- 24-hour emergency call line (800-622-3553)

As a local representative for the NOD Academic Year Program, you provide one of the most important elements in the success of our support system. It is important, therefore, that you are aware of the basic policies observed when working with students and families. This section of information is designed to acquaint you with our policies and procedures, as well as provide you with some practical advice on steps to take in dealing with any student/family conflicts you may encounter.

When dealing with problem situations, please remember that Nacel Open Door supports the position that our students and host families have the following rights:

- Support from local representative
- Support from knowledgeable advising staff
- An opportunity for a personal visit with a program support person in case of a serious problem
- A new host family when a placement does not work out

Working together, hand in hand, the Nacel Open Door network strives to provide the best support available to our students and host families.

National Office Contact Information

380 Jackson Street, Suite 200 – St. Paul, MN 55101 – Phone: 1-800-622-3553

Placements

Please use the following contact information for questions and correspondence regarding student placements.



Tom Kalinowski – Director of AYP
Email: tkalinowski@nacelopendoor.org



Erin McGregor – AYP Program Assistant
Email: emcgregor@nacelopendoor.org



Cami Andersen – AYP Program Assistant
Email: candersen@nacelopendoor.org

Administrative

Please use the following contact information for questions or trouble accessing:

- Online host family applications
- CBC Portal/CBC results
- Insurance cards/Insurance information
- Student ID cards
- Student and host family handbooks
- Monthly Contact Reports
- Host family packets

Please use the following contact information for submitting:

- Host family visit paperwork
- Host family photos
- Student move paperwork

Email: paperwork@nacelopendoor.org

Phone: 1-800-622-3553

Fax: 651-286-0542

Advising

Please use the following contact for advising and counseling issues:

Email: advising@nacelopendoor.org

Travel

Please use the following to submit, request, and inquire about:

- Travel authorizations
- Travel questions
- Travel forms

Email: travel@nacelopendoor.org

NOD Blog

Please use the following contact information to submit blog stories and photos:

Email: blog@nacelopendoor.org

Student Insurance

For students with Mutuaide insurance, insurance questions and claims can be directed to:

Email: insurance@nacelopendoor.org

Working With Schools

A complete placement requires both a school and a host family. Identifying the school is a critical step, as many schools have limitations or restrictions on the acceptance of international students. It is possible that a local rep will find one or more families in their area willing to host a student, but the local school district may not be able to accept the students. The best way to gain school acceptance for your exchange student is to be proactive and start early.

Initial Contact

As a first step, local reps should make contact with local schools to determine whether they will accept international students. Let the school know that you are a local representative for Nacel Open Door, and ask who you should speak with regarding the acceptance of international exchange students. Usually it is the principal who makes the acceptance decisions, but sometimes it is a guidance counselor, a district office, or the school board who makes the final decision.

Most schools require that an exchange organization be listed with the Council on Standards for International Educational Travel (CSIET). CSIET is a standards organization that works cooperatively with the Department of State to oversee exchange organizations in the U.S. and help to ensure high-quality programs through compliance with CSIET standards and government regulations. To be listed by CSIET means that an organization has demonstrated satisfactory compliance with all standards and regulations. CSIET listing is granted annually. Nacel Open Door is a founding member of CSIET and currently holds a full listing. You may find our current CSIET certificate on our website: www.nacelopendoor.org

Once you have identified the appropriate contact at the school, questions to ask include the following:

- Does the school accept international exchange students for one semester, the academic year, or both?
- If the school accepts semester students, do they accept them in both August and January?
- Does the school have any particular requirements from the exchange organization?
- Does the school have any particular requirements for individual exchange students?

Schools will often reserve one or more spots for a particular exchange organization, but they reserve the right to review the student's application materials prior to making an acceptance decision. Once you have identified a student you would like to place, email a scanned copy of the student's application to the school for their review.

If you would like to request a sample follow-up email or a sample PowerPoint presentation, which you can use after connecting with new schools, please contact Shannon Rausch at srausch@nacelopendoor.org.

****Please note, and remind schools:***

*Any contact with students needs to be facilitated through the Nacel Open Door national office**

School Placement Regulations

Department of State regulations require all students to have a school placement before departing their home country. This regulation is designed to prevent an exchange student from showing up at a school to enroll with no prior warning to a school official. As verification that the principal or authorized school official has agreed to accept the student, a School Acceptance Form, complete with the date and signature, must be secured as proof of the school placement prior to the student's departure from their home country. There can be absolutely no exception to this requirement.

School Acceptance Forms must be filled out completely before being presented to the school official for a signature. Complete all required student information, as well as host family, local representative, and coordinator information. This serves as a way to inform the school of the local rep and coordinator contact information and also informs the school of the potential host family.

Students can only be placed in schools that are accredited. If the school belongs to a public school district, they must be accredited in order to receive public funding. However, for private school placements, please ensure that the school has accreditation before attempting to place an exchange student there. If a student is willing to pay private school tuition, the amount they are willing to consider will be posted in their online student profile. However, we must still present the specific school and the exact tuition amount to the partner organization in the students' home country. If a student is placed in a private school, the exact tuition amount the student will need to pay along with any other school fees needs to be presented. It is always up to the student and their natural parents to make the final decision about whether or not to agree to a particular private school and the additional tuition costs.

An increasing number of schools have various registration, textbook, and activity fees. Please inquire with the school official about any fees that exchange students may incur.

According to the Department of State regulations, no more than five exchange students from any one organization can be placed in the same school unless the school has requested more than five students in writing. If you have a school that might accept more than five students, be sure to proactively secure their written request.

Ensure that the school has your current contact information and also inquire with the school as to what schedule of contact they prefer you to maintain. Some schools prefer to contact you if problems arise, while others will ask that you maintain a regular schedule of contact.

The national office will send a packet of information to the school that includes the student's complete application, insurance information, and other program materials. However, the packet is not sent until the placement is finalized.

A note about teacher and principal representatives: The Department of State does not allow for someone with direct authority over a student, such as the student's principal or teacher, to be the student's local representative. Our method of compliance is a disclosure box located in the Local Representative Contract. If you become employed at a high school where you are placing students during the duration of the contract, it is your responsibility to notify Nacel Open Door.

Course Requirements

All Nacel Open Door students fall under the jurisdiction of course requirements at the high school where they are enrolled and must register for a full course load at all times. Selected courses must meet the course requirements of their American high school, first and foremost.

Nacel Open Door requires that students be enrolled in an English class at all times. Additionally, over the course of their program, Nacel Open Door students must enroll in a minimum of 1 course from each of the four subject areas listed below:

- American History, US Government, Civics, or similarly titled course
- Math
- Social Science
- Physical Science

Once these basic requirements have been met, the student may choose elective courses. Students are encouraged to enroll in classes to explore their interests and seize the opportunity to learn a new skill or hobby in the American high school system.

Students may not drop or change a class without the permission of their local representative, coordinator, or the Nacel Open Door national office.

NOD Policy on Athletics

Exchange students on our program may never be recruited to a particular school on the basis of athletic ability, nor can a student be guaranteed the opportunity to participate in a specific sport. While Nacel Open Door encourages students to get involved in sports and other activities at their school, our program is an academic and cultural exchange. Participation in school activities is at the sole discretion of the host school based on their individual policies and practices governing exchange students.

No guarantee is made to the student with regard to participation in interscholastic sports. Eligibility is at the discretion of each high school and/or regional/state high school athletic association. Depending upon local regulations, if a student has graduated from high school in their home country or has completed a certain number of years in high school, they may be ineligible for interscholastic sports. Students who try out for high school sports teams are not guaranteed a place on the team.

NOD High School Policies

High schools expect exchange students to maintain high academic standards and to participate actively in school life. American high schools believe the presence of exchange students enhances the learning environment. Therefore, a student who is suspended or expelled from school due to problems with attendance, attitude, discipline, or failing grades will be terminated from the high school program and sent home immediately.

1. Exchange students are not guaranteed placement in a certain grade level, or that transferable credit will be granted, or that a diploma will be awarded at the end of the academic program. All such decisions are at the discretion of the individual high schools and/or districts.

2. Students must obey all school rules, attend classes regularly, and be responsible for assuming a full course load, for making a strong effort in all classes, and for maintaining a minimum of a “C” grade or above in all of their classes.
3. Students are responsible for all school fees. Such fees may include but are not limited to: registration, books, lockers, laboratories, gym/physical education, yearbook, class ring, letter jacket, student activities, etc.
4. Students will be responsible to pay for their school lunch if they do not bring one from home.
5. Students must be proficient enough in English to be able to communicate with their host families and high school teachers. Nacel Open Door reserves the right to terminate the program of any student who is judged by the high school or an NOD student advisor to have insufficient English to function successfully on the program.
6. Students may not, under any circumstances, change schools without the express permission of the NOD national office.



Co-Validation and/or Transcript Legalization

Students who wish to co-validate or legalize their transcripts and receive credit for their school coursework while on our program must assume responsibility for this process. Nacel Open Door informs all students, their natural parents, and our foreign partners that we cannot guarantee that the student will receive credit for their semester or academic school year while in the U.S.

Students and their natural parents must understand that individual school districts in each state set their own course requirements and that NOD has no control over this process. NOD has no control over the availability of courses required for the co-validation or transcript legalization process. A student's ability to register for any particular courses at their host school is solely at the discretion of the school based on their policies and procedures. Therefore, it is quite possible that the student may not receive credit or full credit at their home school for courses that they have taken while on program. Students and natural parents are informed that they may have to repeat the semester or year spent upon return to their home country.

Students & Natural Parent Responsibility

- The student and/or their natural parents are responsible for contacting their embassy or consulate in the U.S. regarding the requirements for this process. Students and their natural parents are responsible for any costs associated with the co-validation and/or transcript legalization process.
- It is the responsibility of the student to inform their school upon enrollment of the co-validation and/or transcript legalization process and what is needed. It is the responsibility of the student to request an official copy of their transcripts upon completion of the semester or academic year. It is the student's responsibility to complete the co-validation and/or transcript legalization process prior to their program's completion/termination and departure from the U.S.

Foreign Partners' Responsibility

Foreign partners are not to contact the school to request or to make demands upon school officials or NOD regarding this process. As stated above, the student is responsible for completing the process prior to program completion/termination and departure from the U.S.

Early Termination from Program

Should a student's program be terminated for any reason, or should the student request an early return before completing the program, the student must make arrangements to complete the above process prior to their departure. NOD will not assume responsibility for this, nor will we extend a student's stay to accommodate the above process for any reason. Flight arrangements will be made as soon as possible.



Students the on annual Washington D.C./New York City Trip, 2017

Immunization Recommendations

Immunization requirements vary across the United States. Nacel Open Door has no control over the immunization requirements at the schools throughout the U.S. The list below represents the most commonly required series of vaccinations. It is possible that students will be expected to comply with those requirements to be able to enroll in school. Nacel Open Door's travel insurance (Mutuaide) does not cover immunizations, so students on this insurance will need to get any required vaccinations at their own expense.

We request that students receive the basic immunizations listed below before leaving their home country to help avoid potential problems with school enrollment. Additionally, students must bring their most current immunization records with them to the United States, as schools will typically review this information upon enrollment.

- Polio: three shots plus one booster after the age of 4 (booster is not necessary if third shot was given after the age of 4).
- DTP: four shots plus one booster every 10 years (the booster is usually called DTaP).
- MMR: two shots
- Chicken Pox (Varicella): Month and year of illness, or one or two shots depending on state of placement
- Hepatitis B: three doses
 - * There is also a two-shot adult formulated vaccine (Recombivax HB) for adolescents 11-19 years old.
- TB / Mantoux Test: One test or BCG within the last three years. If the test is positive, then a chest x-ray is required.

Please Note: If a vaccination is unavailable in a student's home country or is deemed unsafe to be administered to a student by a physician, a titer test is acceptable. However, please keep in mind that it is always possible that a student's American high school could require a vaccination upon the student's arrival if the school nurse determines that further confirmation is needed of the student's immunity.

A school receives a copy of the student's application whenever the MA is sent. After it has been sent, please check with the school about additional immunizations which a particular student may need and report all information to the national office.



Mike and Fadlan at the National Mall in Washington D.C. from the annual Washington D.C./New York City Trip.

Locating a Host Family: Recruitment Tips for Reps

When advertising the need for host families, the following Department of State regulations must be observed:

- You may not use the photos of the students still in need of host families.
- You may not use any personal identifying information or contact information for a student.
- You may not use language that implies urgency, such as “immediate.”

The regulatory requirements for screening all potential host families were designed with the safety of the students as a top priority, as most exchange students on AYP are minors and in a vulnerable position far away from home. The students and their parents place their trust in our organization to find welcoming, comfortable, and nurturing homes for program participants. Therefore, host family screening is a very important task the local representative performs.

Before You Start

- Get to know the student(s). Read each application and the host family letter; note special interests that the student may have.
- Ask the national office for mini profiles of your students without photos to share with potential host families. Outline the student’s interests and hobbies. Remember NOT to use any personal identifiers in the profile!
- Know the DOS, CSIET, and NOD standards for advertising practices. There are specific things that cannot and should not be used in promotion. You should always contact the national office for advertising approval. The Department of State Guidance Directive can be found in Appendix C.

Start With Schools

Your quest for host families should begin at the school. Some schools may have a “built-in” family network, and these schools also have a vested interest in successful student placement. A good approach is to send an invitation to the families already involved in the school.

Send a Request For Families to:

- “Open your home (and hearts!) to an international student.”
- Recommend another potential host family if they themselves are not interested.

Contact an Educator:

- Staff members may be happy to talk with students/parents who share similar interests with the student. Approach language instructors, who have easy access to students with particular interests.
- Contact the elementary and junior high schools. Ask the schools to include information in their newsletters and/or mailings, and make an announcement at the Parent/Teacher Organization meetings.

Network in the Community

You will need to go outside of the school’s network to find families. To ensure student safety and compliance with industry best practices, it is very important to follow all DOS regulations and CSIET standards when advertising in public places.

Contact National Office Marketing Department

Nacel Open Door has a strong marketing department that is well versed in DOS and CSIET advertising regulations and standards. When you have a need or an idea for a poster, flyer, or any marketing material, please contact our marketing department.

Post Flyers/Information in Public Locations:

- Local libraries, post offices, coffee shops, and family and children’s doctor and dentist offices are all good locations to try.

Contact Local Churches

- Churches are a great resource for locating good host families. Most will be happy to put a short announcement in their weekly bulletin. Be sure to ask if they also publish a newsletter for additional exposure. If they will not include an announcement in their bulletin, ask if you can send a flyer to post on a bulletin board.
- Churches with a school association are particularly helpful. Ask if they would put the profile information in the weekly bulletin. Some of our best host families are “empty nesters,” and communicating the opportunity via their church can spark interest.

Contact Alumni Associations

- Ask for the information and profile to be distributed among local alumni. Families who are interested in the school, but do not have children attending, may also wish to widen their horizons by hosting.

Contact Local Interest Groups or Instructors:

- Music teachers, martial arts instructors, language tutors, and community or childhood education instructors can all be good resources for finding host families.

Word of Mouth

- You would be surprised how many people are interested in hosting but just don’t know how to get involved. Talk to your friends, family, neighbors, coworkers, etc. about the opportunity to host a student. Even if they are not personally interested, they may know someone who is.

Public Advertisements

Check with the national office and your coordinator before placing these types of announcements. There are very specific requirements that must be followed when placing a public announcement to locate host families.

Newspaper Ads:

- Reserve putting ads in local newspapers until all other options have been exhausted.
- Newspaper advertisements must be generic in nature and cannot include any specific student information.
- The national office will assist you in preparing an ad in the newspaper if necessary.

Online Advertisements and/or Announcements:

- The national office **must** pre-approve all ads for host families on Craigslist and any social media websites such as Facebook, Instagram, etc.

Samples & How-To's

Sample Newsletter/Website Blurb:

Nacel Open Door will be welcoming (#) international students this coming year! These J-1 visa students speak English, have their own medical and liability insurance, and bring their own spending money for personal expenses. Host families provide room and board. If you have room in your heart and home for one of these great students, please contact (local rep name) at (local rep #) or (local rep email).

What to Say When Calling a Church:

"Hello, may I speak with the person who handles your bulletin announcements?"

Hello, my name is _____. I am working with (name of school) to find a host family for an international student who will be attending the school in the fall. We were wondering if you would be able to put an announcement in your bulletin about that need?"

When they say yes (sometimes they have to wait for space in the bulletin or get permission, but they usually put it in), ask them for the church email address so that you can send the announcement to them. Make sure you read the email address back to them before hanging up. If they prefer fax, get the fax number.

Sample Email & Blurb for Church Bulletin:

Subject: Bulletin Announcement

Body: As per our telephone conversation, I am working with Nacel Open Door to find a host family for the incoming international exchange students. Could you please help me spread the word by printing the following announcement in your bulletin for two weeks?

Thank you, (your name)

Attachment:

Host families are needed for several Nacel Open Door international students who will be coming to the United States this upcoming school year. These J-1 visa students speak English, have health insurance, and have their own spending money for personal expenses. For more information on how to get involved, please contact (your name and contact information).

What to Include & What Not to Include:**Include:**

- The student's first name
- A list of things the student likes to do

Don't Include:

- "Host family urgently needed!"
- "This is an emergency"
- "Student will babysit small children"
- "Student loves to cook/clean"
- Any phrase that solicits pity or indicates a student will be denied participation if a host is not found.
- Any phrase that insinuates the student will work in exchange for room and board.

Refer to DOS Guidance Directive in this manual for more stipulations.

Cold Calling

Cold calling potential host families is a technique that has proven to be successful for local reps and coordinators. The national office tries to provide local reps and coordinators with calling lists for families with school-aged children in their area. Please contact the NOD national office for more information on these lists.

Cold Calling Script

Please use the script below as a guide only, and add your own touches and personality. It may be helpful to read through the script aloud a few times to yourself so you can become familiar with the content.

Script if you reach an actual person:

“Hi, is this the Brown Family (or) Mrs./Mr. Brown?”

[“Yes?”]

“My name is _____, and I am working with _____ high school this year and am looking for host families for our incoming foreign exchange students this year. I am the local representative for Nacel Open Door Student Exchange. Nacel Open Door is designated by the U.S. Department of State as an exchange sponsor, and we are working to promote U.S. diplomacy by placing international students in local schools with host families. We placed seven students (or number of students placed) at your school last year; just wondering if you and your family have ever considered hosting a foreign exchange student?”

[“Not really” or “Well, we have thought about it, has never been the right time”, or whatever they say, always try to follow-up with the following information in some way:]

“Well, if I could just share with you in a nutshell, our students come from countries all around the world, from very good families and with good grades. They come with their own medical insurance and bring their own spending money. They pay for all of their own personal expenses, hot lunches, clothing, school supplies, etc. We ask our families to provide a safe and loving home; a separate bed and some storage (they can share a bedroom with a sibling of the same gender if it is okay with your own child); they usually bring their own laptop, but do need internet access for homework, etc. and a place to study; three meals a day; and parental guidance and support, which is the most important thing.

[(see what their response is, or continue on)]

“You do not have to be the perfect family or have the perfect home to do this; our students come to experience true American education and cultural experience and to be a part of an American family. The first week or two is the honeymoon period, but after that they become just part of your family, so they do chores, receive hugs, etc.; whatever you would do or expect from your own children, you do with your exchange child. They are expected to not only obey all program rules, but all of your household rules as well, just as your own children are (or would be).

I will be your partner throughout the year, and we will do monthly reports with all of our families and students. The first month your student arrives, I will check in with you weekly, just to be sure everything is going well during the first few weeks, but I encourage you to call me anytime you have even a slight concern, question, or problem – that’s what I am here for. Do you have any questions for me?”

The conversation at this time usually gets more specific, and you can at this time explain the application process, suggest setting up a home visit so that you can meet them personally and answer any other questions they have. Also at this time, you can ask them if they were to consider hosting, would they want to host a boy or a girl, and do they think they would like a European student, an Asian student, or perhaps a South American student?

A Few Other Thoughts:

- Let your families know that students begin arriving by mid-August, so time is of the essence! Schools still have to accept and prepare schedules for students once a host family is found. Many schools have cut-off dates for accepting students. Also, once a student knows they have been placed, they still need to get their visa and prepare. It is very important they be here before the start of school.
- Many times, the parent you have reached will say they need to discuss with their spouse or family. Encourage them by saying “I completely understand – this is a big decision, and we would like everyone to be on board too. What would be a good time for me to check back in with you?” Then set a date. We advise no more than two days – and ask what is the best time and number to reach them.

If You Reach the Answering Machine:

NOD encourages leaving the first and second paragraph of the script, with your phone number. This way the family has at least a little info about the program re: what the family expectations are, and what the students provide.



Types of Placements

Permanent Placement

A host family commits to hosting a student for the duration of their program. A student can be placed with a welcome family and then move to a permanent family. The Placement Form is found on Page 111.

Welcome Placement

In general, a welcome family is the term used to describe a family that has agreed to host a student temporarily. Welcome families come in many forms. A family may commit to being a welcome family because they have other obligations during the school year that prohibit them from hosting the student for the entire duration of the student's stay. Another reason a family may choose to be a welcome family is because they want to see how well they connect with the student and the student connects with their family before agreeing to host the student for their entire program duration. Please note: some welcome families may turn into permanent families. However, some do not. Students and natural parents should never pressure the welcome host family to host the student permanently.

Double Placement

A double placement is the placement of two exchange students in the same host home. Under no circumstances may more than two exchange students be placed in the same home. Students must come from different countries and must not share the same language. Under Department of State regulations, a double placement is only allowed if the host family chooses to host two students and if all other parties agree to the double placement.

In order to demonstrate that all parties have been informed of, and consent to, the double placement, additional paperwork is required. The following agreement forms are required for double placements along with additional paperwork:

- Student Agreement (found on Page 123)
- Natural Parent Agreement
- Host Family Agreement (found on Page 125)

For new placements, since the student has not yet arrived in the U.S., the national office will send a combined Student/Natural Parent Double Placement Agreement Form to the foreign partner in the student's home country. The local representative is then responsible for securing the Host Family Agreement. The national office will inform the appropriate school of the double placement.

Nacel Open Door discourages double placements between an NOD student and a student from a different organization.

A double placement between an AYP J-1 visa student and a student on a different program, such as a student with a F-1 visa on NOD's Private School Program (PSP), must be approved by the national office. There are some differences in procedure and paperwork that will be handled on a case-by-case basis if these situations arise.

Single Parent Placements

Single parent placements are placements in which students are placed in a home with a parent who has no children living in the home. For placements with single parents, there is additional paperwork required.

- Single Parent Supplement (found in Host Family Application) (found on Page 129)
- Single Parent Agreements (found on Page 127)
 - * Student
 - * Natural Parents
- Three Recommendation Forms (found on Page 119)

Direct Placements

Each year NOD receives a small number of direct placements. A direct placement is a situation in which an exchange student has already identified a host family. A direct placement host family is often a friend of the student's family, a family the student stayed with on a Short Term Program, or a family that hosted one or more of the student's siblings. In accordance with Department of State regulations, J-1 exchange students cannot live with a relative, so a direct placement with any relative of the student's natural family is not allowed.

A direct placement is handled in the same way as any other placement, except the local rep does not need to seek a host family. Instead, the foreign partner in the student's home country provides NOD with the host family contact information and the name of the local high school, if they know it. If NOD has a local representative living within the federally mandated 120 miles of the host family, we can try to arrange the direct placement. Even though the student has a host family, the local school may not be willing to accept the student. If not, the student may request to be made available for regular (non-direct) placement, or they may decide to cancel their program.

Local Representatives Hosting

Please be aware that local reps who choose to host a student must undergo the same screening process as any other host family. A host parent cannot serve as the local rep for their own student. Furthermore, the local rep for a student cannot be a relative of the host family so as to avoid potential conflicts of interest should problems arise.

Example:

Susie Smith cannot be the local representative for the student her sister's family is hosting, nor can Susie be the local rep for the student in her own home.

The Process of Making a Placement

Once you have found a host family and school willing to accept an international student for the upcoming year or semester, you have completed the two most important steps toward making a placement.

The School

You will need to obtain a signed School Acceptance Form (found on Page 121) from the school. Schools will also need to be sent a copy of the student's application. You may request a copy of the student's application from your coordinator or the national office.

Once you have received the signed School Acceptance Form from the school, please submit the form to paperwork@nacelopendoor.org. Make sure you also copy your coordinator on all paperwork submissions.

The Host Family

Step 1: Have the host family complete the online Host Family Application and the online Criminal Background Checks (CBCs). You will be notified by the national office when the host family's application has been started and we received the results of the CBCs. There are two parts to the Host Family Application. Please be aware that the host family may need your assistance in completing Part II of the application.

* If the host family is in Minnesota, an additional, notarized form must be completed by all family members ages 18+.

* If the host family is in Pennsylvania, additional requirements may be needed.

Step 2: Schedule a time to meet with the host family to conduct the Host Family Visit. Let the family know that during the visit you will be taking the following photos of their home:

- Exterior of the home
- Kitchen
- Living Room
- Student Bedroom – must capture the bed, door, and window
- Bathroom – the one the student will use
- Family Photo – all family members should be included.

Please note that it is not acceptable to ask the family to take these photos and email them to you. These photos should be taken by the local rep at the time of the home visit. Have the family sign the Confirmation of Visit Form (found on Page 113) once the visit is complete. Submit the photos and Confirmation of Visit Form to paperwork@nacelopendoor.org and to your coordinator. Please refer to the Host Family Visit section of this manual for detailed instructions.

Step 3: In the host family's application you will find three references listed. You are required to call at least two of these references for recommendations, unless the placement is with a single parent. If it is with a single parent, you must collect recommendations from all three references. Please use the Host Family Recommendation Form (found on Page 119) when calling the references and complete a form for each reference. Submit the Host Family Recommendation Forms to paperwork@nacelopendoor.org and your coordinator.

Step 4: At this point a host family is considered vetted, and they may start viewing student applications and select the student they would like to host.

Step 5: Once the approved host family has selected their student and all paperwork has been processed, the Match Abroad (MA) will be sent to our foreign partner in the student's home country. A copy of this MA is also sent to the coordinator and local rep.

It is important to note that host families should not contact students until the Match Abroad has been sent from the national office.



Host Families

Screening Potential Host Families

The primary goal of the local representative should be to find quality placements with well-prepared host families. One of the reasons students come to the U.S. is to improve their English skills. Therefore, English needs to be the primary language spoken in the host home. NOD accepts host families of all sizes, races, religions, and sexual orientation. (Please note: in some cases, non-traditional host families will be presented to the student and natural parents for their final confirmation.) However, it is important to keep the following factors in mind:

- The student will need transportation to school.
- The student may want to participate in extracurricular activities and will need transportation to these activities.
- The student will want to be part of a circle of teenage friends.
- The host family will need to be responsible for knowing where the student is, with whom they are spending time, and who they are visiting. In small towns, this may be easy even if the host family doesn't have teenagers. In larger cities, this may be more difficult.
- Host families will need to feel comfortable supervising and disciplining a teenager. Families with small children or with no children may encounter concerns they wouldn't have experienced or anticipated.

Once you have identified a potential host family, provide them with some general information about hosting an exchange student. Host families need to understand the rewards of hosting an exchange student as well as the duties and obligations involved. Therefore, all family members should be in agreement about accepting an exchange student into their home. Your coordinator is also a great resource for information to share with prospective host families. You should also familiarize yourself with the Host Family Handbook, which will help you to provide hosting information to interested families. A copy of the Host Family Handbook can be found in Appendix F of this manual.

In addition to answering questions, the local representative must also make an assessment about the suitability of the family. Judging the suitability of the family, especially in terms of financial stability, may feel like an awkward task, or you may feel as though you are judging the family. However, keep in mind that a student's parents are entrusting the care of their child to another family, and they are relying on NOD to ensure that the family is suitable. If you have a bad feeling about a situation, trust your instincts and do not risk placing a student in a dangerous, uncomfortable, or inappropriate situation.

There are a number of requirements and related forms that will assist in the host family screening process. Each of the items that follow is required by government regulation, but each also serves an important purpose in making a determination about a host family's suitability to host a student.

In addition to the general host family screening process, the Department of State has implemented a secondary review process for single-parent homes without children. This secondary review will require the potential host parent to fill out an extra form listing other family or neighbors who can provide additional support to the student, as well as the applicant's involvement in their community. You, as the local rep, will sign the form and submit it with the rest of the placement paperwork, and the national office will conduct the review. The student's natural parents will need to agree to a placement with a single parent with no children living at home.

Blank copies of all placement forms can be found in Appendix D of this manual and also online in the Document Center <http://www.nacelopendoor.org/document-center.html>



Host Family Application

All families must submit a Host Family Application. The Host Family Application can be found online at www.nacelopendoor.org. The host family should list your name as the NOD local rep with whom they are working. The application provides information about the family's composition, interests and activities, and the type of student they are seeking. The Host Family Application is an important tool for identifying a good match between the host family and a particular student. Encourage host families to fill out the form completely. Much of the information from the Host Family Application is transferred to the Match Abroad, which is the document used to inform the student of their placement. The family's financial information will not be shared beyond the select national office staff processing the application.

Host Family Visit

Host family screening is a very important role of the local representative, and the Host Family Visit is a very important aspect of the screening process. The Host Family Visit must be conducted in person, in the family's home, and all host family members must be present during the visit. If this is not possible, the local representative must meet any absent family members at a later date, although this subsequent meeting may take place somewhere other than the host family home. This is your opportunity to meet the family face to face, in their home environment, to observe how they live and interact as a family.

The Host Family Visit must be conducted for a number of reasons:

- To ensure it is an appropriate environment for an exchange student
- To assess whether the host family is capable of providing a comfortable and nurturing environment
- To ensure the host family has sufficient financial means to provide for another person in the household
- To experience the family dynamic in their home
- To ensure English is the primary language spoken in the home
- To ensure the student will have appropriate accommodations

Pay particular attention to the student's bedroom and the primary bathroom the student will use. Students may share a bedroom with a similar-aged host sibling of the same gender. However, an exchange student should not be asked to share a room with a toddler or child who is significantly younger. If the student shares a bedroom, ensure there is a place where they can study and do their homework elsewhere in the home. Students must have their own bed. The student's bed cannot be a futon, pull-out couch, an air mattress, or a conventional mattress placed on the floor, even temporarily. As a resident of the home for five, 10, or even 12 months, the student should have a comfortable place to sleep. The student's bedroom must also have a door that closes completely and must have sufficient space to store their belongings, whether in a closet, dresser, wardrobe, or some combination thereof. In accordance with building code, any bedroom must also have an approved egress window in the event of a fire or other emergency. An exchange student should not displace a host parent or child from their bedroom such that a family member has no bedroom or must share with another family member.

A telephone must be available in the home at all times to make a call in the event of an emergency. If the family uses cell phones exclusively, a telephone must be made available to the student in the home for emergencies.

Ask pertinent questions during the visit to ensure the family understands the scope of the host commitment. Inquire about transportation to and from school and whether the family would mind driving an exchange student to a friend's house. Meals should also be discussed. Host families should understand that they are required to provide all meals, including family meals at restaurants if they choose to eat out instead of preparing a meal at home. If a student wants to purchase lunch at school, they should use their own money, but they must have the option of bringing a lunch from home with food provided by the host family. This is a Department of State regulation. Families should also pay for regular activities that they undertake with the student as a family. Vacations are an exception. If a family decided to go on vacation and chose to invite the exchange student, the student would be expected to contribute their share of the vacation expenses. If the student cannot afford to go on the vacation, then the local rep needs to find a temporary family to host while the student's permanent family is on vacation. Students cannot be left home alone during a family vacation. The same screening procedures and paperwork apply for a temporary host family.

While interviewing the host family, remember that you are performing the important task of screening the family to ensure suitability. Stay alert during the interview, and watch for any warning signs that may indicate the family is not suited to host at this time.

Possible signs that the family is not motivated by the right aspect of exchange *include but are not limited to:*

- The family asks about monetary compensation and seems primarily motivated by this.
- No member of the family seems to have enough time to be with the student.
- The children do not seem at all interested by the prospects of having a "new" brother or sister.
- The family seems more interested in learning the student's native language than helping with the student's English.
- The family seems overly interested in having a student to assist with household or yard chores and/or babysitting.
- The family seems to disagree with NOD rules and policies and/or finds them "silly" or unnecessary.

Signs the family wouldn't provide a welcoming environment for an exchange student *include but are not limited to:*

- The parents seem overly strict.
- The family does not seem to be open to new ideas and different way of doing things.
- The family has no experience with teenagers and seems unwilling to seek advice.
- The family shows very little interest in school events and/or organizations.
- The family's home is too secluded and would make participation in school activities and getting together with friends a burden.
- The family has received poor recommendations and/or was refused to host by another organization.
- There seems to be no opportunity to interact with teenagers.
- Excessive clutter in the home.
- Obvious repairs needed in the home.

Signs the family may have underlying issues between members and should not bring an exchange student into the mix *include but are not limited to:*

- The parents do not allow their children to speak.
- One parent consistently talks over or interrupts the other.
- The children only behave when the parents raise their voices.
- An apparent lack of rules and expectations within the family.
- The parents talk obsessively about one aspect of their lives.
- The parents indicate a hope the exchange student will improve their family dynamic.
- The parents are planning to separate or divorce.

When visiting the home, if you experience any doubts, ask yourself whether you would be comfortable living in this home for an extended period of time, or if you would be comfortable placing your own child in this home. If the answer to either question is no, you should not consider placing an exchange student in this home.

Details of the in-home visit are recorded on the Host Family Visit Form (found on Page 113). A copy of this form can be found in Appendix D of this manual. The Host Family Visit Form can also be completed online as Part 2 of the Host Family Application. If you feel that a family is not a suitable host, you can inform the family that you do not make the final decisions about hosting and then share your concerns with your coordinator and the national office. This relieves you of an awkward situation face-to-face with the family if you do not feel they should host. After a review of the paperwork, your coordinator or the national office can inform the family that we are not able to place a student in their home at this time.

Host Family Orientation

After the placement paperwork is complete and the Match Abroad has been sent, the host family and student will start communicating. It is important to encourage host families to communicate with their student so they can start to feel comfortable with one another. In doing so, they begin to learn more about each other, and the host family can prepare the student for what to expect in their home, in the community, and at school. The host family must also be prepared to welcome a new person from a different culture into their home.

After the Match Abroad has been sent, the national office will send a Host Family Packet electronically to the host family's main email address. The packet contains a complete copy of the student's application, the student's personal photos, and additional materials that will help the host family understand what to expect from the exchange experience. The materials include a Host Family Handbook covering a range of topics, and the host family should be encouraged to review the handbook and ask any questions they might have. The packet also includes a copy of the Department of State regulations, general medical insurance information, a medical claim form, and a copy of the insurance policy. The student's application includes a medical release form to allow the host parents to seek medical treatment on behalf of the student.

Host families need to complete their Host Family Orientation online at:

<http://training.nacelopendoor.org/host-family-orientation/>

Follow-Up Visit

The Department of State requires a second Host Family Visit to be conducted within the first 60 days of a student's arrival for permanent placements and within the first 30 days of a student's arrival for welcome placements.

The Follow-Up Visit must be completed by a Nacel Open Door representative who is not the student's local representative and who did not recruit the host family. The purpose is to ensure that students are comfortable in their host home. Bringing in an outside representative lends a second set of eyes.

A follow-up visitor must pass a criminal background check and sign a contract with NOD prior to completing the visit. Work with your coordinator while securing a vetted follow-up visitor. The Follow-Up Visit Form is found on Page 115.



Placement Paperwork

All placement paperwork forms can be found online in the Document Center:

www.nacelopendoor.org/document-center/aypdocs.html

Paperwork should always be submitted to your coordinator and the national office (paperwork@nacelopendoor.org). When submitting paperwork via email to the national office, please include the family's name and form you are submitting in the subject line.

Example:

SUBJECT: Bob and Susie Smith Recommendation Forms (2)

Recommendations

The host family must supply three individuals who are not relatives to serve as references. As a local rep, you must contact two of these references for recommendations. (We ask the family for three in case you are unable to contact one.) A third reference is also required for single parent placements. Phoning the people serving as the references is the preferred method, as it is usually the quickest and most reliable way to ensure that information is submitted. If you phone the references directly, note clearly at the bottom of the form that the information was gathered by you over the phone, and then you can sign and date the form.

Local reps cannot serve as a reference for one of their host families, nor can the local representative's spouse, the coordinator, or the coordinator's spouse. Family friends, clergy, or coworkers are typically designated as references.

Criminal Background Check Authorizations

In accordance with Department of State regulations, all members of the prospective host family who are age 18 or older must undergo a criminal background check (CBC). This requirement is consistent with those adopted nationwide for many organizations serving youth populations.

NOD criminal background checks are conducted online, either through the link within the Host Family Application or the link on the Nacel Open Door website. Each family member age 18 or older can enter their information on the secured site. It is important to note that this must be done on a device with a mouse (i.e., not a tablet or smart phone), as the mouse is used to sign at the end of the process. Once the CBCs are entered, the national office staff member responsible for CBCs will access the results.

A CBC cannot be run without a Social Security Number. If a prospective host family member does not have or is not willing to provide a social security number, please contact the national office and the appropriate staff member will be able to assist the family.

Photos

As part of the screening process, the Department of State requires six photos for each prospective host family. Along with the other placement paperwork submitted to the national office, you should also submit photos of:

- Exterior of host family's home
- The student's bedroom – must capture bed, door, and window
- The bathroom student will use
- Kitchen
- Living or family room
- The family

Double Placement Paperwork

A double placement is the placement of two exchange students in the same host home. Under no circumstances may more than two exchange students be placed in the same home. Students must come from different countries and must not share the same native language. Under Department of State regulations, a double placement is only allowed if the host family chooses to host two students and if all other parties agree to the double placement.

In order to demonstrate that all parties have been informed of, and consent to, the double placement, additional paperwork is required. The following agreement forms are required for any and all double placements:

- Student Agreement (found on Page 123)
- Natural Parent Agreement
- Host Family Agreement (found on Page 125)

The school will be informed by NOD of all double placements.

For new placements, since the student has not yet arrived in the country, the national office will send a combined Student/Natural Parent Double Placement Agreement to the foreign partner in the student's home country. The local representative is then responsible for securing the Host Family Double Placement Agreement.

Nacel Open Door discourages double placements between an NOD student and a student from another exchange organization.

A double placement between an AYP J-1 student and a student on a different type of program, such as a student with an F-1 visa on NOD's Private School Program, must be approved by the national office. There are some differences in procedure and paperwork that will be handled on a case-by-case basis if these situations arise.

Completing the Placement

Once you have gathered all necessary placement documents, perform a final review to ensure all forms are complete, signed, and dated.

A summary of the paperwork that must be submitted for a placement is as follows:

- Placement Form (found on Page 109)
- Host Family Application
- Host Family Confirmation of Visit (found on Page 113)
- Host Family Recommendations (found on Page 119)
- Criminal Background Checks
- Photos
- School Acceptance Form (found on Page 121)

The placement is not finalized until the national office has received, reviewed, and processed all placement paperwork.

Paperwork processing by the national office includes the following:

- Reviewing the School Acceptance Form
- Reviewing the Host Family Application
- Reviewing all criminal background checks
- Reviewing all photos
- Reviewing double placement paperwork, if applicable

Please ensure that all forms are complete and legible. All forms must be signed and dated where indicated, or they cannot be accepted as complete.

For paperwork submission, please speak with your coordinator to find out their preferred method. We ask that placement paperwork be gathered and submitted all at once for each initial placement. Most coordinators choose to gather paperwork from the local reps, review the documents, and then submit the complete packet to the national office for processing. All paperwork must be received and processed in advance of the student's departure from their home country. Keep a copy of all placement paperwork for your records.

All paperwork can be submitted electronically to: paperwork@nacelopendoor.org

See Page 107 for a cheat sheet of placement paperwork.

The Match Abroad

After the placement paperwork has been processed, the national office will issue the Match Abroad. The Match Abroad (MA) is a packet summarizing the details of a student's placement, including host family and school information. The MA packet also includes a letter of welcome from the student's local rep, coordinator, and student advisor. The MA is emailed to the foreign partner in the student's home country, and the foreign partner then communicates the details of the placement to the student. The MA also includes the host family's contact information so that the students can get in touch with their future hosts.

If you need assistance creating a welcome letter or would like to view an example, please contact the national office.

The MA is emailed to the coordinator at the same time it is sent to the foreign partner. The coordinator typically forwards the MA to the local rep and/or the host family. Discuss this procedure with your coordinator. Please also review the MA for accuracy, and notify the national office if there are any errors. The MA should be shared with the host family as soon as possible, as this will be their first opportunity to receive the student's contact information. Prior to finalizing the host family screening, we ask that the host family refrain from seeking contact with the student. However, once the MA has been issued, the host family should be encouraged to begin communicating with the student as soon as possible. Usually host families are eager to do this without any prompting. If the host family is travelling or unable to communicate with their student for some reason, please inform your coordinator or the national office so we can inform the foreign partner. Students become worried if they do not hear from their host family after receiving news of their placement.

Please Note: *All paperwork discussed above is also required for student moves.*



Supporting the Exchange

Arrival Flights and Getting Settled

Most students fly directly to their host families. However, some attend a Nacel Open Door group orientation session in Chicago. In either case, the NOD travel coordinator communicates flight itineraries and arrival details to the host family, local rep, and the coordinator via email as soon as the foreign partner sends the information.

When possible, many local reps and coordinators meet up with host families in the baggage claim area of their local airport to greet students as they arrive. In some cases, if the host family has a conflict, the local rep or the coordinator may pick up the student from the airport. Local reps should check in with the host families after the flight information has been sent to ensure everything is in order for the student's arrival and pick-up.

Local Student Orientations

Although some students may attend a national group orientation in Chicago, all students must also attend a local orientation. A post-arrival orientation sign-in sheet is also required for students. This is an opportunity for them to meet the local rep and/or coordinator in person. It is also a chance to share more specifics about the local schools and community and to reinforce the topics discussed at a Chicago orientation. Students are usually very tired and excited at the national orientations, and they don't always retain everything presented in that setting.

Student packets containing insurance information and a student handbook are mailed from the national office to the host family's home for the student. The student should bring these items with them to their local student orientation.

At the orientation, ensure students understand that you are their local rep, and provide your contact information. Encourage students to contact you with questions and concerns throughout the semester or year. Also emphasize your coordinator's name and contact information, and let students know that they can contact the coordinator with questions and concerns as well. Please also remind students that the national office is available to them 24 hours a day via our toll-free number: 1-800-622-3553.

Local student orientations are a great place for students and host families to share experiences and concerns. They also provide good opportunities for the local rep to explain program rules, health insurance, travel procedures, emergency numbers, student adjustment issues, what to do in case of problems, and any other topics that the participants would like to discuss. It is important that the local rep be comfortable with program regulations, procedures, policies, and rules to be able to address these topics. Although the rules are important, the orientation is also an opportunity to prepare students to be successful on program and to encourage and support them during their initial adjustment period.

If you need assistance with preparations for conducting local student orientation, please reach out to your coordinator or the national office.

Host Family Orientation

Host families can complete their orientation online at <http://training.nacelopendoor.org/host-family-orientation/>. This orientation must be done after the family is fully vetted and before their student arrives. An email confirmation will automatically be sent to the national office when the family completes their orientation.

Host families may also want to attend the local student orientation. It is not a requirement for the host families to attend the student orientation. At the host family and student orientations we recommend discussing the topic of dating.

Student Dating While on Program

Nacel Open Door students are in the process of learning and experiencing a new culture. Students might encounter very different attitudes towards sexual activity and dating than what they are used to at home. Students might even disagree with them. The important thing is that students show respect and courtesy to their host family, school, and friends. Students are expected to follow host family rules about dating or not dating. For example, students may only be allowed to go on group dates, or the host family may want to meet a new friend before they allow the student to go out with them.

NOD strongly recommends that students do not get involved in romantic relationships during their program, because being a successful exchange student already takes a lot of time, energy, and effort. If the student is in a dating relationship, it will be harder to find balance between school, host family, friends, and their boyfriend or girlfriend.

If students are allowed to date, they should make sure it doesn't interfere with time spent with their host family and other friends. Students should talk with their boyfriend or girlfriend to set up a few times each week to talk on the phone or go out. Students need to make sure they have enough time for homework and to study each day, as well as spend time with their host family.

If you or the host family feels the student is not balancing their time and responsibilities appropriately, discuss this with the student.

Nacel Open Door Policy on Student Sexual Activity

No matter what their relationship status is, NOD students must not be sexually active during their program. Students will face early termination if they engage in sexual intercourse as well as any other type of sexual activity. All types of sexual activity, including intercourse, have an element of risk. We don't want students to have to deal with pregnancies or STDs while on program. Having sex in the U.S. as a teenager can also be complicated legally. Having sex as a teenager can sometimes be a criminal activity; depending on how old the student is, how old their partner is, and what the laws are in your state.

Things to Remember About Student Dating:

- Students should always respect host family rules and show respect and courtesy to their host family, school and friends; even if their opinions and beliefs are different.
- Students should honor their agreement not to participate in any sexual activity during their program.

- Having sex with someone under 18 can be illegal in the U.S. Every state has laws to protect teenagers from inappropriate sexual activity. Depending on the ages of the two people having sex and the state they are in, there can be serious legal consequences to having sex underage.
- Talk with students about what to do or say if someone pressures them to have sex or teases them about not having sex.
- Respecting and following NOD policy and host family rules doesn't mean that students have to change their beliefs. These policies are in place to keep students safe, not to tell them how to think. However, students agreed not to be sexually active and to follow host family rules regardless of how they'd behave in their home countries.
- Remind students that they never have to have sex when they don't want to. Remind them that they do not "owe" sex or any sexual activity to anyone for any reason – not even if they have just been on a date or if they were kissing someone earlier.

Monthly Contact Reports

To maintain Department of State quality and safety standards for AYP, local reps are required to contact each of their students and one host parent each month. The Monthly Contact Report (MCR) must be submitted to NOD's national office using the Online Rep Center. MCRs are generally required for the number of months a student is on program. For example, if a student's program is for the school year (10 months), 10 MCRs need to be completed. Typically, MCRs are done August through May for these students. However, late arrivals may necessitate a June report. MCRs need to be completed and submitted to the national office by the 25th of each month.

Contact must be made via phone or in person. MCRs cannot be completed through email exchanges, text, or social media sites (like Facebook). The MCR provides students and host families an outlet to discuss problems, concerns, and positive stories. It is very important that each and every month, you ensure that the student and host parent have privacy to openly discuss any concerns with you.

According to Department of State regulations, the first MCR must be completed in person. For students staying more than one semester (five months), a second in-person MCR must be completed with both the student and the host family. However, this MCR can be done any time during the second half of the student's program.

Please keep in mind that these reports are sent to the foreign partners and natural parents. Your comments should be professional and thorough. One-word answers, excessive slang, culturally insensitive commentary, derogatory phrases, any comments that may suggest you are "diagnosing" the student with a mental or behavior disorder, and name-calling are never appropriate, especially in the MCR. As a local rep, you are an advocate for both the student and host family, and the content of your MCR should clearly show non-partisan, objective, professional support. If you have private concerns or comments, there is a space provided within the MCR for comments and questions. This section is for internal use and is not included in the report sent to the foreign partner or natural parents.

Supporting the School

As a local rep, you should speak with your contact at the school on a quarterly basis at minimum, or according to the school's preference. You should also be available as often as the school would like to discuss any questions, problems, or concerns. Ask each school what frequency of contact they would prefer. Express NOD's appreciation to them for accepting our students, and assure them that we care about how the experience is going for both the student and the school. Establishing a solid relationship with schools is essential to maintaining and improving our programs.

Students are required to maintain a minimum of a "C" grade or above in all of their classes. Contact the national office if a student falls below a "C" grade or has failed one or more classes. The student will be placed on academic probation. It is important that poor grades are caught early so the exchange student has a chance to improve. Although students are expected to arrive with sufficient English language skills to succeed in their high school, any perceived problems with English proficiency should be carefully monitored. Student should not require ESL services. In some cases, students are initially overwhelmed, shy, or unsure of their English abilities, but then they rapidly progress and improve. However, if English language problems persist, notify the national office immediately so that the problems can be addressed.

Students should not pressure their school to be placed in a particular grade, nor should they pressure the school for permission to graduate or to receive a diploma. Those decisions are made at the sole discretion of the host school. Students should not pressure the school to take the SAT, ACT, or TOEFL test, nor should they request their school to send transcripts for applications to American universities. AYP is not a college preparatory program. While some students may try to seek the opportunity to take college entrance exams or apply to a college or university, it is not a part of our program, nor is it the responsibility of the school or host family to support the student in these endeavors. The national office should be informed if you learn a student is applying undue pressure with the school principal or counselor regarding any of the above mentioned items.

If you learn of particular student accomplishments in academics or extracurricular activities, please share the success stories with your coordinator and the national office as well! We love to hear about our students' success, and we would be happy to share it on the NOD blog! You may also want to consider offering to help the school with international activities or to make a presentation to a foreign language or world history class. Presenting yourself as a resource to the school is a way to strengthen the partnership and demonstrate commitment to an ongoing relationship with the school.

Conflict Resolution

By taking great care in the screening, selection, and preparation of our students and host families, we establish a solid foundation for a successful placement. However, even the best matches can occasionally go awry. As a local rep for NOD, you provide one of the most important elements in the success of our support system. It is important that you are aware of the basic policies observed when working with students and families in problem solving.

Some common problems that occur after students arrive are:

- Homesickness
- Initial struggle with English ability
- Lack of interaction with the host family
- Hygiene issues
- Too much contact with home via cell phone, computer, or both

The host family should try to involve the student as much as possible in family life and talk openly about any issues that arise when they arise and before the situation escalates. In the beginning, and even throughout the semester or year, misunderstandings or misinterpretations tend to create problems that could otherwise be avoided through honest and direct communication. If a problem does not improve after an attempt has been made to resolve it, you should encourage the student and/or host family to contact you for help. Your coordinator is always available to provide assistance and guidance as well. If the problem persists, it is prudent to involve one of the NOD student advisors for assistance.

Get all sides of the story, and do not draw any conclusions about a case without speaking to all parties involved. You will be surprised how much the stories will differ. Remember the student is far from home, living and studying in a foreign culture and language. Make sure their due process is protected. Documentation of the issue is essential. You never know when a small problem will escalate into something more serious. When presenting a case to the foreign partner, the national office must provide documentation, so please be sure to accurately and objectively record the issues and sequence of events with as much detail as possible, along with any steps taken to resolve the issue.

Whenever possible, get the student and host family together for a face-to-face discussion in which you can serve as the facilitator. During the meeting, set the stage for a non-confrontational discussion. It is important that you remain neutral and reassure both the host family and student they are important participants in the discussion. Try not to make judgments or make the student or family feel there is something wrong with them. Try to identify what the true issues are. Many times, the arguments get bogged down over what was done rather than why it was done. Most problems originate in misunderstanding, quite possibly due to cultural differences, or due to mismatched expectations. Don't be afraid to give a student or a host family a second chance, as long as the student's welfare is not in jeopardy.

Many local representatives know the host family personally. If this is the case, let the student know your friendship with the host family will not interfere with your position as a local rep. If you feel you cannot be impartial, ask your coordinator or the national office to get involved.

“Whether a student has a problem, or whether the student is the problem, your job is to help the student.”

Make sure that both sides hear the other's point of view. Many times, people do not communicate their true thoughts but rather presume the other party knows what they are thinking. Don't make assumptions, and always verify statements. Make sure that when someone describes an event that he or she was present. Second hand information cannot be corroborated.

Never threaten a student with being sent home! Repatriation is the last resort and the most painful of all resolutions to a problem. Before a student is repatriated, there must be due process and documentation. Unless a student violated a law or program rule that warrants immediate repatriation, such as drinking alcohol, a student must be placed on warning first and then on probation. The terms of the warning and probation must be documented by an NOD student advisor. If a situation warrants repatriation, the foreign partner must be informed in advance, and the national office must approve the repatriation. The local representative is never responsible for a decision to repatriate.

Student Moves

Student moves happens for a variety of reasons, but the most common circumstances are as follows:

- Moving from a welcome family to a permanent family
- A change that renders the host family unable to continue hosting (health issues, death in the family)
- Issues between the student and host family that could be resolved by moving the student to a different environment

The national office must always be notified of a move before it occurs. Local reps must also notify the school that the student will be moving to a new host family. All placement paperwork required for the initial placement is also required for the move. However, instead of using the Placement Form, please use the Change of Placement Form (found on Page 111). This form includes information about the date of the proposed move and the reason for the move, information required for Department of State reports.

A student cannot be moved until all paperwork has been received and processed. In accordance with Department of State regulations, the new host family must be fully screened and approved before the student is moved into the home. **If there is an emergency situation and the safety or well-being of the student is in jeopardy, the student should be moved immediately, even if just temporarily.** If the situation does not allow for the completion of all required host family screening activities and paperwork before the move, the student should be moved to the home of a family that has already been screened and vetted or to the local rep's or coordinator's home temporarily. Move paperwork should be sent to the national office as it is available to help keep everyone informed during the transition.

After all paperwork has been processed, the national office will send the new Match Abroad detailing the new placement. This is the signal that it is okay to move the student. The national office is also responsible for keeping our foreign partners informed of student moves. Our foreign partners get understandably upset if their office learns of an upcoming move from the natural parents without advance warning from our office. Please keep the lines of communication open.

In addition to sending the new Match Abroad, the national office will also re-issue the student's ID card with the updated information. A new follow-up visit will also need to be completed within the appropriate amount of time.

If a student will be moved into a double placement with another student, all double placement paperwork is also required. Local reps are responsible for gathering the Double Placement Student Agreements for both students in addition to the Double Placement Host Family Agreement. The national office will request the Natural Parent Agreement through our foreign partners.

Please note: the Department of State requires us to submit a report of all moves. It is essential that all paperwork is done properly and all time frames are followed correctly.

Move Paperwork

The following paperwork is required of all moves and needs to be submitted to the national office before a move can be approved. Students should not be moved from their homes before a new Match Abroad can be issued unless the safety and well-being of the student is in jeopardy.

- Host Family Application Parts 1 and 2
- Criminal background checks for all family members age 18 and older
- Minnesota criminal background check (not applicable to all areas)
- Recommendations (Two recommendations must be submitted; Three recommendations must be submitted for single parent placements)
- Confirmation of Visit
- Change of Placement Form
- Photos
 - o Kitchen
 - o Living Room
 - o Student's bathroom
 - o Student's bedroom
 - o Family
 - o Exterior of home
- Single Parent Placement Paperwork (if applicable)
- Double Placement Paperwork (if applicable)



Qingyuan, from China, exploring Minnesota

Sexual Abuse and Harassment Awareness

Introduction

Recently in the United States and in the international community, discussions of child sexual abuse and harassment have received greater attention. Organizations and institutions that serve youth are being called upon to take greater responsibility to prevent incidents of abuse, protect youth, and respond appropriately when harassment or abuse is suspected or reported. At Nacel Open Door, we take this responsibility very seriously and are committed to supporting policies and procedures that protect our students. We understand this can be a difficult subject to address and welcome your call anytime for guidance and support.

It is important for us all to be knowledgeable, as our students are in a particularly vulnerable position because:

- They come from other cultures
- Lack familiar relationships
- Put extra trust in adults
- Are unfamiliar with their host communities
- Are even less likely to report abuse or harassment than American children or teens

Definitions

Sexual abuse is often confused with sexual harassment. While the two are related in nature, they are different in regards to the actual acts and behaviors involved.

Sexual abuse is committing implicit or explicit sexual acts with a young person or forcing or encouraging a young person to engage in implicit or explicit sexual acts alone or with another person. Sexual abuse can also include non-physical, non-touching offenses such as communicating sexually over the phone or internet, indecent exposure, or showing a child sexual or pornographic materials.

Sexual harassment is unwelcomed sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature. Sexual harassment results in feelings of fear, intimidation, powerlessness, and confusion for students. It often interferes with the learning process and can lead to students being isolated from their friends and classmates. Sexual harassment is often difficult to identify because encounters such as a simple teasing, off-hand comments, or isolated incidents can seem harmless and minor. When this type of behavior becomes frequent or severe, it can create a hostile or offensive environment and is considered harassment because it interferes with a student's concentration, comfort level, and feeling of safety in an environment.

Sexual Harassment & International Students

Sexual harassment can take the form of unwelcome advances and comments of a sexual nature between students or peers. This type of behavior can interfere with a student's concentration and inhibit their ability to succeed academically. It can also become a disruption for the student, causing them to change social behavior with or around their host family.

Sexual harassment is very serious, and NOD takes all necessary precautions to protect our students from harassment and from harassing others. Since this is such a serious offense, we ask our foreign partners, local representatives, and host families to learn about sexual harassment so they can appropriately address the issue with students. We understand that students coming from different cultures may interpret the meaning of behaviors differently.

It is vital for our students to understand sexual harassment and its definition in an American context so they can advocate for themselves as well as avoid becoming harassers of others.

Sexual harassment can occur in a variety of circumstances, including but not limited to the following:

- The victim as well as the harasser may be a girl or a boy.
- The harasser's conduct is unwelcome.
- The victim does not have to be the person harassed. Anyone affected by the conduct can experience the negative impact of sexual harassment. For example, the friend of a harassed student may become distracted and upset by what they experience vicariously through their friend. Sexual harassment can also be the fear or threat felt by a student who is observing harassment toward another student(s).

Sexual harassment can take on many forms. The following is a list of examples of possible harassing situations. Harassment is not limited to this set of examples and can certainly include many other situations:

- Touching oneself in a sexual fashion in front of others.
- Talking about one's sexual behaviors in front of others.
- Showing offensive sexual photos, videos, drawings, or objects.
- A student making a sexual or suggestive gesture to another student.
- A student calling another student an offensive name of a sexual nature.
- A student touching another student in an unwelcome sexual way.
- A student commenting on the sexuality of another student.
- Attempting to make deals for sexual favors or relationships.
- Sexual drawings or graffiti on a student's property or school environment.
- A student making sexual comments to another student about their body.
- Sexual jokes shared among friends, overheard by others, or directed at a specific student.
- Spreading rumors or stories – true or false – about another student's sexual behaviors.
- Using position of authority to promise fellow students opportunities for success.
- A student witnessing the sexual harassment of a classmate but feeling powerless to intervene.

The best way to address sexual harassment is for the victim to inform the harasser directly that their conduct is unwelcome and must stop.

While this is ideal, it can be very uncomfortable for our students to confront their harasser directly. For this reason, NOD staff, local representatives, and school employees are trained to identify and manage situations of sexual harassment. Students should speak to an adult if they feel they are being sexually harassed. In addition, if a NOD student is harassing others, procedures are in place for staff and local representatives to ensure that the situation is investigated and the behavior ends immediately. As a local rep, you are considered a "responsible reporter." If you see that a student is the victim or the perpetrator of sexual harassment toward another youth, you must report it to your coordinator or the national office immediately.

Local Representative Steps for Reporting Sexual Harassment

Please note that ensuring a student's safety is absolutely critical in any situation of alleged sexual harassment.

1. It is your responsibility as a local representative to report an incident immediately to appropriate NOD staff including the student advisor.
2. With the assistance of the student advisor or coordinator, you may be asked to gather comprehensive information regarding the reported harassment.
 - You may need to interview your student, any appropriate peers, the host family, or school parties to gather as much information as possible.
 - In speaking with the victim, you should communicate seriously, clearly, gently, and without judgment. You should assure the student that all proper procedures are being followed to ensure their safety and well-being.
 - If requested, you may need to collect information in writing from any appropriate parties to guarantee proper documentation of the event(s). This documentation includes, but is not limited to, written statements, photos, police reports, school forms, and witness statements.
 - If the incident happens at school, you will need to consult with your coordinator to follow the proper guidelines in communicating to the school. In most cases, the school should be notified as soon as possible.
3. The student advisor and coordinator will determine the appropriate next steps.
 - NOD staff will inform the foreign partner and natural parents of the situation.
 - If the incident occurred at school, NOD will take the proper steps to ensure safety of your student as quickly as possible.
 - If your student needs to be repatriated or moved to a safer school environment, the coordinator will follow the proper procedure for such circumstances.
 - The student advisor will work with your student to assess their emotional stability, safety, and any other needs.
 - The student advisor or coordinator will work with the host family or the authorities to assess the appropriate measures needed to ensure the continued safety of your student.

Facts About Sexual Abuse

- Most abusers are known and trusted by their victims. Many people believe that abusers are strangers to their communities, but this is not true. As many as 60% of abuse victims are abused by someone they and their family trusts. Abusers often go out of their way to appear trustworthy and safe, which is why even the most careful, attentive adults are surprised when abuse is discovered. It is difficult to identify an abuser.
- Sexual abuse is about power and control. It is not only about sex and sexuality, as many would believe. Sexual abuse gives perpetrators a sense of power and control over their victims, which is why vulnerable young people are often targeted.
- Sexual abuse happens to boys and girls. While the majority of reported abuse concerns girls, boys are also at risk. Boys are less likely to report abuse, which contributes to our cultural misunderstanding that girls are the main victims.

Both men and women commit sexual abuse. Many believe that only men are perpetrators of sexual abuse. It is important to know that sexual abuse can occur between men and boys, women and girls, men and girls, and women and boys.

More important points:

- Young people often fail to report sexual abuse because they fear that disclosure will bring consequences worse than being victimized again.
- Abuse is often under reported because offenders can convince their victims that it is their own fault.
- Young victims of sexual abuse often do not report the abuse until they are adults.
- Because of the shame attached to being a sexual abuse victim, young people tend to minimize and deny abuse, not exaggerate or over-report such incidents.
- Youth sex offenders seek opportunities for access to children and teenagers through youth organizations that lack strong screening and protection practices. This fact is one that NOD takes very seriously and why prevention and response procedures are absolutely necessary.

Identifying Abuse

Since young people are unlikely to report abuse, it is up to responsible adults to keep a careful watch on their behaviors and moods. Know how young people communicate and learn the signs of possible abuse. The following may be signs of sexual abuse:

- Physical signs of sexual abuse are not common. Any physical sign of abuse, such as a repeated pattern of injury for which the explanation doesn't fit the injury, should be taken seriously.
- Physical manifestations of stress and anxiety are more likely to occur than other physical signs. Chronic stomach pain, fatigue, and headaches could be such signs.
- Changes of behavior, extreme mood swings, withdrawal, fearfulness, or excessive crying
- Fear of certain places, people, or activities; reluctance to be left alone with a particular person
- High levels of anxiety
- Sudden displays of unexplained homesickness
- Begins performing badly in school
- Sudden changes in behaviors or "clusters" of symptoms happening at the same time
- Distorted body image, including or resulting in eating disorders, self mutilation, or other related behaviors
- Diminished self-esteem
- Overly aggressive behavior
- Unwillingness to participate in extracurricular activities
- Poor peer relationships; isolation
- Nightmares or night terrors
- Graphic or age-inappropriate knowledge of sex or sexual behavior
- Suicide attempts or gestures
- Obsessive behaviors
- Self-medicating through drugs or alcohol

International students who are making cultural adjustments to a new country, host family, language, and academic system often exhibit some of the behaviors listed above. Students experiencing homesickness and difficulties with a new culture exhibit similar behaviors, as they are all reactions to stress, anxiety, confusion, and discomfort. For this reason, it is important to exercise caution and thoughtful, active listening when interacting with students. Take time to learn what is going on with the student. It is important to analyze these behaviors

in combination with the known behaviors and traits of the student. When any of the above symptoms occur, especially if they are very uncharacteristic of the student, further exploration of the behaviors is necessary.

Many of these symptoms could also be considered “typical teen behavior.” Adults involved with the student should attempt to find out why their behavior has changed. Careful conversations with questions such as, “I’m concerned about this behavior and want to make sure you are okay. Is there anything else going on that I should know about?” provide a comfortable space for students to express themselves. Take care not to ask leading questions.

Reacting To & Reporting Allegations of Abuse

When a student approaches an adult with allegations of abuse, it is necessary to respond appropriately to the student. For victims of abuse, reporting abuse is a risk that takes courage and trust. Therefore, our reactions as trustworthy adults have a powerful influence on vulnerable youth.

Appropriate Reactions to Reports of Abuse:

- Stay calm and emotionally consistent.
- Believe the student, and make sure they know it.
- Thank the student for telling you, and praise them for their courage.
- Be encouraging. Do not express horror, shock, or disbelief – *even if you feel horrified, shocked, or disbelieving.*
- Inform the student that you can help them be safe. Tell them that you can provide privacy but not confidentiality about the issues. It is important for them to know that you must tell others in order to stop the abuse.
- Gather information about the abuse, but don’t interrogate the student. Ask questions that establish facts: who, what, when, where, and how. Avoid asking “why” questions, which may be interpreted as questioning the young person’s motives. Reassure the student that they did the right thing in telling you.
- Encourage the student, but never ask leading questions. Remain calm and allow them time to speak, as it may be difficult for them to share. Praise their ability to share this with you.
- Be non-judgmental and reassuring to the student. Avoid criticizing anything that has happened or anyone who may be involved. It’s very important not to blame or criticize the student. Emphasize that the situation was not their fault.
- Document the allegation in writing. Make a written record of the conversation, including the date and time, as soon after the report as you can.

Inappropriate Reactions to Reports of Alleged Abuse:

- It is not appropriate to react to a student’s disclosure of abuse with shock, disbelief, disgust, or anger.
- When an adult reacts to a child’s disclosure of sexual abuse with anger or disbelief, the child will respond accordingly in a way that protects him or herself. Such reactions could be:
 - o The student will shut down and refuse to speak about the reported abuse again for fear that they won’t be believed or will be in trouble.
 - o The student may change the story or deny the events, even though abuse is actually occurring.
 - o The student feels more guilt and shame for being involved in the abuse.

Nacel Open Door Conduct When Responding to Alleged Sexual Abuse

The following procedures should be followed by all local representatives:

1. Listen calmly and attentively.
2. Be non-judgmental, and comfort the student.
3. Record and document all details in writing.
4. If the incident occurred in the host family's home, the student(s) should be removed immediately.
5. Contact your coordinator and a student advisor.
6. Create a safe space for the student.
7. Protect the privacy of the student and of the alleged abuser. Speak to only the proper authorities and NOD about the allegations.
8. Do not accuse, challenge, or confront the alleged offender.
9. Allow the proper authorities to do their jobs.
10. Ensure that the student has proper support.



International Student Health Insurance

Students currently studying in the United States are covered by multiple insurance plans. Most students through NOD are covered by Mutuaide Insurance. However, students from certain countries arrive with alternate insurance coverage. Each student has been provided an insurance card that lists the appropriate information. Information listed in this document is for Mutuaide Insurance only. Please check you student’s card to verify the insurance carrier and make sure you follow the proper procedures for handling claims.

Insurance Company Name: Mutuaide
Group Policy Number: 3924 *(students do not have an individual group number)*
3926 *(french students only)*

Nacel Open Door Contact Information:

For questions or concerns, please contact:

800-622-3553 – option 1
DIRECT PHONE: 651-288-4608 (9:00am – 4:00pm CST, M-Th)
FAX: 651-686-9601
insurance@nacelopendoor.org

Please remit claim forms and other correspondence to:

Nacel Open Door
Attn: Student Health Insurance
380 Jackson Street, Suite 200
St. Paul, MN 55101

Important:

Host families are advised to list Nacel Open Door as the “guarantor” or “responsible party” on any medical forms submitted during a visit to a doctor’s office, clinic, hospital, or emergency room. Equally, they should give NOD’s billing address, telephone number, and fax number to the medical provider.

Families are encouraged to bring along the Authorization for the Release of Protected Health Information, signed by the natural parents (part of the student’s application), and student ID card as proof of their relationship with the student and NOD.

Whenever possible, host families should register their student with medical provider(s) prior to the occurrence of an illness or accident so that there is adequate time to validate insurance coverage in their system.

Policy Description

Nacel Open Door's insurance policy for its students should be regarded as an **Accident and Emergency Illness Policy**.

Guaranteed Accidents are covered by this policy. These include accidents that occur during the life of the student's policy (while they are on our program). Examples of Guaranteed Accidents include hurting a knee while skiing or playing basketball, slamming a finger in the car door, getting burned while helping in the kitchen, etc.

Emergency Illness means illness that occurs during the life of the student's policy (for example, the student develops a headache and cough that won't go away, has the flu, or as the insurance certificate describes it, "[has] Any deterioration in health recorded by a qualified medical authority").

The dental coverage for urgent needs (e.g. toothache that doesn't allow the student to eat) is limited, unless the dental care is the result of a guaranteed accident. Please refer to the policy for coverage limits.

Prescription drugs are covered, if prescribed for a covered injury or accident, and only if the student has been seen by a physician. Mutuaide does not offer online billing for prescriptions, so prescriptions must be paid for by the student. For prescription claim reimbursement, save the original PHARMACY PRESCRIPTION (usually stapled to the bag or attached to the medication information) showing the student's name and address, doctor's name, NDC code, prescription description, and date. **This original pharmacy receipt must be sent with a completed claim form** to the NOD national office for reimbursement. Proof of Payment receipts (credit card slips, cash register receipts) are also required with the pharmacy receipt.

Examples of Health Issues Not Covered by the Policy

- Periodic medical examinations (physicals, annual exams, etc.). If needed, these are the responsibility of the student.
- Immunizations, vaccinations, and tests required by the school, should the student need them for registration (these are the student's responsibility and are not covered by the insurance policy).
- Routine dental check-ups, cleanings, and any dental procedures that are not emergencies, or the direct result of a Guaranteed Accident (dental prosthesis and comparable items are also excluded from emergency dental care)
- Any non-emergency related to the eye (eye exams, glasses/contact replacement, etc.)
- Any non-emergency related to the ear (auditory prosthesis, hearing, etc.)
- Psychological illness (eating disorders, therapy, depression, stress-related illness, etc.)
- Anything related to the back (chiropractor, backaches, etc.) that is not the direct result of an accident.
- Prior conditions (anything relating to an accident/illness that occurred prior to the student's arrival)
- Physical Therapy

*For a comprehensive list of the exclusions of coverage, please consult the Insurance Certificate.

Submitting a Claim: For all Students on Mutuaide Insurance

1. Student needs medical assistance
2. Student goes to see doctor/hospital
3. Student gives Mutuaide insurance card from NOD as evidence of insurance

4. Student requests copy of their medical records
5. Service provider sends insurance claim (bill) directly to NOD
6. Student/host family sends Insurance Claim Form, student medical records, and any additional documents to NOD
7. NOD receives forms, reviews, and submits them to Mutuaide for claims-processing

**Some service providers/doctors do not send the bill directly to NOD, but rather to the host family. In these cases, the host family should immediately forward the bill to NOD for processing. It is also possible that the provider will not recognize our insurance. The family or student will be marked as having no insurance and will be written as the guarantor. The host family should request that a HCFA 1500, UB-04, or UB-92 be sent to them, and then forward to NOD. The student claim form is only necessary if the host family or student paid for the visit or prescription.*

In Case of an Emergency Requiring Hospitalization and/or Surgery

If your student needs emergency medical assistance that will require a hospital visit or stay, you must contact 1-844-494-1224 for pre-authorization. This number is available 24 hours a day. After explaining the situation, you will be given a case number. The insurance company will then work directly with the hospital for payment. If you have questions, or are unable to contact the assistance number, please contact Nacel Open Door during business hours at 1-800-622-3553, option 1.





Daniel and his host mom in Times Square during their visit to New York City.

Student Travel

Student Arrivals

Students typically arrive five to seven days before their school start date and depart five to seven days after their school end date.

The policy for Nacel Open Door student arrival is:

- Students arrive into the airport closest to the host family
- Students arrive BEFORE 22:00 (10pm)

Please note:

Due to pricing and availability, some flights may not arrive to the closest airport or before 22:00. If alternative flight arrangements are necessary, the national office will confirm with you prior to finalizing bookings.

Important: If you or the host family receives a flight itinerary from the student or their natural parents before you receive it from the national office, please let the national office know (travel@nacelopendoor.org).

Preparing for Student Arrivals

1. Remind host families to confirm flight details with the student. If they find discrepancies between their information and the student's information, please inform the national office.
2. Prepare host families to make alternative arrangements in the event the student's flight is delayed or cancelled. Due to delays or cancellations, some students may arrive one or two days later than expected. If a family has concerns about their availability for the day or two after the student's scheduled arrival, please assist the host family in making a plan for alternative arrangements.
3. On the day of the student's arrival, check the flights. Refer to your airport's website or call the airline for information on delays or cancellations. Be available to assist your host families with questions.

Flight Delays & Cancellations

Most delay or cancellation situations will be resolved fairly quickly. Checking the airport's website or calling the airline will resolve most issues surrounding a student's delay or cancellation.

1. Check the airport's website or call the airline. The website or airline will have information on the student's rescheduled flight.
2. If the student must stay overnight due to a missed connection, determine where the student will be staying (young traveler's office, etc.). Call the national office if the student must stay overnight due to a missed connection: 800-622-3553.

Problems at the Airport

Help! A student arrived as scheduled, but the host family can't find them at the airport:

1. Ask the host family to wait another 30 minutes in the baggage claim area. Many students take extra time to navigate a new airport or to pass through customs if their international flight is direct.
2. Tell the host family to ask an airline representative for help to page the student.
3. If they still cannot locate the student, call the Nacel Open Door national office at 800-622-3553. The person on-call will assist you in locating the student.

A Student's Luggage Did Not Arrive. What Should They Do?

1. The host family should ask the student for their luggage claim ticket and go to the baggage claim counter to file a lost baggage form. The baggage claim counter is usually near the baggage pick up area.
2. Lost luggage usually arrives on the next flight.

Student Travel on Program

Approval from the NOD travel coordinator is required for all overnight travel outside the host community or travel within the host community without the host family for more than one night unless the following condition applies:

- Students traveling with their host family within the U.S. for up to two nights do not need approval from the national office prior to travel. Travel for three nights or longer with the host family requires approval from the national office.
- Your host community is defined as within 30 miles of the host home. If the host family feels there is a special circumstance and would like to extend the 30-mile radius, please contact the travel coordinator at the national office.

Important:

- Student travel should **NOT** conflict with the student's school schedule. Attendance on school days is **NECESSARY** to ensure the student's academic success while on program.
 - Students should submit all required forms for travel and receive permission from the NOD national office **BEFORE** they purchase tickets or make deposits.
 - Forms should be submitted at least **TWO WEEKS** (14 days) before international travel or **ONE WEEK** (seven days) prior to domestic travel.
1. Students are allowed to travel in the U.S. and internationally while on program with approval from the NOD national office.
 2. All student travel requires supervision of an adult 25 years or older.
 3. Students may travel alone by plane if they are met by an approved adult.
 4. Students are not permitted to travel by bus or train without an approved adult.
 5. Students are not permitted to travel apart from their host families over Thanksgiving, Christmas, or New Year's.

Travel approval or denial will be communicated to the student, host family, local representative, and coordinator via email from the NOD travel coordinator.

Important:

- Plane tickets or deposits should not be purchased until the trip is approved. Students will be responsible for cancellation fees in the event the travel plans are denied.
- Travel approval is decided on a case-by-case basis and depends upon several factors, including student academics and behavior. Students whose academics or behavioral conduct changes after travel approval may face the consequences of rescinded approval and will be responsible for any costs incurred by last-minute cancellations.

If students fail to comply with the travel procedures, they may be subject to disciplinary actions, including probation or termination of program.

International Travel Form DS-2019

Important: Students must have a valid Form DS-2019 in hand before they travel outside of the country.

Form DS-2019 is titled, “Certificate of Eligibility for J-1 Visa Status.” The student presents this document at the consulate to obtain a J-1 visa. This 8 ½” by 11” document should either be stapled to the passport or stored with other important documents.

All students who travel internationally must have their Form DS-2019 signed by a responsible officer from the national office. The original copy of the Form DS-2019 must be sent via certified mail to the national office for authorization. The document will be signed and returned via certified mail. Students should send the Form DS-2019 a minimum of four weeks prior to international travel.

Additional Visa Requirements

Some students may require additional documentation to travel with their host families internationally. Students or their natural parents should contact the consulate in the country they wish to travel to for visa requirements. Please contact the national office if you have questions about international travel.

A reference for visa requirements for international travel can be found online at <http://www.visahq.com/visas.php>.

Required Forms for Travel

Travel forms are required for all overnight travel outside of the host community and for overnight stays within the host community longer than one night and shorter than six nights.

Travel Forms:

1. Travel Proposal and Host Family Permission
 - a.) No forms are necessary if the student will travel with their host family within the U.S. for two nights or less.
2. Independent Party Receiving Form
3. Natural Parent Permission Form
 - a.) Nacel Open Door will request signed permission from natural parents from the foreign partner's office in the student's home country.

These forms can be found at www.nacelopendoor.org

Submit Completed Travel Forms

Completed travel forms must be submitted to the national office. It is the responsibility of the student to submit these forms one week prior to domestic departures and two to four weeks prior to international departures. Edited or incomplete forms will be considered invalid.

Email: travel@nacelopendoor.org

Fax: 651-846-4608

Questions? Call: 800-622-3553 ext. 619

Students who travel without written permission from the national office may receive a written warning or compromise the status of their program.

Student Departures

After successful completion of a semester or academic year stay, students are expected to return to their home country. Program extensions through the summer are not an option. The only program extension facilitated by NOD is for a semester student who has received all necessary approvals to remain on the program for the full academic year. However, any student who completes the program has a 30-day grace period beyond the program end date indicated on the Form DS-2019. Nevertheless, host families are only obligated to host through the program end date. Many students opt to travel with their natural parents within the U.S. upon completion of their program and during the grace period. During the 30-day grace period, students should not plan to travel outside of the U.S., as they will not be allowed to re-enter the country. NOD recommends that students depart from the U.S. a few days prior to the end of the grace period to avoid any immigration issues in the event of unforeseen travel delays.

The national office will email return travel itineraries to host families, local reps, and coordinators in cases where NOD purchases a student's domestic return flight to Chicago. This is typically the case for students who attend a national orientation session in Chicago. German students are an exception, as their complete itinerary is always

arranged by the foreign partner. For the majority of students who fly directly to their host families, the entire return itinerary is arranged by the foreign partner or the student's natural parents. NOD will send these students a return travel email to request their return flight details, as student may have changed their return itineraries during the year.

If a student withdraws from program or is sent home for any reason, the 30-day grace period does not apply. Students must depart from the U.S. immediately. If you have any questions about student departures, please contact the travel coordinator for clarification.

If a student's host family is traveling, but the student will be staying in the community with a different family or adult(s), please inform the coordinator and the national office for instruction.

Travel Form Required	Travel Proposal with Host Family Permission	Natural Parent Release	Independent Party Receiving Form	FORM DS-2019 must be signed
Type of travel				
Travel with Host Parent[s] within the U.S. longer than two (2) nights	X			
Travel with Host Parent[s] outside the U.S.	X	X		X
Travel with school, church, or clubs within the U.S.	X	X	X	
Travel with school, church, or clubs outside the U.S.	X	X	X	X
Travel with an adult other than Host Parent[s] within the U.S.	X	X	X	
Travel with an adult other than Host Parent[s] outside the U.S.	X	X	X	X
Travel with an adult other than Host Parent[s] within host community for more than one [1] night	X			
Independent travel to meet a third party (including relatives) within the U.S.	X	X	X	
Holiday travel to home country	Students are not permitted to travel apart from their Host Families over Thanksgiving, Christmas, or New Year's.			
Travel with Natural Parents within the U.S.	X	X		
Travel with Natural Parents outside the U.S.	X	X		X

For travel with the Host Family within the U.S. for two (2) nights or less, no paperwork is required.

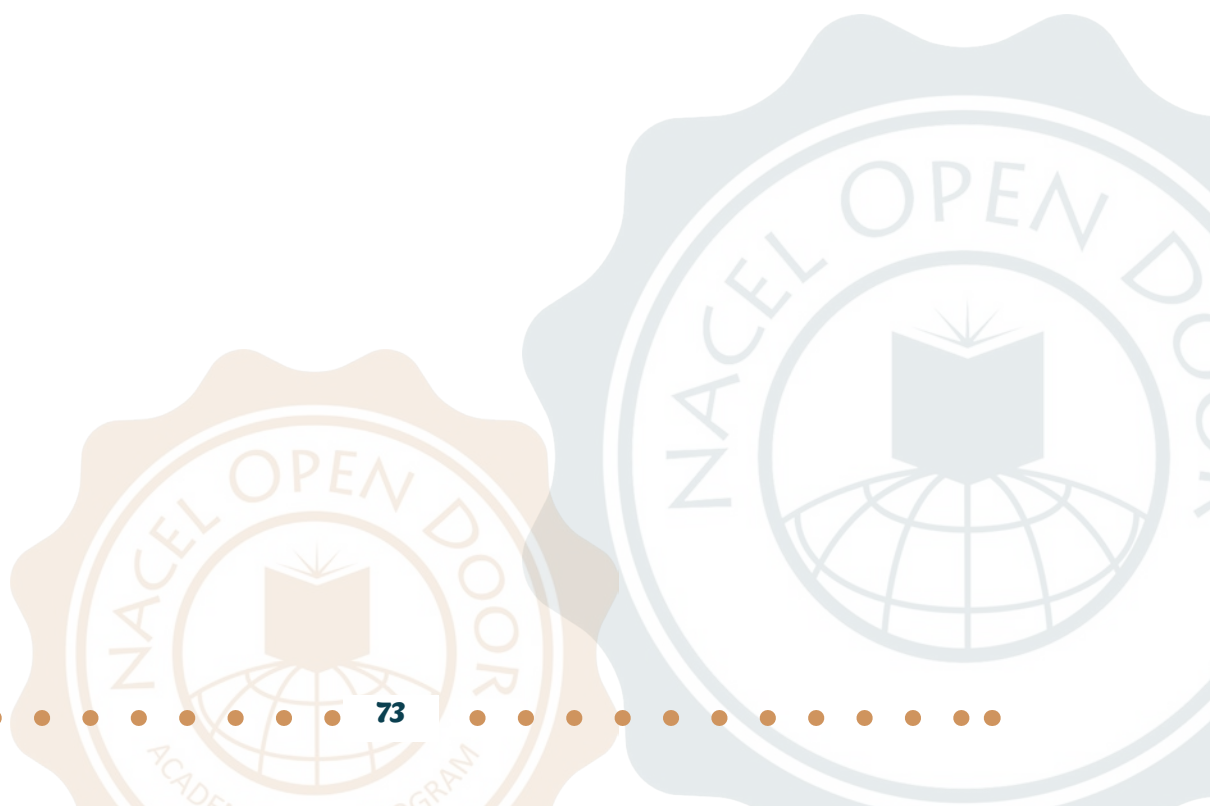


Paula, right, and friends before her high school's homecoming dance.

Final Thoughts

Nacel Open Door's Academic Year Program is a very exciting experience, not only for the host families and students, but also for the local representative. As an NOD local rep, the program provides a wonderful opportunity for you to establish a caring relationship with your student(s) from abroad. You will be able to witness first-hand the changes a student goes through while discovering a new culture. It is also very rewarding to witness the development of a bond between your student and their host family, knowing that you facilitated that relationship. Host families also benefit by welcoming an NOD student into their lives. Families gain a new perspective on the world by learning about another country and culture and enjoy the fun and satisfaction of sharing their American lifestyle with their new family member. An exchange student will help to internationalize the school and community as well. The student's participation at school and in community events will bring new points of view and provide an opportunity for others to gain a broader understanding of other people and their cultures.

We hope that you will enjoy your role as a local representative, and we hope that this manual has provided you with a solid foundation to approach the role with confidence. Please contact your coordinator about additional training opportunities, and remember that the national office staff is always available to answer questions or provide additional materials or resources to help you be successful as a Nacel Open Door local representative!



Appendices

Appendix A

Department of State Regulations

Appendix B

CSJET Standards and Listing Certificate

Appendix C

Department of State Guidance Directive

Appendix D

Placement Forms

Appendix E

Online Rep Center Guide

Online Rep Center Guide to Host Family Applications

Host Family Application Guide

Host Family Application Renewal Guide

Appendix F

International Student Health Insurance

Appendix G

Student Handbook

Appendix H

Host Family Handbook

Appendix A

Department of State Regulations



Office of Information and Regulatory Affairs of OMB, that this rule is not a "major rule" as defined in section 351 of the Small Business Regulatory Enforcement Fairness Act of 1996.

List of Subjects in 18 CFR Part 40

Electric power, Electric utilities, Reporting and recordkeeping requirements.

By the Commission.
Kimberly D. Bose,
Secretary.

APPENDIX A

List of Commenters

Commenter name	Abbreviation
Western Electricity Coordinating Council	WECC
North American Electric Reliability Corp	NERC
Bonneville Power Administration	Bonneville
California Independent System Operator Corp	CAISO
California Dept of Water Resources, State Water Project	CDWR
Idaho Power Co.	Idaho Power
Midwest Independent System Operator, Inc	MISO
Powerex Corp	Powerex
Puget Sound Energy, Inc	Puget Sound
Cogeneration Association of California and the Energy Producers and Users Coalition	QF Parties
Sempra Generation	Sempra
Sierra Pacific Power Co. and Nevada Power Co	NV Energy
Southern California Edison Co	SCE
Western Interconnection Regional Advisory Body	WIRAB
WSPP Inc	WSPP
Xcel Energy Services Inc	Xcel

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DEPARTMENT OF STATE

22 CFR Part 62

[Public Notice: 7216]

RIN 1400-AC56

Exchange Visitor Program—Secondary School Students

AGENCY: United States Department of State.

ACTION: Final rule.

SUMMARY: The Department is revising existing Secondary School Student regulations regarding the screening, selection, school enrollment, orientation, and quality assurance monitoring of exchange students as well as the screening, selection, orientation, and quality assurance monitoring of host families and field staff. Further, the Department is adopting a new requirement regarding training for all organizational representatives who place and/or monitor students with host families. The proposed requirement to conduct FBI fingerprint-based criminal background checks will not be implemented at this time. Rather, it will continue to be examined and a subsequent Final Rule regarding this provision will be forthcoming. These regulations, as revised, govern the Department designated exchange visitor programs under which foreign

secondary school students (ages 15–18½) are afforded the opportunity to study in the United States at accredited public or private secondary schools for an academic semester or year while living with American host families or residing at accredited U.S. boarding schools.

DATES: Effective November 26, 2010. Compliance with the new requirement for the State Department designed and mandated training module for local coordinator training, as set forth at § 62.25(d)(1), will not become effective until the development of an online training platform implementing this requirement is completed. The Department anticipates a January 2011 launch of this training platform. A subsequent **Federal Register** Notice will be published when development is completed.

FOR FURTHER INFORMATION CONTACT: Stanley S. Colvin, Deputy Assistant Secretary for Private Sector Exchange, U.S. Department of State, SA-5, 2200 C Street, NW., 5th Floor, Washington, DC 20522-0505; or *e-mail at* JExchanges@state.gov.

SUPPLEMENTARY INFORMATION: The U.S. Department of State has authorized Secondary School Student programs since 1949, following passage of the United States Information and Educational Exchange Act of 1948 and adoption of 22 CFR Part 62—Exchange Visitor Program, establishing a student exchange program (14 FR 4592, July 22, 1949). Over the last 60 years, more than

850,000 foreign exchange students have lived in and learned about the United States through these Secondary School Student programs.

While the vast majority of the Department's nearly 28,000 annual exchanges of Secondary School students conclude with positive experiences for both the exchange student and the American host families, a number of incidents have occurred recently with respect to student placement and oversight which demand the Department's immediate attention. The success of the Secondary School Student program is dependent on the generosity of the American families who support this program by welcoming foreign students into their homes. The number of qualified foreign students desiring to come to the United States for a year of high school continues to rise and student demand is now placing pressure on the ability of sponsors to identify available and appropriate host family homes. The Department desires to provide the means to permit as many exchange students into the United States as possible so long as we can ensure their safety and welfare, which is our highest priority.

A great majority of exchange students who come to the United States to attend high school enjoy positive life-changing experiences, grow in independence and maturity, improve their English language skills, and build relationships with U.S. citizens. As with other Exchange Visitor Program categories, the underlying purpose of the

Secondary School Student program is to further U.S. public diplomacy and foreign policy goals by encouraging this positive academic and social interaction. Experience has shown that foreign students who participate in this program share the knowledge and goodwill derived from their exchange experience with fellow citizens upon return to their home countries. The age and vulnerability of high school exchange students and the long-term importance of these programs necessitates increased quality of sponsor program administration through both the promulgation of clear and enhanced regulations and continued Department oversight of sponsor activities and compliance. The Department believes that the increased specificity in this Final Rule and the establishment of minimum industry standards will improve the quality of exchange student placements and promote the health, safety and well-being of this most vulnerable group of exchange visitors. The Department, the Congress, the American public, and members of the exchange community share a common goal of ensuring a safe and positive exchange experience for every foreign student participating in this exchange program.

As a first step in the rulemaking process to adopt enhanced program safeguards, the Department published in the **Federal Register** an Advance Notice of Proposed Rulemaking (ANPRM) soliciting comments from sponsors and the general public on current best practices in the industry (see 74 FR 45385, September 2, 2009). The ANPRM focused on six areas: (1) Utilization of standardized information on a sponsor-developed host family application form; (2) a requirement for photographs of all host family homes (to include the student's bedroom, living areas, kitchen, outside of house and grounds) as a part of the host family application process; (3) the appropriateness of host family references from family members or local coordinators, and the feasibility of obtaining one reference from the school in which the student is enrolled; (4) whether fingerprint-based criminal background checks should be required of all adult host family members and sponsor officers, employees, representatives, agents and volunteers who come, or may come, into direct contact with the student and whether guidelines regarding the interpretation of criminal background checks are needed; (5) the establishment of baseline financial resources for potential host families; and (6) the establishment of limitations on the composition of

potential host families. In response to the ANPRM, 97 parties filed comments, and the Department, in turn, identified 16 discrete issues that it believed merited specific public comment. These issues and the proposed regulatory language addressing each matter were consolidated into a Notice of Proposed Rulemaking (NPRM) (see 75 FR 23197, May 3, 2010). The Department received a total of 1,698 comments in response to the NPRM. Of this number, 1,265 comments, or 74% of the total comments, were submitted by individuals self-identifying with three sponsor organizations: Rotary International (600 comments); American Field Services (451 comments); and Youth for Understanding (214 comments). Collectively, comments from persons associated with these three sponsor organizations opposed: Obtaining FBI fingerprint-based criminal background checks for adult members of potential host families; the prohibition of single adults hosting exchange students; the prohibition of removing exchange students' government issued documents, personal computers, and telephones from their possession; and the change of required maximum distance of local coordinators from exchange students from 120 miles to one hour's drive. Sponsor organizations, industry associations, state law enforcement agencies, and other interested members of the public submitted the remaining 433 comments. The Department also hosted a public meeting on June 17, 2010, to discuss the Notice of Proposed Rulemaking. The Executive Directors of the Alliance and Council on Standards for International Educational Travel (CSIET) and a representative of the National Center for Missing and Exploited Children provided statements on behalf of their respective organizations. Eleven (11) other individuals spoke at the public meeting, including directors of three organizations, two local Rotary leaders, four exchange program volunteers, and one current exchange student. The Department received twelve (12) written comments from attendees following the public meeting.

Analysis of Comments

1. Standard Host Family Application Form. The Department proposed that a new regulatory provision be added at § 62.25(j)(2) to require the use of standard information fields on sponsors' host family application forms. The information set forth at Appendix F to Part 62, "Information to be Collected on Secondary School Student Host Family Applications," includes all data fields that, at a minimum, must be collected.

The Department received 93 comments, 85 of which supported this change indicating that it is important that all sponsors collect the same information on potential host families. The eight parties opposing this proposal argued that sponsor organizations are sufficiently able to determine information to be collected on the Host Family Application without guidance from the Department. The Department disagrees with these eight parties. Based on the Department's administration of this program, the collection of uniform information by all sponsors will establish a consistent, program-wide base for evaluating potential host families. Having considered all points of view on this issue, the Department hereby adopts, without change, this proposed language set forth at § 62.25(j)(2).

2. Requiring Photographs of the Host Family Home. The Department proposed that a new regulatory provision be added at § 62.25(j)(2) to require sponsors to photograph the exterior and grounds, kitchen, student's bedroom, bathroom, and family or living room of the potential host family's home as part of the host family application. The Department received 81 comments, 38 of which supported this change. Parties supporting this proposal explained that requiring photographs of the host family home would provide an objective visual means of evaluating the suitability of the home and is currently a standard practice of many sponsors. Many of the parties who did not support this requirement submitted comments that were general in nature, *i.e.*, merely voicing opposition to the proposal but without an explanation. A few comments stated that requiring photographs was an invasion of privacy. The Department disagrees with comments opposed to this proposed change and has determined that the safety of students outweighs any privacy issues that could be raised. The Department hereby adopts, without change, this proposed language set forth at § 62.25(j)(2).

3. Personal Character References for Host Family Applicants. As a procedural safeguard, the Department proposed that a new regulatory provision be added at § 62.25(j)(5) to eliminate host family members, and sponsor representatives from serving as character references for potential host families. The Department received 45 comments, 37 of which supported this change. Parties who did not support this requirement submitted comments that were general in nature, *i.e.*, merely voicing opposition to the proposal but without an explanation. The

Department believes that the obtainment of personal character references from family members and persons affiliated with the sponsor organization does not provide a sufficiently impartial recommendation of a family's suitability to host. Having considered all points of view on this issue, the Department thereby adopts, without change, the proposed language set forth at § 62.25(j)(5).

4. Measuring Host Family Financial Resources. The Department proposed that a new regulatory provision be added at § 62.25(j)(6) to prohibit the placement of exchange students with host families receiving financial needs-based government subsidies for food or housing and to require that program sponsors collect the range of annual household income of potential host families on the host family application. The Department received 150 comments, 43 of which supported the collection of host family financial information. No comments were received opposing prohibiting a family that receives needs-based government subsidies for food or housing from hosting exchange students. Parties opposed to the proposed change regarding collection of information on host family income expressed the following concerns: Host families would not want to disclose their annual income levels; the requirement of such disclosure could discourage families from hosting; and income level is not a determinant of whether a family will be a good host family. The Department disagrees with those comments opposed to collecting household income information and has determined that the benefits of knowing a potential host family's range of income is an important factor in assessing a family's financial ability to care for an exchange student and outweighs any concerns that such information collection would discourage some families from hosting. Having considered all points of view on this issue, the Department hereby adopts, without change, the proposed language set forth at § 62.25(j)(6).

5. Criminal Background Checks. The Department proposed that a new regulatory provision be added at § 62.25(j)(7) to require that all potential host family adults (age 18 or older) complete an FBI fingerprint-based criminal background check before the family is able to host an exchange student. The Department received 882 comments, 160 of which supported this change. Opponents of the proposed FBI fingerprint-based criminal background check requirement suggested it would "criminalize" host families participating in the program and could potentially

reduce by as much as 30% the number of families willing to host. This estimate was calculated by sponsors and industry trade associations involved in the program through surveys of current host families. Opponents also suggested that this proposal could not be executed in a timely, cost effective, or convenient manner as there is no existing mechanism for such checks to be performed directly by placement organizations. Supporters of this proposed requirement explained that the extra level of protection that FBI fingerprint-based criminal background checks of host family adults would provide exchange students far outweighs the inconveniences that such checks would impose on host families.

The Department notes that the proposal to require FBI fingerprint-based criminal history checks for all adult members of potential host families is responsive to public demands for the increased protections and reflects a trend at both the state and federal levels towards requiring FBI fingerprint-based criminal background checks for volunteers working with children. Specifically, the Congress created the Child Safety Pilot Program to be administered by the National Center for Missing and Exploited Children (*see the National Child Protection Act/ Volunteers for Children Act*) to provide a national means to complete FBI fingerprint-based criminal background checks on volunteers working with children, a category that includes adult members of potential host families.

Given the National Center for Missing and Exploited Children's limited authorization and resources to perform these checks, a number of cost, administrative, and statutory issues need to first be addressed before this proposal can be adopted. Accordingly, the Department will conduct further fact-finding and analysis on this matter and will not adopt at this time the proposed language set forth at § 62.25(j)(7). The existing requirements for criminal background checks remain. As a matter of clarification, sponsors must verify that each member of the host family household eighteen years of age and older, as well as any new adult member added to the household, or any member of the host family household who will turn eighteen years of age during the exchange student's stay in that household, has undergone a criminal background check (which must include a search of the Department of Justice's National Sex Offender Public Registry). *See* <http://www.nsopk.gov>.

6. Host Family Composition. The Department proposed that a new regulatory provision be added at

§ 62.25(j)(9) to prohibit single adults without a school-aged child living in the home or without a child who visits the home frequently from hosting exchange students. The Department received 1,190 comments, 77 of which supported this change. Supporters of this proposed change believe that the placement of an exchange student or students with a single adult without a school-aged child who lives in or frequently visits the home necessarily increases potential risk to the exchange student as there is no additional person in the home with whom the student can communicate, should the relationship with the host parent become strained or abusive. However, parties opposing this proposal argued that the exclusion of single adults without school-aged children in the home or who frequently visit is discriminatory and would unnecessarily eliminate approximately ten percent (10%) of current host families many of whom, sponsors reported, provide excellent experiences for their exchange students and who tend to repeatedly volunteer to participate in this exchange program. This potential reduction of host families was provided by trade associations involved in this program through a survey of current host families.

The Department notes that numerous public comments submitted by sponsor organizations outlined best practices regarding the placement of exchange students in single adult host homes, including additional screening measures for single adults. Having considered competing points of view, the Department finds that the language set forth at § 62.25(j)(9) should be amended to impose additional screening procedures for exchange student placements involving single adult parents with no school-aged children in the home, including a secondary level of review by an organizational representative other than the individual who recruited and selected the applicant. Such secondary review should include demonstrated evidence from the individual's friends or family who can provide an additional support network for the exchange student and evidence of the individual's ties to the community. Finally, both the exchange student and his or her natural parents must agree in writing to any placement with a single adult host parent without a school-aged child in the home. These additional screening procedures for single adult homes will be monitored by the Department over an experimental period of not more than three years, following which the success of this approach will be further reviewed and

any necessary adjustments will be considered for adoption.

7. Local Coordinator Training Course. The Department proposed that a new regulatory provision be added at § 62.25(d)(1) to require that all local coordinators complete a training program, to be developed and administered by the Department. The Department received 108 comments, 65 of which supported this proposal. The Department notes that local coordinators, who serve as representatives (as either employees or volunteers) of program sponsors and who have responsibility for obtaining school enrollment and locating and recruiting host families, are the critical component in a successful exchange program. Local coordinators exercise a degree of independent judgment when determining whether a potential host family is capable of providing a comfortable and nurturing home environment for an exchange student, whether that family is an appropriate match for the student, and whether it has adequate financial resources to undertake hosting obligations. Opponents of this proposed change explained that the local coordinator training programs currently offered by sponsors are sufficient and that a Department-administered training course is redundant. The Department disagrees with those comments and determines that a uniform and program-wide local coordinator training course will better ensure that all agents and employees placing exchange students on behalf of a sponsor are equally educated and informed of their responsibilities. Having considered all points of view on this issue, the Department hereby adopts, without change, the proposed language set forth at § 62.25(d)(1).

8. Number of Students and Host Families for Whom a Local Coordinator May Be Responsible. The Department sought public comment on whether limiting the number of student and host family placements that a local coordinator may oversee would enhance the quality of host family placements. The Department received 61 comments, 17 of which supported this proposal. Opponents of the proposal opined that such a ratio was a decision best left to, and most accurately set by, the sponsor organization. The Department agrees with the 44 parties opposing this proposal, and, having considered all points of view on this issue, does not adopt this requirement.

9. Athletic Participation in the United States. The Department proposed that a new regulatory provision be added at § 62.25(h)(2). This provision would

prohibit exchange student selection and placement based on athletic ability. The Department received 37 comments, 35 of which supported this proposal. Comments in support of this requirement noted that this proposal is an existing CSJET provision and that the adoption of this standard would establish a uniform policy across the Secondary School Student program industry. The two parties opposed to this requirement provided no explicit reasons. Having considered all points of view on this issue, the Department hereby adopts, without change, the proposed language set forth at § 62.25(h)(2).

10. Prohibition of Payments to Host Families. The Department proposed that a new regulatory provision be added at § 62.25(d)(6) to prohibit payments to host families for hosting exchange students. The Department received 141 comments, 122 of which supported this proposal. Parties who supported the proposal cited the established Secondary School Student program practice of not paying host families to ensure that host families are involving themselves in the program with the correct motives, i.e., for the experience, and not for compensation. The parties who opposed this requirement suggested that host families were providing a service for which the family should be compensated. The Department disagrees with the 19 parties opposing this proposal and maintains its position that hosting an exchange student must remain a volunteer activity. Having considered all points of view on this issue, the Department hereby adopts, without change, the proposed language set forth at § 62.25(d)(6).

11. Separate Orientation for Host Families. The Department proposed that a new regulatory provision be added at § 62.25(d)(9). This provision would clarify that sponsors must conduct the host family orientation at the end of the host family application process, i.e., after the host family has been fully vetted and accepted into the program. The Department received 519 comments, 75 of which supported this proposal. Parties opposed to this proposed change argued that the host family orientation is often used as the initial recruitment session. The Department disagrees with those comments opposed to requiring a separate host family orientation and has determined that a separate orientation, to be conducted following the recruitment, screening, and selection of host families, will better ensure that the host family fully understands and accepts the obligations it assumes when

choosing to host an exchange student. Having considered all points of view on this issue, the Department hereby adopts, without change, the proposed language set forth at § 62.25(d)(9).

12. Additional Visit to Host Family Homes. The Department proposed that a new regulatory provision be added at § 62.25(d)(12) to require that a visit to the host family home be conducted, within two months of placement, by an organizational representative of the sponsor other than the local coordinator who screened and selected the host family and made the placement. The Department received 91 comments, 31 of which supported this proposal. Opponents focused on additional administration and cost burdens for sponsors required for a second organizational representative to make these visits. The Department disagrees with those comments opposed to this proposed change and has determined that the enhanced monitoring outweighs any possible administrative inconveniences. The Department also recognizes that some sponsors will need to adjust their current business models to satisfy this new requirement but has determined that this requirement is a minimal cost to sponsors. Having considered all points of view on this issue, the Department hereby adopts, without change, the proposed language set forth at § 62.25(d)(12).

13. Local Coordinator Distance from Exchange Students. The Department proposed that a new regulatory provision similar to that which has been successfully incorporated into the Au Pair category regulations be added at § 62.25(d)(5) to require that no secondary school student placement be made beyond one hour's drive of the home of the local organizational representative responsible for monitoring the student. The Department received 54 comments, 22 of which supported this proposal. Opponents of this change explained that such a requirement would serve only to the limit number of exchange student placements in rural locations, especially the Mountain West region. The Department agrees with those comments opposed to this proposed change. Having considered all points of view on this issue, the Department does not adopt this requirement.

14. Restrictions on Local Coordinators. The Department proposed that a new regulatory provision be added at § 62.25(d)(10) to limit the functions and responsibilities of a local coordinator. Such limitations would prohibit a local coordinator from performing the duties of both a host family and a local coordinator/area

supervisor for an exchange student; or performing the duties of both a host family for one sponsor and a local coordinator for another. A local coordinator would also be prohibited from performing the duties of a local coordinator for a student if the coordinator also holds a position of direct authority over the student that is not related to or arising from the coordinator's placement of a student with a host family. Many local coordinators are teachers and principals in the schools where a student is placed. The Department received 62 comments, 31 of which supported this proposal. Opponents specifically argued that school officials (both teachers and principals) best know the school and student environment in which exchange students will be immersed and to exclude such a cohort needlessly eliminates some of the most important volunteers in the Secondary School Student program. The Department adopts, without change, the proposed language set forth at § 62.25(d)(10)(i) and (ii) but finds that the language set forth at § 62.25(d)(10)(iii) should be amended so that principals and teachers are not excluded from serving as local coordinators. However, a teacher cannot serve as a local coordinator for a student in his/her class. A principal cannot serve as a local coordinator for a student in his/her school. The Department also notes that students are placed in U.S. boarding schools.

15. Removing Exchange Student Property. The Department proposed that a new regulatory provision be added at § 62.25(d)(8) to prohibit the removal of exchange students' government issued documents, personal computers, and telephones from their possession. The Department received 550 comments, 68 of which supported this proposal. Comments opposed to this proposed requirement argued both that students often do not understand the importance of safekeeping their government issued documents and that confiscating cell phones and computers is a time-tested and acceptable disciplinary action for host parents. Comments supporting this proposed requirement explained that exchange students should always have access to their telephones and computers to maintain contact with parents, authorities, or friends in case of a problem, thus viewing such access as a safeguard for the student. Federal law prohibits the removal of official governmental documents from foreign nationals. The Department agrees with the comments opposed to these proposed requirements regarding the removal of cell phones and computers

and has determined that the language set forth at § 62.25(d)(8) should be amended to delete the prohibition against removing an exchange student's personal computer or cell phone. However, under no circumstance is a sponsor or a host family permitted to prohibit a student from communicating with his/her natural parents and families by telephone and e-mail.

16. Limits to Advertising. The Department proposed that new regulatory provisions be added at § 62.25(m)(3) and (4) to prohibit sponsors from including personal data, contact information, or photographs of potential exchange students on web sites or in other promotional materials and would require sponsors to ensure that access to student profiles be password protected and available only to potential host families who have been fully vetted and selected for program participation. The Department received 103 comments, 27 of which supported this proposal. Parties supporting this proposal stated that prohibiting the use of photographs and personal information of potential exchange students for recruiting un-vetted host families would better ensure the safety of exchange students as it makes such information more difficult for predators to access. Opponents stated that use of photographs in a restricted and limited manner is essential for host family recruiting. Opponents also described this type of "photo-listing," or using a photograph with a student's first name but no last name, address, or contact information to be a safe and responsible practice and one widely used in the U.S. adoption of children process. The Department disagrees with those comments opposing this proposed change and notes that the family selection process in the U.S. adoption system is much more lengthy and comprehensive than the selection of exchange student host families, and is therefore an inexact comparison. Having considered all points of view on this issue, the Department hereby adopts, without change, the proposed language set forth at § 62.25(m)(3) and § 62.25(m)(4).

Finally, in drafting the Proposed Rule, the language contained in section 62.25(n) Reporting Requirements, paragraph 3 was amended to clarify the information the report was to contain. The Department views this as a clarification and not a change in requirements. Currently, a sponsor cannot prepare a report on changes in student placement with more than one host family or school without having the data, requested in the proposed rule, readily available. Likewise, a sponsor

cannot perform requisite monitoring of a student without having this information on each student in their exchange program. In addition, consistent with the current process required for completion of the Placement Reports, this report is being requested in electronic format to enable the data submitted from all sponsor organizations to be compared and analyzed. The Department received no comments on this section of the proposed requirement and hereby adopts the proposed language set forth at 62.25(n)(3) as stated. For additional clarification, a final sentence was added to reflect the date by which the report is required. The sentence reads: This report is due by July 31 for the previous academic school year.

Administrative Procedure Act

The Department of State is of the opinion that the Exchange Visitor Program is a foreign affairs function of the U.S. Government and that rules implementing this function are exempt from section 553 (Rulemaking) and section 554 (Adjudications) of the Administrative Procedure Act (APA). The U.S. Government policy and longstanding practice have supervised and overseen foreign nationals who come to the United States as participants in exchange visitor programs, either directly or through private sector program sponsors or grantees. When problems occur, the U.S. Government is often held accountable by foreign governments for the treatment of their nationals, regardless of who is responsible for the problems. The purpose of this rule is to protect the health and welfare of foreign nationals entering the United States (often on programs funded by the U.S. Government) for a finite period of time and with a view that they will return to their countries of nationality upon completion of their exchange programs. In support of its position that this Final Rule involves a foreign affairs function of the U.S. Government, the Department of State represents that failure to protect the health and welfare of these foreign nationals will have direct and substantial adverse effects on the foreign affairs of the United States. Given this foreign affairs function exemption, the Department of State considers that it is under no legal obligation to provide public notice and comment with respect to proposed regulations. Nonetheless, in this instance, the Department of State offered reasonable opportunity for public notice and comment.

Regulatory Flexibility Act/Executive Order 13272: Small Business

As discussed above, the Department believes that this rule is exempt from the provisions of 5 U.S.C. 553, and that no other law requires the Department to give notice of rulemaking. Accordingly, the Department believes that this rule is not subject to the requirements of the Regulatory Flexibility Act (5 U.S.C. 601, *et seq.*) or Executive Order 13272, section 3(b).

However, the Department has examined the potential impact of this rule on small entities. Entities conducting student exchange programs are classified under code number 6117.10 of the North American Industry Classification System. Some 5,573 for-profit and tax-exempt entities are listed as falling within this classification. Of this total number of so-classified entities, 1,226 are designated by the Department of State as sponsors of an exchange visitor program, designated as such to further the public diplomacy mission of the Department and U.S. Government through the conduct of people to people exchange visitor programs. Of these 1,226 Department designated entities, 933 are accredited degree granting academic institutions, none of which we believe to be a small entity under the terms of the Regulatory Flexibility Act and the remaining 293 are for-profit or tax-exempt entities. Of the 293 for-profit or tax-exempt entities designated by the Department 131 have annual revenues of less than \$7 million dollars, thereby falling within the purview of the Regulatory Flexibility Act. Of these 131 entities 61 conduct secondary school student activities. This Rule will involve additional costs for these 61 entities. These costs arise from the additional staff time needed to photograph host family homes, additional screening procedures for single adult family homes, ensuring that an orientation is conducted after a potential host family has been fully vetted and accepted and an additional home visit to the host family by an organizational representative within two months of placement of the student in the home. The Department estimates these additional requirements will involve approximately four additional hours of staff time, per student and at an estimated \$20 per hour will cost \$80 additional per student participant. These 61 small entities program some 3,750 students annually. Thus at an additional \$80 per student these 61 entities will incur \$300,000 in additional administrative costs.

Although, as stated above, the Department is of the opinion that the

Exchange Visitor Program is a foreign affairs function of the United States Government and, as such, that this rule is exempt from the rulemaking provisions of section 553 of the APA, given the projected costs of this rule (discussed under the Executive Order 12866 heading below) and the number of entities conducting student exchange programs noted above, the Department has determined that this rule will not have a significant economic impact on a substantial number of small entities.

Unfunded Mandates Reform Act of 1995

This rule will not result in the expenditure by State, local and tribal governments, in the aggregate, or by the private sector, of \$100 million in any year and it will not significantly or uniquely affect small governments. Therefore, no actions were deemed necessary under the provisions of the Unfunded Mandates Reform Act of 1995.

Executive Order 13175—Consultation and Coordination With Indian Tribal Governments

The Department has determined that this rulemaking will not have tribal implications, will not impose substantial direct compliance costs on Indian tribal governments, and will not pre-empt tribal law. Accordingly, the requirements of Section 5 of Executive Order 13175 do not apply to this rulemaking.

Small Business Regulatory Enforcement Fairness Act of 1996

This rule is not a major rule as defined by 5 U.S.C. 804 for the purposes of Congressional review of agency rulemaking under the Small Business Regulatory Enforcement Fairness Act of 1996 (5 U.S.C. 801–808). This rule will not result in an annual effect on the economy of \$100 million or more; a major increase in costs or prices; or significant adverse effects on competition, employment, investment, productivity, innovation, or on the ability of United States-based companies to compete with foreign-based companies in domestic and export markets.

Executive Order 12866

The Department is of the opinion that the Exchange Visitor Program is a foreign affairs function of the United States Government and that rules governing the conduct of this function are exempt from the requirements of Executive Order 12866. However, the Department has nevertheless reviewed this regulation to ensure its consistency with the regulatory philosophy and

principles set forth in that Executive Order.

The Department has identified potential costs associated with this rule beginning with the requirement that sponsors collect photographs documenting the exterior and interior of a potential host family home. Although many sponsors currently collect such photographs as part of the host family application and vetting process, not all designated sponsors do so. Those sponsors that do collect this photographic documentation find that the cost of doing so is not substantial as the photographs are taken by the local coordinator with digital cameras, uploaded electronically, and attached to the host family application that is in turn sent to the sponsor for evaluation and further vetting. For program sponsors not currently following this practice, the cost of doing so will be associated with the purchase of a digital camera for those local coordinators that do not own or have access to one (or a telephone with camera capability). The Department does not believe this will be a substantial cost to sponsors. No comments received cited cost as an objection to photo use.

The Department also identifies the costs associated with the implementation of enhanced training for local coordinators, the individuals acting as agents of program sponsors in screening, selecting, and monitoring host family placements. The Department will develop a training program for all local coordinators at a projected one-time development cost to the Department of \$100,000. An additional cost of this rule is the time required for these individuals to take this training. While some local coordinators receive payment for placing exchange students, others do not. In determining costs for required training, the Department places a value of \$20 per hour on the time spent in taking this required training and thus finds that if all volunteers and agents (estimated at 4,000 individuals) spend three hours each taking the proposed training, then the aggregate cost would be approximately \$240,000. Finally, the Department notes that there will be an increased cost arising from the requirement that each host family home be visited within the first or second month of the student's placement in the home by a representative of the sponsor other than the local coordinator who screened and selected the host family and arranged the placement. The Department recognizes that the sponsor will utilize its existing local coordinator network and that the identifiable cost of this proposal will be related to the

additional cost of travel for this sponsor representative, which the Department anticipates to not be substantial.

The Department has examined the costs and benefits associated with this rule and declares that educational and cultural exchanges are both the cornerstone of U.S. public diplomacy and an integral component of U.S. foreign policy. The Secondary School Student exchange programs conducted under the authorities of the Exchange Visitor Program promote mutual understanding by providing foreign students the opportunity to study in U.S. high schools while living with American host families. Not only are the students themselves transformed by these experiences, but so too are their families, friends, and teachers in their home countries. By studying and participating in daily student life in the United States, Secondary School Student program participants gain an understanding of and an appreciation for the similarities and differences between their culture and that of the United States. Upon their return home, these students enrich their schools and communities with different perspectives of U.S. culture and events, providing local communities with new and diverse perspectives. Secondary School Student exchanges also foster enduring relationships and lifelong friendships which help build longstanding ties between the people of the United States and other countries. In reciprocal fashion, American secondary school students are provided opportunities to increase their knowledge and understanding of the world through these friendships. Participating schools gain from the experience of having international students in the classroom, at after-school activities, and in their communities. Although the benefits of these exchanges to the United States and its people cannot be monetized, the Department is nonetheless of the opinion that these benefits outweigh the costs associated with this rule.

Executive Order 12988

The Department has reviewed this regulation in light of sections 3(a) and 3(b)(2) of Executive Order 12988 to eliminate ambiguity, minimize litigation, establish clear legal standards, and reduce burden.

Executive Orders 12372 and 13132

This regulation will not have substantial direct effects on the States, on the relationship between the national government and the States, or on the distribution of power and responsibilities among the various levels of government. Therefore, in

accordance with section 6 of Executive Order 13132, it is determined that this rule does not have sufficient federalism implications to require consultations or warrant the preparation of a federalism summary impact statement. The regulations implementing Executive Order 12372 regarding intergovernmental consultation on Federal programs and activities do not apply to this regulation.

Paperwork Reduction Act

The information collection requirements contained in this rulemaking are pursuant to the Paperwork Reduction Act, 44 U.S.C. Chapter 35 and OMB Control Number 1405-0147, Form DS-7000.

List of Subjects in 22 CFR Part 62

Cultural exchange program.
 ■ Accordingly, 22 CFR part 62 is to be amended as follows:

PART 62—EXCHANGE VISITOR PROGRAM

■ 1. The Authority citation for part 62 is revised to read as follows:

Authority: 8 U.S.C. 1101(a)(15)(J), 1182, 1184, 1258; 22 U.S.C. 1431-1442, 2451 *et seq.*; Foreign Affairs Reform and Restructuring Act of 1998, Pub. L. 105-277, Div. G, 112 Stat. 2681 *et seq.*; Reorganization Plan No. 2 of 1977, 3 CFR, 1977 Comp. p. 200; E.O. 12048 of March 27, 1978; 3 CFR, 1978 Comp. p. 168; the Illegal Immigration Reform and Immigrant Responsibility Act (IIRIRA) of 1996, Pub. L. 104-208, Div. C, 110 Stat. 3009-546, as amended; Uniting and Strengthening America by Providing Appropriate Tools Required to Intercept and Obstruct Terrorism Act of 2001 (USA PATRIOT ACT) (Pub. L. 107-56), Section 416, 115 Stat. 354; and the Enhanced Border Security and Visa Entry Reform Act of 2002, Pub. L. 107-173; 116 Stat. 543.

■ 2. Section 62.25 is revised to read as follows:

§ 62.25 Secondary school students.

(a) *Purpose.* This section governs Department of State designated exchange visitor programs under which foreign secondary school students are afforded the opportunity to study in the United States at accredited public or private secondary schools for an academic semester or an academic year, while living with American host families or residing at accredited U.S. boarding schools.

(b) *Program sponsor eligibility.* Eligibility for designation as a secondary school student exchange visitor program sponsor is limited to organizations:

(1) With tax-exempt status as conferred by the Internal Revenue Service pursuant to section 501(c)(3) of the Internal Revenue Code; and

(2) Which are United States citizens as such term is defined in § 62.2.

(c) *Program eligibility.* Secondary school student exchange visitor programs designated by the Department of State must:

(1) Require all exchange students to be enrolled and participating in a full course of study at an accredited academic institution;

(2) Allow entry of exchange students for not less than one academic semester (or quarter equivalency) and not more than two academic semesters (or quarter equivalency) duration; and

(3) Ensure that the program is conducted on a U.S. academic calendar year basis, except for students from countries whose academic year is opposite that of the United States. Exchange students may begin an exchange program in the second semester of a U.S. academic year only if specifically permitted to do so, in writing, by the school in which the exchange student is enrolled. In all cases, sponsors must notify both the host family and school prior to the exchange student's arrival in the United States whether the placement is for an academic semester, an academic year, or a calendar year.

(d) *Program administration.* Sponsors must ensure that all organizational officers, employees, representatives, agents, and volunteers acting on their behalf:

(1) Are adequately trained. Sponsors must administer training for local coordinators that specifically includes, at a minimum, instruction in: Conflict resolution; procedures for handling and reporting emergency situations; awareness or knowledge of child safety standards; information on sexual conduct codes; procedures for handling and reporting allegations of sexual misconduct or any other allegations of abuse or neglect; and the criteria to be used to screen potential host families and exercise good judgment when identifying what constitutes suitable host family placements. In addition to their own training, sponsors must ensure that all local coordinators complete the Department of State mandated training module prior to their appointment as a local coordinator or assumption of duties. The Department of State training module will include instruction designed to provide a comprehensive understanding of the Exchange Visitor Program; its public diplomacy objectives; and the Secondary School Student category rules and regulations. Sponsors must demonstrate the individual's successful completion of all initial training

requirements and that annual refresher training is also successfully completed.

(2) Are adequately supervised. Sponsors must create and implement organization-specific standard operating procedures for the supervision of local coordinators designed to prevent or deter fraud, abuse, or misconduct in the performance of the duties of these employees/agents/volunteers. They must also have sufficient internal controls to ensure that such employees/agents/volunteers comply with such standard operating procedures.

(3) Have been vetted annually through a criminal background check (which must include a search of the Department of Justice's National Sex Offender Public Registry);

(4) Place no exchange student with his or her relatives;

(5) Make no exchange student placement beyond 120 miles of the home of the local coordinator authorized to act on the sponsor's behalf in both routine and emergency matters arising from that exchange student's participation in the Exchange Visitor Program;

(6) Make no monetary payments or other incentives to host families;

(7) Provide exchange students with reasonable access to their natural parents and family by telephone and e-mail;

(8) Make certain that the exchange student's government issued documents (i.e., passports, Forms DS-2019) are not removed from his/her possession;

(9) Conduct the host family orientation after the host family has been fully vetted and accepted;

(10) Refrain, without exception, from acting as:

(i) Both a host family and a local coordinator or area supervisor for an exchange student;

(ii) A host family for one sponsor and a local coordinator for another sponsor; or

(iii) A local coordinator for any exchange student over whom he/she has a position of trust or authority such as the student's teacher or principal. This requirement is not applicable to a boarding school placement.

(11) Maintain, at minimum, a monthly schedule of personal contact with the exchange student. The first monthly contact between the local coordinator and the exchange student must be in person. All other contacts may take place in-person, on the phone, or via electronic mail and must be properly documented. The sponsor is responsible for ensuring that issues raised through such contacts are promptly and appropriately addressed.

(12) That a sponsor representative other than the local coordinator who recruited, screened and selected the host family visit the exchange student/host family home within the first or second month following the student's placement in the home.

(13) Maintain, at a minimum, a monthly schedule of personal contact with the host family. At least once during the fall semester and at least once during the spring semester, (i.e., twice during the academic year) the contact by the local coordinator with the host family must be in person. All other contacts may take place in person, on the phone, or via electronic mail and must be properly documented. The sponsor is responsible for ensuring the issues raised through such contacts are promptly and appropriately addressed.

(14) That host schools are provided contact information for the local organizational representative (including name, direct phone number, and e-mail address), the program sponsor, and the Department's Office of Designation; and

(15) Adhere to all regulatory provisions set forth in this Part and all additional terms and conditions governing program administration that the Department may impose.

(e) *Student selection.* In addition to satisfying the requirements of § 62.10(a), sponsors must ensure that all participants in a designated secondary school student exchange visitor program:

(1) Are secondary school students in their home countries who have not completed more than 11 years of primary and secondary study, exclusive of kindergarten; or are at least 15 years of age, but not more than 18 years and six months of age as of the program start date;

(2) Demonstrate maturity, good character, and scholastic aptitude; and

(3) Have not previously participated in an academic year or semester secondary school student exchange program in the United States or attended school in the United States in either F-1 or J-1 visa status.

(f) *Student enrollment.* (1) Sponsors must secure prior written acceptance for the enrollment of any exchange student in a United States public or private secondary school. Such prior acceptance must:

(i) Be secured from the school principal or other authorized school administrator of the school or school system that the exchange student will attend; and

(ii) Include written arrangements concerning the payment of tuition or waiver thereof if applicable.

(2) Under no circumstance may a sponsor facilitate the entry into the United States of an exchange student for whom a written school placement has not been secured.

(3) Under no circumstance may a sponsor charge a student private school tuition if such arrangements are not finalized in writing prior to the issuance of Form DS-2019.

(4) Sponsors must maintain copies of all written acceptances for a minimum of three years and make such documents available for Department of State inspection upon request.

(5) Sponsors must provide the school with a translated "written English language summary" of the exchange student's complete academic course work prior to commencement of school, in addition to any additional documents the school may require. Sponsors must inform the prospective host school of any student who has completed secondary school in his/her home country.

(6) Sponsors may not facilitate the enrollment of more than five exchange students in one school unless the school itself has requested, in writing, the placement of more than five students from the sponsor.

(7) Upon issuance of a Form DS-2019 to a prospective participant, the sponsor accepts full responsibility for securing a school and host family placement for the student, except in cases of voluntary student withdrawal or visa denial.

(g) *Student orientation.* In addition to the orientation requirements set forth at § 62.10, all sponsors must provide exchange students, prior to their departure from their home countries, with the following information:

(1) A summary of all operating procedures, rules, and regulations governing student participation in the exchange visitor program along with a detailed summary of travel arrangements;

(2) A copy of the Department's welcome letter to exchange students;

(3) Age and language appropriate information on how to identify and report sexual abuse or exploitation;

(4) A detailed profile of the host family with whom the exchange student will be placed. The profile must state whether the host family is either a permanent placement or a temporary-arrival family;

(5) A detailed profile of the school and community in which the exchange student will be placed. The profile must state whether the student will pay tuition; and

(6) An identification card, that lists the exchange student's name, United States host family placement address

and telephone numbers (landline and cellular), sponsor name and main office and emergency telephone numbers, name and telephone numbers (landline and cellular) of the local coordinator and area representative, the telephone number of Department's Office of Designation, and the Secondary School Student program toll free emergency telephone number. The identification card must also contain the name of the health insurance provider and policy number. Such cards must be corrected, reprinted, and reissued to the student if changes in contact information occur due to a change in the student's placement.

(h) *Student extra-curricular activities.* Exchange students may participate in school sanctioned and sponsored extra-curricular activities, including athletics, if such participation is:

(1) Authorized by the local school district in which the student is enrolled; and

(2) Authorized by the state authority responsible for determination of athletic eligibility, if applicable. Sponsors shall not knowingly be party to a placement (inclusive of direct placements) based on athletic abilities, whether initiated by a student, a natural or host family, a school, or any other interested party.

(3) Any placement in which either the student or the sending organization in the foreign country is party to an arrangement with any other party, including receiving school personnel, whereby the student will attend a particular school or live with a particular host family must be reported to the particular school and the National Federation of State High School Associations prior to the first day of classes.

(i) *Student employment.* Exchange students may not be employed on either a full or part-time basis but may accept sporadic or intermittent employment such as babysitting or yard work.

(j) *Host family application and selection.* Sponsors must adequately screen and select all potential host families and at a minimum must:

(1) Provide potential host families with a detailed summary of the Exchange Visitor Program and of their requirements, obligations and commitment to host;

(2) Utilize a standard application form developed by the sponsor that includes, at a minimum, all data fields provided in Appendix F, "Information to be Collected on Secondary School Student Host Family Applications". The form must include a statement stating that: "The income data collected will be used solely for the purposes of determining that the basic needs of the exchange

student can be met, including three quality meals and transportation to and from school activities." Such application form must be signed and dated at the time of application by all potential host family applicants. The host family application must be designed to provide a detailed summary and profile of the host family, the physical home environment (to include photographs of the host family home's exterior and grounds, kitchen, student's bedroom, bathroom, and family or living room), family composition, and community environment. Exchange students are not permitted to reside with their relatives.

(3) Conduct an in-person interview with all family members residing in the home where the student will be living;

(4) Ensure that the host family is capable of providing a comfortable and nurturing home environment and that the home is clean and sanitary; that the exchange student's bedroom contains a separate bed for the student that is neither convertible nor inflatable in nature; and that the student has adequate storage space for clothes and personal belongings, reasonable access to bathroom facilities, study space if not otherwise available in the house and reasonable, unimpeded access to the outside of the house in the event of a fire or similar emergency. An exchange student may share a bedroom, but with no more than one other individual of the same sex.

(5) Ensure that the host family has a good reputation and character by securing two personal references from within the community from individuals who are not relatives of the potential host family or representatives of the sponsor (i.e., field staff or volunteers), attesting to the host family's good reputation and character;

(6) Ensure that the host family has adequate financial resources to undertake hosting obligations and is not receiving needs-based government subsidies for food or housing;

(7) Verify that each member of the host family household 18 years of age and older, as well as any new adult member added to the household, or any member of the host family household who will turn eighteen years of age during the exchange student's stay in that household, has undergone a criminal background check (which must include a search of the Department of Justice's National Sex Offender Public Registry);

(8) Maintain a record of all documentation on a student's exchange program, including but not limited to application forms, background checks, evaluations, and interviews, for all selected host families for a period of

three years following program completion; and

(9) Ensure that a potential single adult host parent without a child in the home undergoes a secondary level review by an organizational representative other than the individual who recruited and selected the applicant. Such secondary review should include demonstrated evidence of the individual's friends or family who can provide an additional support network for the exchange student and evidence of the individual's ties to his/her community. Both the exchange student and his or her natural parents must agree in writing in advance of the student's placement with a single adult host parent without a child in the home.

(k) *Host family orientation.* In addition to the orientation requirements set forth in § 62.10, sponsors must:

(1) Inform all host families of the philosophy, rules, and regulations governing the sponsor's exchange visitor program, including examples of "best practices" developed by the exchange community;

(2) Provide all selected host families with a copy of the Department's letter of appreciation to host families;

(3) Provide all selected host families with a copy of Department of State-promulgated Exchange Visitor Program regulations;

(4) Advise all selected host families of strategies for cross-cultural interaction and conduct workshops to familiarize host families with cultural differences and practices; and

(5) Advise host families of their responsibility to inform the sponsor of any and all material changes in the status of the host family or student, including, but not limited to, changes in address, finances, employment and criminal arrests.

(l) *Host family placement.* (1) Sponsors must secure, prior to the student's departure from his or her home country, a permanent or arrival host family placement for each exchange student participant. Sponsors may not:

(i) Facilitate the entry into the United States of an exchange student for whom a host family placement has not been secured;

(ii) Place more than one exchange student with a host family without the express prior written consent of the host family, the natural parents, and the students being placed. Under no circumstance may more than two exchange students be placed with a host family, or in the home of a local coordinator, regional coordinator, or volunteer. Sponsors may not place students from the same countries or

with the same native languages in a single home.

(2) Prior to the student's departure from his or her home country, sponsors must advise both the exchange student and host family, in writing, of the respective family compositions and backgrounds of each, whether the host family placement is a permanent or arrival placement, and facilitate and encourage the exchange of correspondence between the two.

(3) In the event of unforeseen circumstances that necessitate a change of host family placement, the sponsor must document the reason(s) necessitating such change and provide the Department of State with an annual statistical summary reflecting the number and reason(s) for such change in host family placement in the program's annual report.

(m) *Advertising and Marketing for the recruitment of host families.* In addition to the requirements set forth in § 62.9 in advertising and promoting for host family recruiting, sponsors must:

(1) Utilize only promotional materials that professionally, ethically, and accurately reflect the sponsor's purposes, activities, and sponsorship;

(2) Not publicize the need for host families via any public media with announcements, notices, advertisements, etc. that are not sufficiently in advance of the exchange student's arrival, appeal to public pity or guilt, imply in any way that an exchange student will be denied participation if a host family is not found immediately, or identify photos of individual exchange students and include an appeal for an immediate family;

(3) Not promote or recruit for their programs in any way that compromises the privacy, safety or security of participants, families, or schools. Specifically, sponsors shall not include personal student data or contact information (including addresses, phone numbers or email addresses) or photographs of the student on Web sites or in other promotional materials; and

(4) Ensure that access to exchange student photographs and personally identifying information, either online or in print form, is only made available to potential host families who have been fully vetted and selected for program participation. Such information, if available online, must also be password protected.

(n) *Reporting requirements.* Along with the annual report required by regulations set forth at § 62.15, sponsors must file with the Department of State the following information:

(1) Sponsors must immediately report to the Department any incident or allegation involving the actual or alleged sexual exploitation or any other allegations of abuse or neglect of an exchange student. Sponsors must also report such allegations as required by local or state statute or regulation. Failure to report such incidents to the Department and, as required by state law or regulation, to local law enforcement authorities shall be grounds for the suspension and revocation of the sponsor's Exchange Visitor Program designation;

(2) A report of all final academic year and semester program participant placements by August 31 for the upcoming academic year or January 15 for the Spring semester and calendar year. The report must be in the format directed by the Department and must include at a minimum, the exchange student's full name, Form DS-2019 number (SEVIS ID #), host family placement (current U.S. address), school (site of activity) address, the local coordinator's name and zip code, and other information the Department may request; and

(3) A report of all situations which resulted in the placement of an exchange student with more than one host family or in more than one school. The report must be in a format directed by the Department and include, at a minimum, the exchange student's full name, Form DS-019 number (SEVIS ID #), host family placements (current U.S. address), schools (site of activity address), the reason for the change in placement, and the date of the move. This report is due by July 31 for the previous academic school year.

A new Appendix F is added to Part 62, as follows:

Appendix F to Part 62—Information To Be Collected on Secondary School Student Host Family Applications

Basic Family Information:

- a. Host Family Member—Full name and relationship (children and adults) either living full-time or part-time in the home or who frequently stay at the home)
- b. Date of Birth (DOB) of all family members
- c. Street Address
- d. Contact information (telephone; e-mail address) of host parents
- e. Employment—employer name, job title, and point of contact for each working resident of the home
- f. Is the residence the site of a functioning business? (e.g., daycare, farm)
- g. Description of each household member (e.g., level of education, profession, interests, community involvement, and relevant behavioral or other characteristics of such household members that could affect the

successful integration of the exchange visitor into the household)

h. Has any member of your household ever been charged with any crime?

Household Pets:

a. Number of Pets

b. Type of Pets

Financial Resources:

a. Average Annual Income Range: Less than \$25,000; \$25,000–\$35,000; \$35,000–\$45,000; \$45,000–\$55,000; \$55,000–\$65,000; \$65,000–\$75,000; and \$75,000 and above.

Note: The form must include a statement stating that: "The income data collected will be used solely for the purposes of ensuring that the basic needs of the exchange students can be met, including three quality meals and transportation to and from school activities"

b. Describe if anyone residing in the home receives any kind of public assistance (financial needs-based government subsidies for food or housing)

c. Identify those personal expenses expected to be covered by the student

Diet:

a. Does anyone in the family follow any dietary restrictions? (Y/N)

If yes, describe:

b. Do you expect the student to follow any dietary restrictions? (Y/N)

If yes, describe:

c. Would you feel comfortable hosting a student who follows a particular dietary restriction (ex. Vegetarian, Vegan, etc.)? (Y/N)

d. Would the family provide three (3) square meals daily?

High School Information:

a. Name and address of school (private or public school)

b. Name, address, e-mail and telephone number of school official

c. Approximate size of the school student body

d. Approximate distance between the school and your home

e. Approximate start date of the school year

f. How will the exchange student get to the school (e.g. bus, carpool, walk)?

g. Would the family provide special transportation for extracurricular activities after school or in the evenings, if required?

h. Which, if any, of your family's children, presently attend the school in which the exchange visitor is enrolled?

If applicable list sports/clubs/activities, if any, your child(ren) participate(s) in at the school

i. Does any member of your household work for the high school in a coaching/teaching/or administrative capacity?

j. Has any member of your household had contact with a coach regarding the hosting of an exchange student with particular athletic ability?

If yes, please describe the contact and sport.

Community Information:

a. In what type of community do you live (e.g.: Urban, Suburban, Rural, Farm)

b. Population of community

c. Nearest Major City (Distance and population)

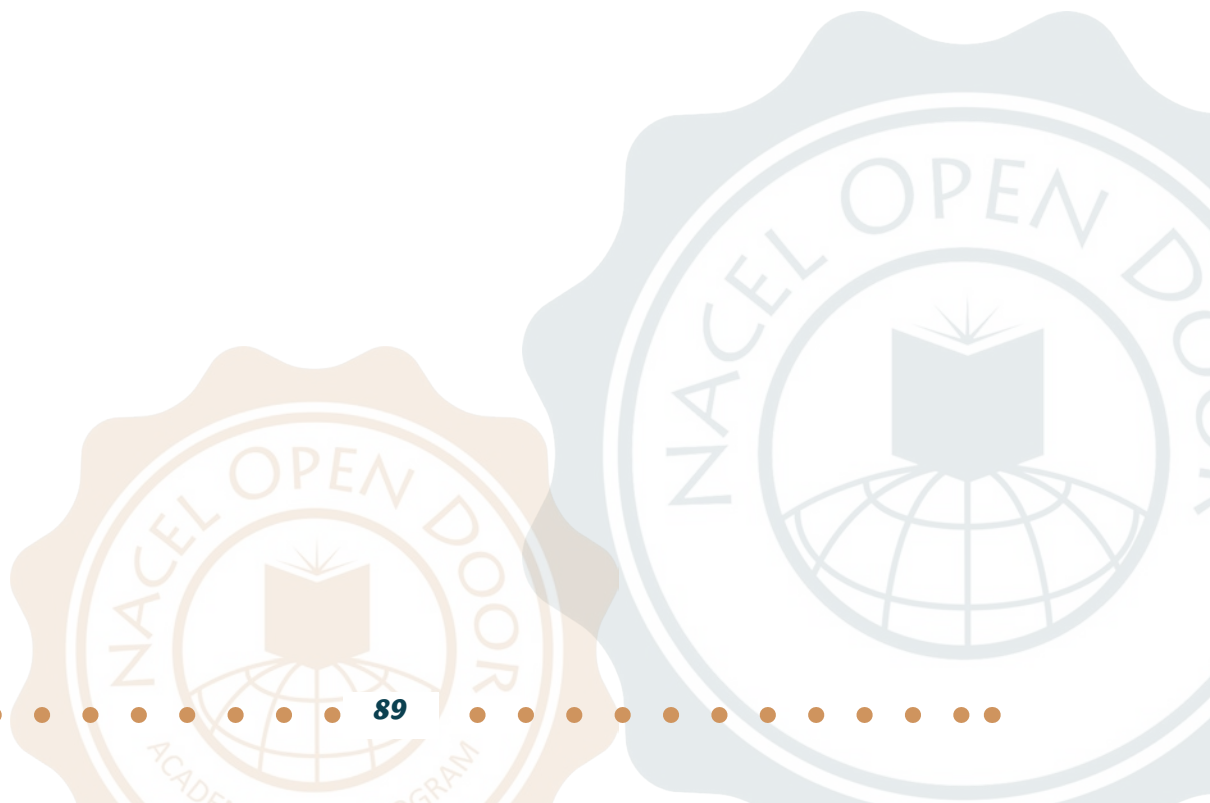
d. Nearest Airport (Distance)

e. City or town website

f. Briefly describe your neighborhood and community

Appendix B

CSIET Standards and Listing Certificate





CERTIFICATE of ACCEPTANCE

This is to certify that the Council on Standards for International Educational Travel has completed its review of applications for listing in the *2017-2018 Advisory List for International Educational Travel & Exchange Programs.*

Nacel Open Door

is hereby granted a Full J-1 Inbound Listing status in the 2017-2018 edition of the *Advisory List.*

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

**Christopher Page
Executive Director**



CSIET Standards for Long-Term International Educational Travel Programs

These standards are intended for use in evaluating both inbound and outbound youth exchange programs of eight or more weeks' duration. For programs of shorter duration, please refer to CSIET Standards for Short-Term Programs.

Agent: Individual or organization authorized to represent or act on behalf of the organization in administering one or more aspects of the program, for example, an overseas partner.

Organization: Entity that sponsors international educational travel activities.

Program: Organized international educational travel activity that begins with participant recruitment and selection, includes the components outlined in the standards that follow, and terminates when the participant returns to his or her point of origin or otherwise severs the relationship with the program sponsor. Programs applying for CSIET listing must have a minimum of one current exchange participant in each cycle that is being evaluated for each program (i.e. long-term inbound and outbound; and short-term inbound and outbound).

Volunteer: 1. A representative who is compensated for out-of-pocket expenses only. If a representative receives regular compensation, such as a per student placement fee, this individual cannot be considered a volunteer. 2. A host family that provides room and board gratis to a student.

Federal Waivers: The CSIET Board of Directors has ruled that if the State Department or an agency of the U.S. government provides an exception that may affect compliance with CSIET standards, the organization to whom the waiver has been granted may operate under that exemption upon written presentation of such waiver to the CSIET Evaluation Committee.

Important Note: Organizations that apply to CSIET for listing are provided with a list of "Materials to be Submitted" to demonstrate compliance with CSIET Standards. If you wish to obtain the complete set of Standards with "Materials to be Submitted" please contact CSIET for a free copy.

STANDARD 1: EDUCATIONAL PERSPECTIVE

- A. Programs shall be designed to fulfill educational purposes related to an international experience.
- B. The organization sponsoring the program shall have clearly established goals and learning objectives to fulfill the educational purposes of its programs.

STANDARD 2: ORGANIZATIONAL PROFILE

- A. The structure and administration of the organization shall be clearly defined.
- B. The organization shall have the personnel needed to administer its programs effectively.
 - 1. The organization is accountable for the full scope of the programs it administers, including actions taken and representations made by its agents, and maintains responsibility for its students both within the United States and abroad.
 - 2. The organization shall maintain direct, hands-on control of the placement and supervision of inbound students and the hiring, firing, and remuneration of local representatives. It may not enter into a relationship with another entity that appears to exercise such control.
- C. The organization shall be organized under the laws of one of the 50 states of the United States or the District of Columbia.
- D. The organization shall demonstrate success in international educational travel through at least one full year since its incorporation.

Supplemental Guideline: Date of Incorporation

The CSIET Board of Directors has determined that the intent of this Standard is to ensure that programs have participants on exchange for the Evaluation Committee to review in the current cycle. Accordingly, compliance with Standard 2D could be demonstrated if the applying organization documents one year of incorporation by the final Evaluation Committee meeting of the current cycle.

STANDARD 3: FINANCIAL RESPONSIBILITY

- A. The organization shall be capable of discharging its financial responsibilities to all participants.
- B. The organization shall have sufficient financial backing to protect all monies paid by participants and to ensure fulfillment of all responsibilities to participants.
- C. The organization shall have an independent Certified Public Accountant annually prepare an audited or review financial statement.

STANDARD 4: PROMOTION

- A. The organization’s promotional materials shall professionally, ethically, and accurately reflect its purposes, activities, and sponsorship.
- B. The organization shall not publicize the need for host families via any public media with announcements, notices, advertisements, etc., that:
 - a. are not sufficiently in advance of the student’s arrival
 - b. appeal to public pity or guilt
 - c. imply in any way that a student will be denied participation if a host family is not found immediately
 - d. identify photos of individual students and include an appeal for an immediate family.

Following are guidelines for public media advertisements:

CSIET has found the following words or phrases to be unacceptable: Urgently Needed, Don’t let me be homeless, This is an emergency...

CSIET has found the following words or phrases to be acceptable: Open your hearts and homes, Host a foreign Exchange Student...

It is permissible to use a picture of a student, a first name, age, country of origin, and a composite or generic listing of interests in an advertisement in order to demonstrate the personal nature of the program and the types of interests that students have. It is not permissible to identify that specific student as needing a home, nor is it permissible to refer to a student’s athletic ability or accomplishments. Written waivers must be obtained for the use of any student photographs.

- C. The organization shall not promote or recruit for its programs in any way that compromises the privacy, safety or security of participants, families or schools. Specifically, programs shall not include personal student data or contact information (including address, phone or email addresses) on websites or other promotional materials.
- D. All promotional materials/activities shall distinguish the program and the sponsoring organization from others operating under:
 - a. affiliated or related corporate structures
 - b. the same or similar names or symbols.
- E. The organization shall fully disclose all fees, including school tuition, host family reimbursements, and other required or optional costs to prospective students and their natural families before enrollment. (If host families provide room and board gratis to the students, publicity should state that fees cover "selection and placement in host families" and not imply in any way that the fees paid by the students cover "room and board.")
- F. Neither the organization nor its agents shall promote its programs as providing opportunities for school athletic participation, high school graduation, driver's education instruction, household domestic service, child care, employment, or other activities that might compromise the student, program, or school. Standard 4F specifically prohibits the organization and its agents (this includes foreign partners) from promoting its programs as providing any of the aforementioned activities. The word "promote" as it is used in Standard 4F includes any specific focus on or prominence of pictures and/or text depicting these activities. No prominent pictures and/or text will be considered to be in compliance.)
- G. The organization shall not state or imply in its promotional materials/activities that persons who are compensated other than out-of-pocket expenses are volunteers.

STANDARD 5: STUDENT SELECTION AND ORIENTATION

- A. The organization shall screen and select student participants on the basis of criteria appropriate to the program.
Supplemental Guideline: Athletic Participation in the United States
The following statement must be included on either the student application or other written rules documents: “Athletic eligibility or participation is not guaranteed.” *This guideline will take effect for exchange students beginning their program in January of 2007.*
- B. Screening procedures for homestay programs shall include personal interviews with student applicants.
- C. Selection shall be completed sufficiently in advance of the student's departure to ensure adequate time for preparation and orientation.
- D. Students shall be given a suitable orientation before departure and after arrival in the host country, including information on how to identify and report cases of suspected student abuse.
- E. All inbound students enrolled in a U.S. high school must have adequate English language proficiency to function successfully.
- F. All inbound and outbound students enrolled in school must have adequate academic preparation to function successfully.

STANDARD 6: STUDENT PLACEMENT

- A. For programs that include a homestay, the organization shall:
1. select host families on the basis of criteria appropriate to the program.
 2. personally interview all prospective host families in their home.
 3. match students and host families on the basis of criteria appropriate to the program
 4. complete placement arrangements sufficiently in advance of the student's departure from home to ensure adequate time for preparation and orientation of the host family (*Whenever possible, a student should be placed with a host family who has made a long-term commitment to host the student prior to the student's departure from his/her home country. In cases where this is not possible, a student may be placed with a short-term host family until long-term arrangements can be made. All short-term families must be selected and oriented according to the same criteria as are long-term families. The short-term nature of the host family placement must be fully disclosed in advance to the student, his/her natural parents, and the school principal and be acceptable to them. Short-term families may, of course, also be utilized when a host family placement has not worked out and a new family must be found.*)
 5. provide suitable orientation and training to the host family (*When a family expresses an interest in hosting a student and a representative makes the initial home visit to explain the program, this is not to be considered the "host family orientation." CSIET suggests that host family orientation include information on the student's expectations about family and school life, customs, religion, and mores of the student's native country, the academic program in which the student will be enrolled, potential problems in hosting exchange students, and suggestions on how to cope with such problems.*)
 6. Vet all adult members of the U.S. host family residing in the home through a national criminal background check in the United States.
- B. Organizations shall not knowingly be party to a placement (inclusive of direct placements) based on athletic abilities, whether initiated by a student, a natural or host family, a school, or any other interested party. A direct placement is one in which either the student or the sending organization in the foreign country is party to an arrangement with any other party, including school personnel, for the student to attend a particular school or live with a particular host family. Such direct placement must be reported to the particular school and the National Federation of State High School Associations prior to the first day of classes.

Supplemental Guideline: Direct Placement Reports

Direct placement reports should be sorted by U.S. state and include the following information:

- U.S. State:
- Name of Student:
- Country of Origin:
- Local Rep Name/Number:
- Name/City of U.S. Host School:
- Nature of the Direct Placement:

Reports should be emailed to: CSIETREPORT@NFHS.ORG

- C. For programs that include accommodations other than a homestay, the organization shall:
1. arrange accommodations on the basis of criteria appropriate to the program
 2. ensure the adequacy of the accommodations with respect to location, cleanliness, safety, nutrition, and supervision
 3. confirm the accommodations sufficiently in advance of the student's departure from home.
- D. For programs that include enrollment in U.S. high schools, the organization shall:
- a. secure written acceptance from the school principal or other designated responsible school administrator prior to the exchange student's departure from his or her home country.
 - b. provide the school with the following information about the student:
 - 1) academic history, including
 - a) academic records, translated into English or other language as appropriate
 - b) number of years of school completed prior to arrival and number of years required in home country for the completion of secondary school
 - 2) level of English language proficiency (for inbound students only)
 - 3) appropriate background information
 - 4) expectations regarding school experience.

STANDARD 7: OPERATIONS

- A. The organization shall ensure adequate care and supervision of students.
Supplemental Guideline: Outbound Student Registry:
Programs must register U.S. students traveling abroad with the U.S. consulate or embassy
- B. Local representatives of the organization shall maintain regular personal contact with students and host families. (Contact should be initiated by the organization's representative at least once a month be it by telephone, a visit to the home, personal contact at a gathering or other means. E-mail alone is not considered sufficient personal contact. Regular monthly contact is to include separate communication with the student and the host family in order to provide each with the opportunity to discuss issues they might not raise in the presence of the other. CSIET expects that there be formal documentation of this contact such as a monthly form, written journal, written log, etc. This is not to imply that representatives have to record every interaction. Rather it is to provide a record for the organization's office of the pattern of student and host family adjustments, activities, and relationships through at least monthly contact with each student and host family.)

STANDARD 7: OPERATIONS (Con't)

- C. The organization shall notify the student, host family, and/or other supervisor of accommodations regarding the travel itinerary sufficiently in advance of the student's departure from the home country.
- D. The organization shall provide adequate support services at the local level to assist with program-related needs and problems, for example, counseling services, travel, medical care, language problems, changes in host family, emergencies.
- E. The organization shall maintain an effective system of screening (including a national criminal background check for U.S. representatives with direct in-person contact with student participants), selecting, training, and supervising program representatives and group leaders.
- F. The organization shall provide all students with an identification card that includes the student's name; the host family's name, address, and telephone; the local representative's name, address, and telephone; the address and telephone of the organization's appropriate national office.
- G. For programs involving school enrollment, the organization shall maintain regular communication with school authorities.
- H. The organization shall provide an opportunity to the student, host family, and school to participate in a post-exchange evaluation.
- I. The organization shall have in place adequate plans and procedures for dealing with emergency situations that may arise during the program.
- J. The organization shall respond in a timely and appropriate fashion to complaints received from students, families, schools or others concerned with the program and its quality.
- K. For programs utilizing electronic or automated program databases to demonstrate compliance with CSJET Standards, such entries must identify the date and user recording the data. Programs shall also maintain a back up system. To prevent online access to sensitive student information by unauthorized persons, program databases need to be secured by an initial screening prior to issuance of a unique username and password (*Standard 7K will take effect for exchange students beginning their program in January of 2007*).

STANDARD 8: STUDENT INSURANCE

- A. The organization shall guarantee that every student is covered with adequate health and accident insurance. Such insurance shall:
 - a. Protect students for the duration of their program
 - b. Provide for the return of the student to his/her home in the event of serious illness, accident, or death during the program.
- B. The organization shall provide students, host families, and appropriate supervisor(s) with detailed printed information regarding the terms and limits of insurance coverage and procedures for filing a claim.
- C. Compensated officials and employees of the organization shall not receive compensation from the sale of insurance to its participants.

STANDARD 9: ADHERENCE TO GOVERNMENT REGULATIONS

- A. The organization shall comply with all appropriate government regulations regarding international exchange or any other activity under its auspices.
- B. It shall be the responsibility of the organization to notify the Council of any change in status with respect to government designation, acknowledgment, acceptance, endorsement and/or sanction.

As revised by the Board of Directors, April 2006

Appendix C

Department of State Guidance Directive





May 17, 2012

Guidance Directive 2012-04

Secondary School Student Program – Advertising for the Recruitment of Host Families and the Use of Photographs of Potential Students

This Guidance Directive is issued to all sponsors conducting Secondary School Student (SSS) programs to clarify regulatory requirements on the use of advertising for the recruitment of host families. During the recent placement season, the Department conducted a review of the Web sites of all SSS program sponsors (utilizing Web sites). In addition, upon receipt of complaints and inquiries, we reviewed printed advertisements, primarily containing photos of students, for the appropriateness of the advertisements.

This Guidance Directive provides additional guidance regarding the regulations outlined below. We anticipate that this guidance will help to better ensure full compliance in the important areas of host family recruitment and vetting, and the use of photos and other personally identifying information of potential and actual SSS participants.

22 CFR 62.25(m)(1-4): *Advertising and Marketing for the recruitment of host families.* In addition to the requirements set forth in §62.9 in advertising and promoting for host family recruiting, sponsors must:

- (1) Utilize only promotional materials that professionally, ethically, and accurately reflect the sponsor's purposes, activities, and sponsorship;
- (2) Not publicize the need for host families via any public media with announcements, notices, advertisements, etc. that are not sufficiently in advance of the exchange student's arrival, appeal to public pity or guilt, imply in any way that an exchange student will be denied participation if a host family is not found immediately, or identify photos of individual exchange students and include an appeal for an immediate family;
- (3) Not promote or recruit for their programs in any way that compromises the privacy, safety or security of participants, families, or schools. Specifically, sponsors **shall not include personal**

Guidance Directive 2012-04

Advertising for the Recruitment of Host Families and Use of Photographs of Potential Students

student data or contact information (including addresses, phone numbers or email addresses) or **photographs of the student** on Web sites or in other promotional materials [emphasis added]; and

(4) Ensure that access to **exchange student photographs** and **personally identifying information**, either online or in print form, is only made available to potential host families who have been **fully vetted and selected** for program participation. Such information, if available online, must also be **password protected** [emphasis added].

Frequently Asked Questions

1. What is a “fully vetted and selected” host family?

This regulatory language is intended to prevent the unscreened public from perusing “catalogues” of students, whether in print or in online format. For this purpose, the Department interprets the phrase “*fully vetted and selected*” as requiring that, at a minimum, the sponsor (as set forth in 22CFR 62.25(j)) will:

- Collect, review and accept a host family application for program participation.
- Conduct an in-person and in-home interview with all family members residing in the home.
- Collect, review and accept the results of the criminal background check for each adult member (18 years of age or turning 18 during the exchange year) living in the family home.
- Collect, review and accept at least two non-relative personal references for the host family.
- Determine final selection of a potential host family (applicant) for program participation.

Only when all of these key steps are completed may sponsors provide fully vetted and accepted host families/parents access to sponsor “catalogues” (lists, applications, etc.) of students.

2. What is “personal student data” and “personally identifying information” (per §62.25(j)(3) and (4))?

The Department interprets the phrases “*personal student data*” and “*personally identifying information*” as any information/data that can be used to (alone or with other sources) uniquely identify, contact, or locate a single individual (i.e., prospective or actual SSS student).

General (public) access to the amount of personal student data and personally identifying information should be broad and general in description so as not to identify any individual. SSS program sponsors should always err on the side of “less is best” in order to best ensure the privacy, safety and security of all SSS student participants both prior to and after their host family placement. Keep in mind that it may only take a single piece of information or data (e.g., date of birth) and/or a combination of information/data which can identify an individual SSS exchange visitor.

Guidance Directive 2012-04

Advertising for the Recruitment of Host Families and Use of Photographs of Potential Students

In order to further assist SSS program sponsors in determining what is acceptable and not acceptable student information/data to provide to potential host families, a list has been developed

to identify acceptable and not acceptable data. Please note that the two lists are not exhaustive, but rather, intended to provide sponsors with a better understanding of our expectations and requirements concerning the governing regulations and ensuring the health, safety and welfare of prospective and actual SSS participants.

Acceptable Student Information/Data – Available to Potential Host Families Prior to being “Fully Vetted and Accepted” for Participation:

- First name only
- Age (not Date of Birth)
- Home country
- Gender
- Hobbies/General Interests (keep very general); e.g., sports, music, art, awards, recognitions
- Natural family (keep very general): e.g., lives with parents and two siblings (no names or ages)
- Personal letter or essay edited/redacted with no personally identifiable information contained in the NOT acceptable list

Not Acceptable Student Information/Data (at a minimum) – Available to Potential Host Families Prior to being “Fully Vetted and Accepted” for Participation:

- SEVIS number
- Last name of student
- Date of birth
- Birthplace or home city or town
- Natural family: e.g., providing first/last names of parents and siblings
- Student’s (and natural family members’) mailing addresses and telephone/mobile numbers
- Personal letter or essay not edited or not redacted
- Student’s (and natural family members’) email addresses and IP addresses
- GPS locations, information or images from social media applications
- Student’s social media page(s) or instant messenger (IM) name

3. What do acceptable and not acceptable host family advertisements look like which do not include a student’s photo, but does use a student’s personally identifying information?

Acceptable – *“Carla is a 17-year-old girl from Chile who has a passion for music. She is part of her school’s band where she sings and plays guitar. Carla also enjoys gymnastics. She loves children and spends a lot of time playing with her younger siblings.”*

Guidance Directive 2012-04

Advertising for the Recruitment of Host Families and Use of Photographs of Potential Students

Not Acceptable – *“Carla is a 17-year-old girl from Santiago, Chile who has a passion for music. She is part of The Grange School’s band where she sang and played the guitar in the school performance of the Nutcracker last December. Carla also has practiced gymnastics in the Level 5 competitive level in her regional competition. She loves children and spends a lot of time playing with her two- and four-year old brothers, Carlos and Juan.”*

Not Acceptable - *“... The student does not have to have her own room, and can share a room with a host sibling, 8 years or older. Will say more as I continue to get responses. Please think about this, and seriously consider hosting her. **I will paste her picture and profile box below, and also her essay to prospective host family...**”*

4. Are “sample” student photos or descriptions permitted in advertisements to recruit host families?

Yes. Generic or alumni pictures may be used. Photos and descriptions of actual, prospective (or currently available) students cannot be used in advertisements to recruit host families. When using student photos and/or descriptions, SSS sponsors must state clearly and make plainly visible a “disclaimer” in the same advertisement, or on the same web page. Such “disclaimer” must state that the student photos and/or descriptions included in the advertisement are not actual, prospective (or currently available) students to host, but rather examples of the types of students available to host.

In addition, a general host family advertisement highlighting the SSS program sponsor may contain a photo or description of a former SSS participant and only with written consent from the former SSS participant in the photo.

Note that some phrases used in advertisements to recruit host families or on sponsors’ web sites can be very misleading and may not be used. For example, the phrase **“select your student today”** gives the impression that a sponsor is prepared to offer information about a student without having first fully vetted and accepted host families.

5. Can student photos be altered by “distorting” or “cartooning” the faces of actual, prospective students when recruiting/advertising for host families?

The practice of distorting, cartooning or digitally manipulating a photo of any actual, prospective SSS student is not permitted unless the photos do not resemble and are not identifiable to the student.

Guidance Directive 2012-04

Advertising for the Recruitment of Host Families and Use of Photographs of Potential Students

6. Do the regulations apply fully to in-home or community visits when recruiting/advertising for host families?

Yes. In all cases, until a potential host family, including all members 18 years old and older, has been “*fully vetted and accepted*” as a participating host family, members of that family cannot view student photos, cannot see unedited full student descriptions, and cannot read unrevised student essays, student applications, etc.

All prospective/potential host families, including all family members 18 years old and older, must be “fully vetted and accepted” for participating as a host family in the SSS program. Until a prospective host family has been “fully vetted and accepted” into a SSS sponsor’s program, the family (including all family members) **cannot**:

- Have access to or view any printed student materials (student applications, binders, etc.) showing students’ photos, personal descriptions, letters/essays (that have not been edited or redacted with no personally identifiable information), etc.; or,
- Have access to or view any electronic student materials (online student applications, lists of students, catalogues of students, etc.) showing students’ photos, personal descriptions, letters/essays (that have not been edited or redacted with no personally identifiable information), etc.

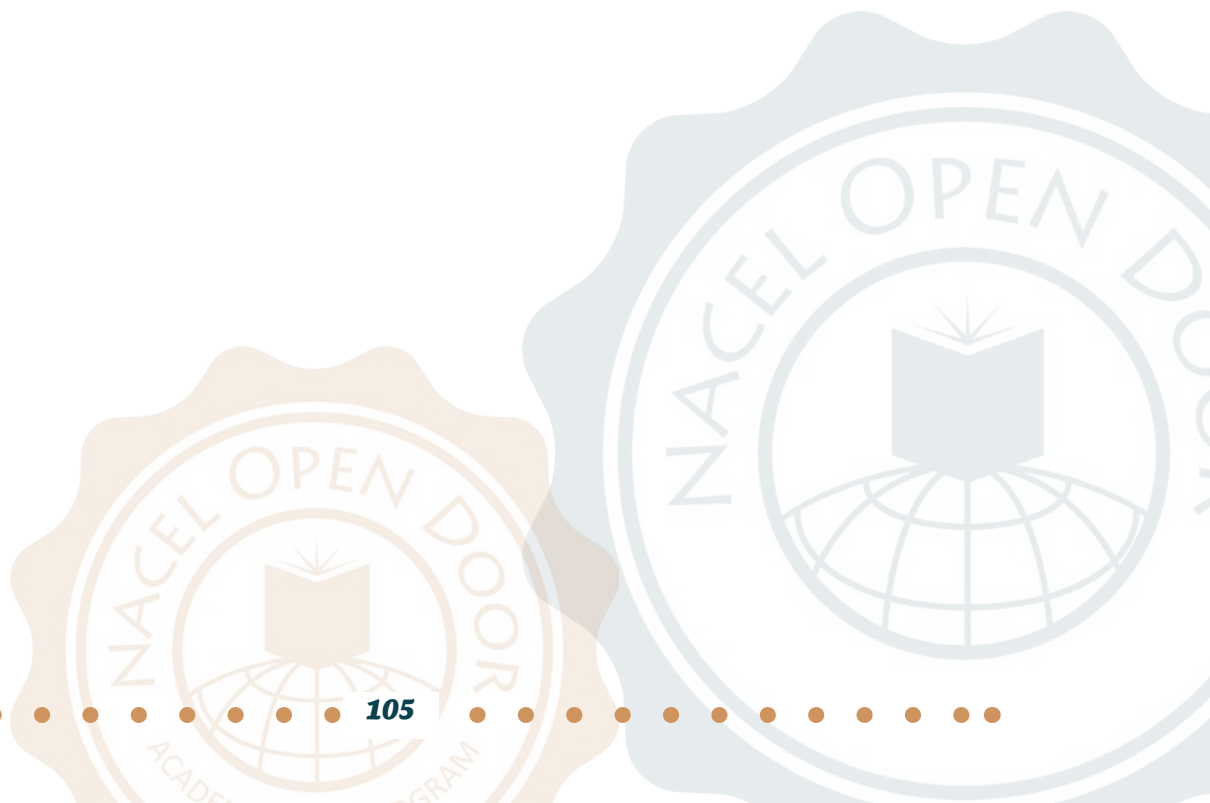
Thank you for your attention to these important matters and for your continued commitment to the work of international exchange.



Robin J. Lerner
Deputy Assistant Secretary
for Private Sector Exchange

Appendix D

Placement Forms





Cheat Sheet for Completing a Placement

ACADEMIC YEAR PROGRAM

So you have a family who's ready to host, a school ready to enroll, and a student who matches? Great! Now you can start vetting the family, enrolling in the school, and finalizing the placement. Please refer to your Local Representative Manual as you follow the steps below:

1. **Criminal Background Check (CBC):** https://www.screenmenow.com/Default.aspx?c=SLRT_00346
 - a. Instruct all adult members of the host family to complete a CBC.
 - b. If there is another adult who sleeps in the home regularly (e.g., a college student, grandma, or family friend), they'll also need to complete a CBC.
 - c. The CBC can only be completed on a computer with a mouse – not on a tablet or a mobile phone.
 - d. At the end of this document are step-by-step Instructions for completing the CBC.
2. **Online Host Family Application:** <https://data.nacelopendoor.org/nacel/hostfamily2/Family.php>
 - a. Instruct the host family to complete the two-part application.
 - i. If they recently hosted for Nacel Open Door, you can ask the office to reset their old application to be updated. At the end of this document are instructions for how a host family can quickly renew their old application, once it's been reset by the office.
 - ii. If they forgot their login information, you can ask the office to resend their login information.
 - b. They will need to submit three references in the application.
 - c. Be prepared to help the host family answer questions about the local school and community, such as:
 - i. Expectations for the Student
 1. Access to food, beverages, snacks, etc.
 2. Homework
 3. Chores
 4. Social/extra-curricular activities
 5. Use of internet
 6. Bedtime
 7. Communication
 8. Rules and consequences
 9. Personal expenses
 - ii. Community Information
 1. Type of community (town, city, suburb, small town, etc.)
 2. Population
 3. Nearest big city
 - a. Distance to that city
 - b. Population of that city
 4. Nearest airport
 5. Areas to avoid in community
 - iii. School Information
 1. Address and email address
 2. Contact information and name of appropriate school official
 3. Enrollment numbers for the school
 4. Type of school (public, private, charter, etc.)
 5. District Name
 6. Start and end dates of each semester
 - d. Some of the information they provide is very personal (e.g., financial information). Assure them that only the office will review that information.
 - e. Email the office to inform that the host family has begun or completed the application and the CBC's

3. Home Visit

- a. Schedule a home visit with the family. It is recommended that you check with the office to make sure the family's CBC's have cleared before you schedule the visit.
- b. All members of the host family should try to be present. If someone can't attend, then you'll need to schedule a time to meet them later (doesn't need to be at the home again).
- c. Take 6 photos of the home featuring:
 - i. Student's bedroom (needs to include proof of a window in the room)
 - ii. Student's bathroom
 - iii. Kitchen
 - iv. Living room
 - v. Exterior of the house
 - vi. Family members together (must include all family members)
- d. Obtain signatures from all present and complete the Confirmation of Visit Form: <https://www.nacelopendoor.org/assets/documents/ayp-forms/2018-ayp-confirmation-of-visit-form.pdf>

4. Reference Check

- a. Call the recommendations listed in the online Host Family Application, which you should now be able to view in your online Rep Center.
- b. As you talk with the references, complete two Host Family Recommendation Forms: <https://www.nacelopendoor.org/assets/documents/ayp-forms/2018-ayp-host-family-recommendation-form.pdf>

5. School Enrollment

- a. Submit the student's full application to the appropriate school official for review.
 - i. You'll have to find out who is the appropriate school official at each school – sometimes it's the Guidance Counselor, sometimes it's the Principal, sometimes it's the school board.
 - ii. Schools require the application to be formatted in a specific way – try to assemble it how they request.
 - iii. Some schools require additional information than is provided in the student's application (e.g., copy of passport). Ask the office for any information you don't see in the application.
- b. Once the school accepts the student, obtain signatures on the School Acceptance Form: <https://www.nacelopendoor.org/assets/documents/ayp-forms/2018-ayp-school-acceptance-form.pdf>

6. Submit Paperwork

- a. Complete a Placement Form, which summarizes the entire placement: <https://www.nacelopendoor.org/assets/documents/ayp-forms/2018-ayp-placement-form.pdf>
- b. Submit the following forms to the office:
 - i. Placement Form
 - ii. Confirmation of Visit Form
 - iii. 6 Photos
 - iv. 2 Host Family Reference Forms
 - v. School Acceptance Form
- c. There may be additional steps or forms to complete if it is a special circumstance, but the office will help guide you through those situations.
- d. Once all paperwork has been received and processed, an official Match Abroad email will be sent to the student, the host family, the school, and yourself. At this point, the placement is finalized.

If you get stuck, feel free to contact your coordinator, call the office at 651-686-0080 (ask for help with paperwork), email paperwork@nacelopendoor.org for help!



PLACEMENT FORM ACADEMIC YEAR PROGRAM

STUDENT AND REPRESENTATIVE INFORMATION

Student First & Last Name: _____

Country: _____

Regional Coordinator: _____

Local Representative: _____

**This person will be responsible for monthly contact and for completing Monthly Contact Reports.*

SCHOOL INFORMATION

School Name: _____ Principal: _____

Contact Person & Title: _____

Address: _____ City: _____ State: _____ Zip: _____

Phone: _____ Email: _____

HOST FAMILY INFORMATION

Type of Placement: Permanent Welcome (specify length): _____

Double Placement: No Yes (other student's name): _____

Parent 1 Full Name: _____ Mother Father

Parent 2 Full Name: _____ Mother Father

Address: _____ City: _____ State: _____ Zip: _____

Home Phone: _____ Alternative Phone: _____

Preferred Arrival Date*: _____ Preferred Arrival Airport: _____

**Note: Preferred Arrival Date will be requested but cannot be guaranteed.*

ADDITIONAL DOCUMENTS

To finalize the placement, the following documents must be submitted to the National Office:

- Host Family Application (Part A & B)
- Two Host Family Recommendation Forms
- Criminal Background Check Authorization
- Signed School Acceptance Form
- Photos (One each: home exterior, kitchen, living room, student's bedroom, bathroom, and family)



CHANGE OF PLACEMENT FORM

ACADEMIC YEAR PROGRAM

Complete this form and submit it to the national office for **every** student move. This form, along with the following documents, **must** be completed and sent to the national office **before** the student may move.

STUDENT/REPRESENTATIVE INFORMATION & OVERVIEW OF MOVE

Student Full Name: _____ Country: _____

Coordinator: _____ Local Rep: _____

REASON FOR MOVE (PLEASE CHECK ONE BELOW):

DATE OF MOVE: _____

Alleged inappropriate host family behavior

Environmental disaster

General incompatibility

Student behavior issue

Financial circumstances

Quality of home

Temporary/Welcome to permanent

Geographic reasons

Other (explain below)

Death/illness of host family member

Change of school

SCHOOL INFORMATION Is the student changing schools? No Yes (see below)

School Name: _____ Principal: _____

Contact Person & Title: _____

Address: _____ City: _____ State: _____ Zip: _____

Phone: _____ Fax: _____

HOST FAMILY INFORMATION

Previous Host Family Name(s): _____

New Placement Type: Permanent Welcome (specify length): _____

New Parent 1 Name: _____ Mother Father

New Parent 2 Name: _____ Mother Father

Address: _____ City: _____ State: _____ Zip: _____

Home Phone: _____ Alternate Phone: _____

Please have the student take their student packet along to the new host family (and school, if school changes.) If the student is unable to secure the packet prior to the move, please mark below to request new packets.

New Packet(s): Host Family School New Airport (if any): _____

ADDITIONAL DOCUMENTS

To finalize the placement, the following documents must be submitted to the national office:

Host Family Application (Part A & B)

Two Host Family Recommendation Forms

Criminal Background Check Authorization

Signed School Acceptance Form

Photos (One each: home exterior, kitchen, living room, student's bedroom, bathroom, and family)



CONFIRMATION OF VISIT FORM

ACADEMIC YEAR PROGRAM

As part of the Host Family Application process, it is required that all applicants have their home visited by a Nacel Open Door local representative or regional coordinator. This is also an opportunity for the local representative to meet each family and photograph the interior and exterior of the home for records in the national office.

HOST FAMILY NAME(S)

A Nacel Open Door local representative _____
(Name of local representative)

visited our home on _____.
(Date of visit)

Preferred Arrival Date: _____ Preferred Arrival Airport: _____

Host Parent 1 Signature

Date

Host Parent 1 (Print Name)

Host Parent 2 Signature

Date

Host Parent 2 (Print Name)

Local Representative Signature

Date

Local Representative (Print Name)



FOLLOW-UP VISIT FORM

ACADEMIC YEAR PROGRAM

The purpose of this visit is to ensure the student is placed in a safe and appropriate host family environment. This visit must be conducted by an unbiased individual (someone not involved in the placement of the student in the home) within 30 days (welcome family) or 60 days (permanent or semester family) after the student arrives in the home.

PART 1: CONFIRMATION OF FOLLOW-UP VISIT

Student(s): _____ Country(ies): _____

Host Family (First & Last Names): _____

Address: _____

This placement is with a: Welcome Family Permanent or Semester Family

Coordinator: _____ Local Rep: _____

Initial Visitor: _____ Date of Student Arrival: _____

Follow-up Visitor: _____ Date of Follow-up Visit: _____

Follow-up Visitor Signature: _____

Student Signature (if present): _____

Student Signature (if present): _____

PLEASE HAVE ALL FAMILY MEMBERS PRESENT FOR THE VISIT SIGN THIS CONFIRMATION:

A Nacel Open Door representative (other than the person who conducted the initial home screening) visited our home.

Host Family Signature(s):

PART 2: REVIEW OF PLACEMENT

If this is a double placement, please note where responses differ per student.

Student Name(s): _____ Host Family Name: _____

How would you describe the home?

- Single Dwelling Townhouse Farm Apartment Trailer Other

Student accommodations include (check all that apply):

- Doors that close Closet Space Dresser Lamp/lighting Desk Window
 Curtains/blinds Bedding Computer Other: _____

Does the student have a separate bedroom? Yes No

If no, room is shared with: _____

Does *each* student have their own bed? Yes No Type of Bed: _____

Does the student have a private/quiet space to study? Yes No

Would you feel comfortable if your own child were to stay in this home? Yes No

If no, please explain: _____

PART 3: RATINGS

	5	4	3	2	1	N/A
	Excellent	Good	Satisfactory	Fair	Poor	
Condition of home interior						
Student accommodations						
Relationship between parents and their children						
Relationship between family and student						

PART 4: COMMENTS & IMPRESSIONS

Please share a few sentences about your impressions of this placement. **This section is required.**

Follow-up Visitor Initials: _____ Date: _____



HOST FAMILY RECOMMENDATION FORM

ACADEMIC YEAR PROGRAM

The following family has applied to host an international student and has indicated you as a reference. We appreciate your sincere comments and answers to the following questions. Your responses are very important to the integrity of our program. Your recommendation is one consideration used to evaluate the appropriateness of the family. Please tell us if you have any doubts about this family hosting. All information will be held in strict confidence. **Please return this form as soon as possible. Thank you very much for your time and cooperation.**

Host Family: _____ Phone: _____

Address: _____ City: _____ State: _____ Zip: _____

RECOMMENDER INFORMATION

Full Name: _____ Phone: _____

Address: _____ City: _____ State: _____ Zip: _____

How long have you known this family? _____ What is your relationship to the family? _____

RECOMMENDATION

To the best of your knowledge:

Has any family member been convicted of a misdemeanor or felony? Yes No

Has any family member had a complaint filed with an agency for child mistreatment? Yes No

Has any family member had involvement with illegal drugs? Yes No

***If any answers above were "yes", please explain below**

Indicate your opinion of the following:	Excellent	Good	Fair	Poor
Family's willingness and ability to provide student with good experiences				
Family's closeness, warmth, enthusiasm				
Stability of individuals within family				
Interests and activeness of family				
Community Involvement				
Adequacy of housekeeping				

Would you feel comfortable if your own child stayed with this family? Yes No *If no, please explain below

***Please write your recommendation including comments on any items above (use reverse side if necessary.):**

Please call me to discuss this information I, or a student/family I know, would like more information about your programs

Signature: _____ Date: _____

For Local Representative use only: This information was obtained by phone conversation with the above individual. LR initials: _____ Date: _____



SCHOOL ACCEPTANCE FORM

ACADEMIC YEAR PROGRAM

Dear Principal, Please sign this acceptance form to acknowledge that the exchange student below may be enrolled in your school for the term indicated. Students should be registered for a full course of study for the duration of their enrollment. With your signature, you agree tuition will be waived unless an amount is specified in the space provided.

STUDENT & PROGRAM DETAILS

Our school agrees to enroll the exchange student named below for the 20____ - 20____ school year for a period of:
 5 months 10 months 12 months beginning in the month of: August January

This student has graduated in their home country: Yes No

Student First & Last Name: _____

Gender: M F Date of Birth: _____ Home Country: _____

SCHOOL INFORMATION

We understand that the sponsoring organization, Nacel Open Door, is responsible for host family placement, health and accident insurance, and visa status. In addition, we understand that the organization's local representative (below) will be in regular contact and assist as needed with any concerns about the student's academic and social success.

Signature of Principal (or approving staff member) _____ Name of Principal (printed) _____ Date _____

Name of School Contact Person _____ Title (if other than Principal) _____

Email of School Contact _____ Telephone of School Contact _____ Fax of School Contact _____

Name of School _____ Street Address of School _____

School Website: _____ City _____ State _____ Zip _____

Is school accredited? YES NO Enrollment: _____

Semester 1 Start Date: _____ End Date: _____ Registration and fees (if applicable): \$ _____

Semester 2 Start Date: _____ End Date: _____ Tuition (if applicable): \$ _____ per semester/year

CONTACT INFORMATION *Using the check boxes below, please indicate who serves as the school's contact person*

Host Family Name _____ Nacel Open Door Local Representative

School Contact

Street Address _____ Telephone _____ Email _____

City _____ State _____ Zip Code _____ Nacel Open Door Regional Coordinator

School Contact

Telephone Number(s) _____ Telephone _____ Email _____



DOUBLE PLACEMENT AGREEMENT

STUDENT

ACADEMIC YEAR PROGRAM

STUDENT INFORMATION

Student First & Last Name: _____

Gender: _____ Age: _____ Home Country: _____

SUMMARY

The Department of State requires that sponsor organizations have signed double placement forms on file before the placement can be finalized with the Match Abroad packet. Once we have your completed form, as well as all other required paperwork from your natural parents, host family, and school, we will share full placement information with you and your parents. Great care and consideration go into matching students and host families, and double placements with two students who speak the same native language are not allowed. Double placements are quite common, and past students have greatly enjoyed having another international student to share their experiences. By participating in a double placement, you will have the unique opportunity to share your culture, as well as discover the culture of another student, in addition to the culture of your American host family.

AGREEMENT

The above student and their parents have been notified by Nacel Open Door that the student's host family wishes to host two (2) international exchange students.

ACKNOWLEDGEMENT

I acknowledge and accept a double placement.

Signature of Student

Name of Student (printed)

Date



DOUBLE PLACEMENT AGREEMENT- HOST FAMILY

ACADEMIC YEAR PROGRAM

HOST FAMILY INFORMATION

Host Parent Name(s): _____

Address: _____ City: _____ State: _____ Zip: _____

SUMMARY

The Department of State requires that sponsor organizations have signed double placement forms on file before the placement can be finalized. Once we have your completed form, as well as all other required paperwork from the natural family, student, and school, we will finalize the placement. By participating in a double placement, you are agreeing to welcome two students into your home.

AGREEMENT

As a host family for Nacel Open Door, we agree to host two (2) international students in our home in a double placement.

ACKNOWLEDGEMENT

We acknowledge that we are capable of hosting two international students and accept the responsibility of a double placement.

Signature of Host Parent 1

Name of Host Parent 1 (printed)

Date

Signature of Host Parent 2

Name of Host Parent 2 (printed)

Date



SINGLE PARENT PLACEMENT SUPPLEMENT

ACADEMIC YEAR PROGRAM

HOST FAMILY INFORMATION

Name of Host: _____

Street Address: _____

City, State, Zip: _____

Telephone: _____ Email: _____

SUPPORT & INVOLVEMENT

Please list who – besides yourself – will be able to provide additional support to your exchange student while they are in the country. This includes neighbors, relatives, another local representative, close friends, school teachers, clergy, etc. Please include name and relationship.

Please list examples of your community involvement. This could include: volunteering, Rotary Club, 4H, other organizations you are a member of, church, etc.

Signature of Local Representative

Date

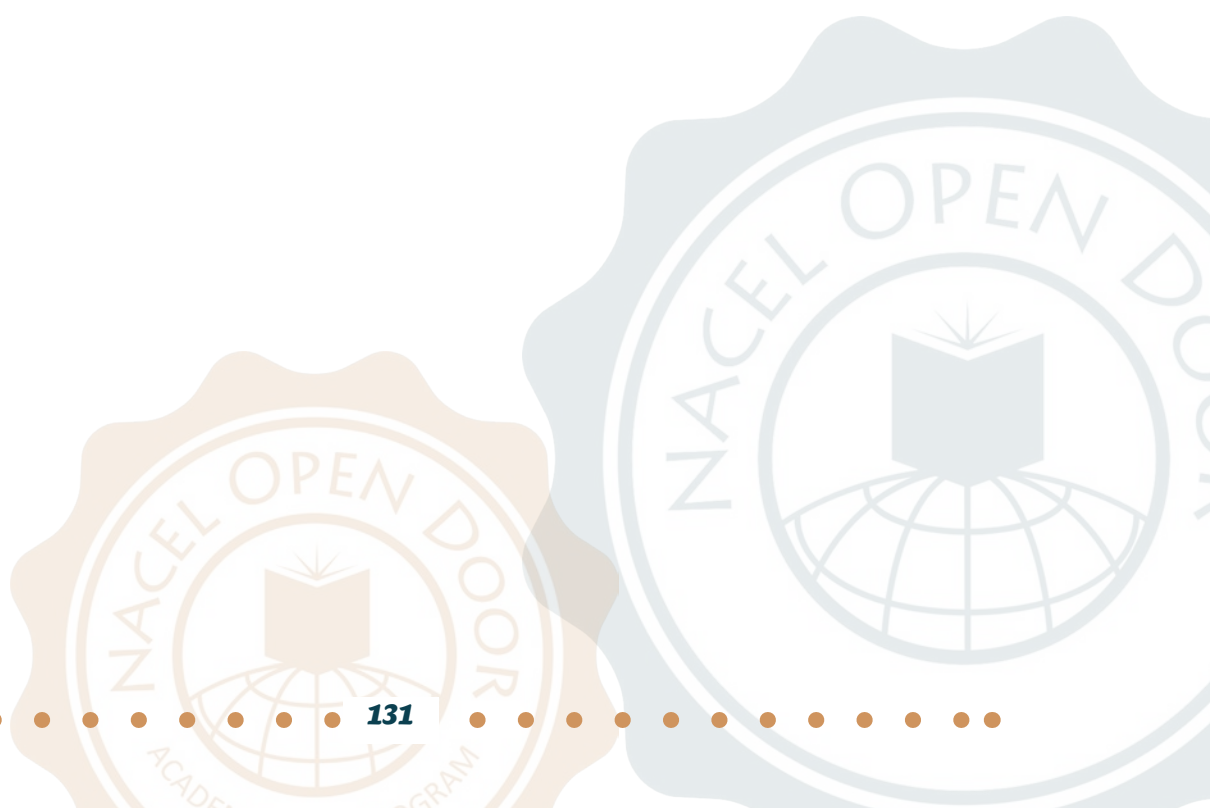
Printed Name of Local Representative

(For office use only)

Reviewed by: _____ Initials: _____ Date reviewed: _____

Appendix E

Online Rep Center Guide



Guide to Local Rep Center – Student Profiles

To login into your Local Rep Center, go to our website: www.nacelopendoor.org and click Login in the top right corner.



Click Online Rep Center.

nacelopendoor.org [HOST A STUDENT](#) [TRAVEL ABROAD](#) [BECOME A REP](#)

Coordinators & Representatives:
The links below will allow you to track host family applications, complete monthly contact reports, and depending on the program, browse student profiles. Contact Nacel Open Door at (800) 622-3553 or request@nacelopendoor.org to obtain a username and password.

All Programs (HF Apps, MCRs): [Online Rep Center](#)

Host Families:
The links below will allow you to access the online host family application. Depending on the program, once fully vetted to host, you may also have access to browse student profiles and search for students based on specific criteria. Contact your Coordinator or Representative if you are interested in hosting a particular student. For questions about browsing student profiles or about your online host family application, including your username or password, please contact Nacel Open Door at (800) 622-3553 or request@nacelopendoor.org.

[Host Family Application for All Programs](#)

[ABOUT US](#) [CONTACT US](#)

Enter your local rep username and password.

The screenshot shows the login page for the Nacel Open Door online representative center. At the top left is the logo 'nacelopen-door.org'. To the right are three buttons: 'HOST A STUDENT', 'TRAVEL ABROAD', and 'BECOME A REP'. Below the logo is a green heading: 'Welcome to Nacel Open Door's online representative center'. Underneath, it says 'Please enter a valid user name and password.' There are two input fields: 'Account Name' and 'Password'. A 'Log In' button is positioned below the password field. At the bottom of the form area are three links: 'ABOUT US', 'CONTACT US', and 'LOG OUT'. A footer at the very bottom reads '©2011 Nacel Open Door. All rights reserved.'

To view students' profiles, click Long Term.

The screenshot shows the home page of the Nacel Open Door Representative Center. At the top left is the logo 'nacelopen-door.org'. To the right are three buttons: 'HOST A STUDENT', 'TRAVEL ABROAD', and 'BECOME A REP'. The main heading is 'Nacel Open Door Representative Center'. Below this, it says 'Welcome to the Online Representative Center Home Page'. Underneath, it says 'You are currently logged in as:' followed by the user name 'Lauren Reusink CN2061 - CN2061 0 1 1 coord N action hold'. There are four main menu items in a grid: 'Student Profiles', 'Host Family Applications', 'Long Term', and 'Family List'. Below these are two more items: 'Monthly Contact Reports' and 'Student List'. At the bottom of the menu area are three links: 'ABOUT US', 'CONTACT US', and 'LOG OUT'. A footer at the very bottom reads '©2011 Nacel Open Door. All rights reserved.'

A list of students will appear. The first students on the list will be those whom your coordinator has Placed, has a Pending placement, has Committed to place, or has put On hold.

Placement Status Definitions:

Not-placed: Student needs to be placed and has no holds or commitments from placement network.

On-hold: A student is put on hold for a designated number of days in order for a local rep/coordinator to have exclusivity while pursuing a placement lead. Holds require an expiration date, and the duration of the hold usually lasts between three and 14 days, depending on the proximity of the placement deadline. If desired, the coordinator may change the hold to a commitment (see “Committed” status below) at any time during the hold. Otherwise, the hold status is removed on the expiration date, and the student is available for another coordinator/local rep to place.

Committed: A coordinator has made a commitment to place the student. A copy of the student’s application is sent to the committing coordinator.

Pending: A HF and School have been identified for the student. However, paperwork still needs to be sent to the national office to finalize the placement.

MA-Placed: All HF and School paperwork has been received by the national office and the Match Abroad (MA) has been sent finalizing the placement.

Reset/Sort Order	First	StudentID	Gender	HomeCountry	cAge	TermMonth	TermDuration	PlacementStatus	SLEPScore	By Whom	Tuition
1	Sofia	L707429	Female	Germany	14	January	05	Committed	51	Richardson Faith E.	\$500-\$2,000
2	Matti	L707068	Female	Norway	17	August	10	MA-Placed	63	Richardson Faith E.	over \$6,000

Reset/Sort Order	First	StudentID	Gender	HomeCountry	cAge	TermMonth	TermDuration	PlacementStatus	SLEPScore	By Whom	Tuition
1	Maddie	L707436	Female	China	14	January	05	Not-placed	57		

You can sort students by any of the column headers (i.e. First Name, StudentID, Gender, etc.) by clicking the blue column header. This makes it easier to find a student if you have a family interested in hosting a student from a specific country, of a certain age, etc.

If you click a student’s name, you will see the student’s profile which gives you more detailed information about the student.

Student Profile

	Manning, Female, age 14, January 85
	ID: LT07436
	Orientation: DBU
	Placement Status: Not-placed By:
	Country: China
	Height: 5'4 1/2
	Years of English: 6
	BLEP Score: 57
	Other languages:
	Dialect:
Download Manning's host family letter. You'll need the free Adobe Acrobat Reader.	
Interests and activities (Please list all sports and hobbies):	ART, CONCERTS, PAINTING-DRAWING, MODERN MUSIC, BADMINTON, BICYCLING, SWIMMING, TENNIS, BASEBALL-SOFTBALL, VOLUNTEERING, Clubs, Travel, Video Games, Diving, Roller In-line for Skating, Table Tennis, Crafts, Social Activities, Bowling
Currents live with:	Father, Mom, Mother, Fathered
Academic rank:	A/B student, 9th grade
Live with a single parent?	Yes
Mobile payment?	Yes
Describe yourself:	
What do you like to do in your free time?	Yes, Swimming (7 years), Badminton (7 years), Bicycling (3 years)
Do you sing or play an instrument?	Yes, Piano (3 years)
Do you travel?	
Want to live with someone who travels?	Yes
Do you have a pet?	Yes
What is your religion?	None
How often do you attend?	
Do you have dietary restrictions?	No
Give two reasons why you're interested in the program?	I need to make progress in academic by studying higher level courses. I want to participate in various activities and make more foreign friends.
What are your career goals?	Becoming an accomplished CFO is a dream since my childhood.
Challenges:	N/A

You can download the letter that the student wrote to their future host family by clicking this link within the student's profile.

The student's letter to their future host family will generate. All of the identifying information about the student (i.e. last name, names and ages of family members, etc.) has been redacted out of this letter. Therefore, this is a great tool for you to use when recruiting host families.

Student Name: Manning Country: China
Family Name First Name Middle Name

YOUR LETTER TO YOUR HOST FAMILY IS ONE OF THE MOST IMPORTANT PARTS OF YOUR APPLICATION.

It is an opportunity to reveal your true personality. Your Host Family will want to know about your habits and routines, your likes and dislikes, your family and friends, your interests and hobbies, and your community and school. Please include any additional information that will help your host family know you better. You may use the next three pages for your letter to the host family. [See word minimums.](#)

PLEASE USE BACKS AND PRINT CLEARLY!

Dear host family,

I'm Manning, a Chinese girl living in a metropolis in the middle west of China and is also famous for panda. You can also call me Alford. I want to enroll in 9th Grade in American exchange program.

I'm very open-minded for having rich experience travelling around the world. In the summer of 2012, my family had a vacation around Europe, which gave me a strong shock of its glorious civilization and advanced technology. This summer, it was my honor to participate a study tour in American prestigious universities. During that, I was impressed by its state-of-art facilities, learning-oriented education notion, beautiful campus and genial host family in person. After careful thinking and discussing with my parents, I decided to study in the U.S to pursue my high school education.

I'm an easy-going, optimistic, and responsible girl and also have a sense of humor. My academic rank is very high in the school, but now the only short slab is oral English. I will adapt to the English environment and keep in pace of school courses very quickly. At the same time, I will participate in varied extracurricular activities and clubs, making new friends with residents.

In a new environment, I will encounter many difficulties. But I'm confident to overcome all of them. I'm very tidy and love to do the chores, but a little afraid of big dogs. However, it is not a big problem. I also want to make friend with those big 'guys'. In addition, occasional Chinese dishes can make me very happy and also cure my homesickness.

Dear host parents, thanks again for your kindness and I'm looking forward to joining your family. And also I deeply believe that one good turn deserves another.

Yours sincerely,

Manning

GUIDE TO LOCAL REP CENTER – HF APPS

ACADEMIC YEAR PROGRAM

To access a host family's application, click Family List.



★ Organization

- Families are sorted by application year and then by last name.

★ "Date Vetted"

- Next to the "Student Access" column you see recorded the actual date a family became "Fully Vetted."
- If a family is not fully vetted (i.e. there is not a date in this column), they should not have access to student profiles.

Families sorted by year of application. Within each year, families will be sorted by Last Name

ID	First	Last	City	State	Program	Student Access	Date Vetted	Paperwork Received / Total
Family List Test								
					2013/2014			
HF006840	Sarah	Breenstest	St. Paul	MN	AYP	No		6 / 14
					2012/2013			
HF005701	Sample Family Sample		Minneapolis	MN	AYP	No		14 / 14
HF005858	Sample Family Sample		EDEN PRAIRIE	MN	AYP	No		12 / 14
HF006013	Sample Family Sample		Eden Prairie	MN	AYP	Yes	12/29/2012	14 / 14
HF005881	Sample Family Sample		Eden Prairie	MN	AYP	No		14 / 14
HF004828	Sample Family Sample		Eden Prairie	MN	AYP	No		14 / 14
HF003301	Sample Family Sample		Apple Valley	MN	AYP	No		14 / 14
Representative Center								

★ Paperwork

- View the Items Received by the national office and the Total Number Required for each family (Received/Total). For example, this rep has submitted 6 of the 14 required items for the family "Sarah Breenstest." Hence, 6/14 in the last column.
- If it says "Not Assigned" in the paperwork column, the national office has not yet assigned the necessary host family paperwork to this family.
- To access a detailed list of paperwork, click the "Paperwork Received/Total" link (i.e. 14/14).

GUIDE TO LOCAL REP CENTER – HF APPS


ACADEMIC YEAR PROGRAM

Detailed Paperwork Checklist

- ★ This list provides you with three main pieces of information:
 - **Date Complete** – date NOD received item (or date on dated paperwork). If there is no date, the item has NOT been received.
 - **Paperwork** – the items required for the family to become fully vetted, plus the Host Family Orientation, which must be completed AFTER a host family is vetted. These paperwork items will vary depending on the program(s) a family has applied for. *A detailed description of all “paperwork” items is at the end of this user guide.*
 - **Notes** – here you will find details about certain items of paperwork. Expect to regularly see the last name of the recommender for each recommendation. Other uses could be to note when a child in the home will be turning 18 or if a photo needs to be retaken (ie: no bed).

Nacel Open Door Host Family Paperwork		
Sarah Breentest in St Paul, MN		
Paperwork List		
Date Complete	Paperwork	Notes
04/30/2013	Online Application - Part One Online Application - Part Two CBC(s) Cleared by NOD Staff MN CBC Authorization Form(s) Confirmation of Visit	
05/07/2013	Recommendation 1	M. Olson
05/03/2013	Recommendation 2	R. Lenway
05/10/2013	Photo - Host Family	
05/10/2013	Photo - Home	
05/10/2013	Photo - Student's Bedroom	
	Photo - Student's Bathroom	
	Photo - Living Room	
	Photo - Kitchen	
	Host Family Orientation	

The Online Host Family application is accessed by clicking on the Host Family ID, which is the blue “HFIDL_” number in the first column of the Families List. Paperwork list is also visible at the bottom of the Online Host Family Application.



HF006840	Sarah	Breentest	St Paul	MN	AYP	No	6 / 14
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GUIDE TO LOCAL REP CENTER – HF APPS

ACADEMIC YEAR PROGRAM

You will be able to view parts of the family's application. You can click the title of each section to see the family's responses to questions within the section. Each section will say **Complete**, **Incomplete**, or **Not Started** indicating if the family has answered all, part, or none of the questions within a section.

Sarah Breenest in St Paul, MN

Thank you for your interest in hosting an international student.

Nacel Open Door Coordinator: Richardson Faith E.

[Modify Access to Students](#) Does family have access to students: **No**

You may complete the application all at once, or in stages, as time permits. All sections and questions of the application must be complete in order to submit.

A. Program Selection

[Choose Program](#) **AYP**

B. Criminal Background Check (CBC)

PLEASE NOTE: Nacel Open Door is committed to the safety of its students and the quality of its programs. Therefore, criminal background checks are required for all adult persons residing in the host family home. Findings including, but not limited to, felonies and crimes against youth will likely disqualify a family from hosting.

[CBC Information & Authorization](#) **Not Started**

C. Host Family Application

Part 1: The host family should complete this section.

	Parent Contact Information	Incomplete
	Children & Others	Not Started
	Pets	Not Started
	Preferences	Not Started
	References	Not Started
	Special Circumstances	Not Started

Part 2: The host family (or local rep) should complete this section.

Host Family Information	Not Started
Household & Community Information	Not Started
School Information	Not Started
Confirmation	Not Started
Print Application	

GUIDE TO LOCAL REP CENTER – HF APPS

ACADEMIC YEAR PROGRAM

Paperwork Definitions

Online Application – Part One	The first half of the Host Family Online Application. Host families must complete this section.
Online Application – Part Two	The second half of the Host Family Online Application. Host families may complete this section, or the local rep may complete this section with the family during/after the home visit.
CBC(s) Cleared by NOD Staff	If you see a date on this checklist item, it means that all required CBCs have been received and they have been cleared/approved for hosting. This is the equivalent of an NOD staff member emailing you to say, "The Johnson Family's CBCs have been cleared." Please note: this is <u>different</u> from the section of the Online Host Family Application that says "CBC."
MN CBC Authorization Form	Residents of MN are required to submit an additional authorization for CBCs. This should only be assigned to families residing in MN. If you see it assigned to a family not living in MN, please email paperwork@mnaceleaders.org to have it removed.
Confirmation of Visit	Confirmation of Visit – either printed from the last page of the online application or the form provided on the NOD website
Recommendation 1	First recommendation. Reminder: references may not be given by family members & all reference forms need to be signed and dated. If the recommendation is taken over the phone, please date and initial the form at the bottom of the page in the space provided.
Recommendation 2	Second recommendation.
Photos – Host Family	Host Family Photo – should be recent (from the visit is best) and include all family members
Photos – Home	Photos of the outside of the home
Photos – Student's Bedroom	Photos of the bedroom the student will be staying in. Must include bed.
Photos – Student's Bathroom	Photos of the bathroom the student will be using.
Photos – Living Room	Photos of the family's living room. This should show the entire room. Please submit photos from more than one corner of the room if it is difficult to get the whole room in one photo.
Photos – Kitchen	Photos of the host family's kitchen.
Host Family Orientation	This can either be a copy of the sign-in sheet or the online host family orientation confirmation. Reminder: The Host Family Orientation MUST be completed AFTER a family is "fully vetted." An orientation completed before the family is fully vetted is not valid, and the national office will request that another orientation be completed.
Single Parent Placement Supplement	Supplemental form that must be submitted if a host family is a single parent with no school-age children in the home.
DP Agreement – Host Family	Double Placement Agreement signed by the host parent(s)
DP Agreement – School	Double Placement Agreement signed by school official. Note: this is only required if both students are at the SAME high school

Please note that although required for placement, the School Acceptance Form is not recorded on the Host Family Paperwork list because it is specific to each student placed, not the family hosting the student.



HOST FAMILY APPLICATION GUIDE

NACEL OPEN DOOR

Getting Started

- Create an online application at the following link by selecting “New Family Application”:
<https://data.nacelopendoor.org/nacel/hostfamily2/Family.php>

The screenshot shows the 'HOST FAMILY APPLICATION' page with the following content:

- Logo: nacelopendoor.org
- Header: **HOST FAMILY APPLICATION**
Open Your Door to the World
- Text: Hosting an international student is a wonderful opportunity to experience another culture, impact the life of a student, and make a difference in today's world. The very first step in hosting a Nacel Open Door international student is completing the online Host Family Application.
- Step 1: **1: START HERE. Click on "New Family Application" below to create a login and begin your host family application.**
- Button: **NEW FAMILY APPLICATION** (with a family icon)
- Step 2: **2: Already have a host family application login? Log in below to access your application:**
- Text: **Please enter a valid user name and password.**
- Form fields: Account Name , Password
- Button: **LOGIN** (with a user icon)

- You will be directed to the screen below. In order to create a username and password, all information on this page must be filled out.

The screenshot shows the user account creation page with the following content:

- Logo: nacelopendoor.org
- Navigation: [HOST A STUDENT](#) | [TRAVEL ABROAD](#) | [BECOME A REP](#)
- Text: **Please provide the following information to create a user account for your online host family application.**
- Text: Having a user account will allow you to save information while you complete your online host family application, as well as access your online host family application at a later time.
- Text: What is your name?
- Form fields: First , Last
- Text: Where do you live?
- Form fields: City , State
- Text: How can we contact you?
- Form fields: Home Phone , Primary E-Mail for Host Family Communication
- Text: **Please choose a username and password for your user account; each should be at least 6 characters.**
- Text: (This will be your login for your online host family application. It will allow you to save information while you complete your online host family application, as well as access your online host family application at a later time.)
- Form fields: UserName , Password
- Button: **CREATE LOGIN** (with a user icon)

- Once all information is entered, click “Create Login.” Save your login information for future use.

Home Page

- Once you are logged in, you will be directed to the home page. This page gives an overview of the application and indicates the status of each section.
- **Not Started** status indicates a section that has not been started.
- **Incomplete** status indicates information is missing from that section.
- **Complete** status indicates the section is complete.
- Once all sections have a status of **Complete**, the **Submit** button will turn orange and you can then submit the application.

**Nacel Open Door
Host Family Application**
for
AYP TEST in St. Paul,

Thank you for your interest in hosting an international student.
Nacel Open Door Coordinator:

You may complete the application all at once, or in stages, as time permits. All sections and questions of the application must be complete in order to submit.

A. Program Selection
[Choose Program](#)

Criminal Background Check (CBC)
PLEASE NOTE: Nacel Open Door is committed to the safety of its students and the quality of its programs. Therefore, criminal background checks are required for all adult persons residing in the host family home. Findings including, but not limited to, felonies and crimes against youth will likely disqualify a family from hosting.

CBC Information & Authorization

C. Host Family Application
Part 1: The host family should complete this section.
[Parent Contact Information](#)
[Children & Others](#)
[Pets](#)
[Preferences](#)
[References](#)
[Special Circumstances](#)
Part 2: The host family (or local rep) should complete this section.
[Host Family Information](#)
[Household & Community Information](#)
[School Information](#)
[Confirmation](#)
[Print Application](#)

Please complete each section of the application

CSJET

Status indicators on the right: Unknown, Not Started, Incomplete, Not Started, Not Started, Not Started, Not Started, Not Started, Not Started, Not Started.

Beginning the Application

- To begin the application, click “Choose Program.”

CHOOSE PROGRAM

To begin your host family application, please select the Nacel program(s) for which you wish to host.

Academic Year Program (AYP) Yes No
Students usually attend local public high schools.
Programs run during American school year.
Students stay for 5 months (semester), 10 months (school year), or 12 months (calendar year).
Students range in age from 15 to 18.

International Private School Program (IPSP) Yes No
Students attend select private schools.
Programs run during American school year.
Students stay for one or multiple school years.
Students range in age from 7th to 12th grade.

St. Paul Preparatory School (SPP) Yes No
Students attend St. Paul Preparatory School in St. Paul, MN.
Programs run during the summer and American school year.
Students stay for 2-6 weeks during the summer, and for up to 10 months during the school year. Students may return for multiple school years.
Students range in age from 8th to 12th grade.

Short Term (ST) Yes No
Students do not usually attend school. Some programs include English language homeschool classes, some include shadowing at local schools.
Programs run primarily during June, July, and August; as well as select other months.
Students stay from 2 to 8 weeks.
Students range in age from 12 to 18.

Unknown: Not sure which program to select? Click “save” below to complete a general hosting application. You may also [contact](#) the Nacel Open Door national office for assistance in selecting which program might be best for you and your family.

- Select the program you would like to be a host family for and then click “Save.” This will refresh the page with the saved information.
- To move to the next section of the application, click “Continue.”

Navigation Tips

- These buttons can be viewed at the top of every page and allow you to navigate through the application.



- The Save button is located on the bottom of every page.



Criminal Background Check Information and Authorization

- The CBC Information & Authorization portion is a CBC disclosure for family members to explain any records they may have. Families MUST answer all questions.

CBC INFORMATION & AUTHORIZATION

Has anyone living in your home been convicted of a felony?
 Yes No

Has anyone living in your home been convicted of a misdemeanor?
 Yes No

Has anyone living in your home had a DUI or DWI in the past 5 years?
 Yes No

Does anyone in your home have any drug charges (use or possession) on their record?
 Yes No

Does anyone in your home use illegal substances, have a chemical dependency, been treated for, or currently in treatment for chemical dependency?
 Yes No

To the best of your knowledge, will anyone living in your home have any "findings" on their Criminal Background Check (including speeding tickets)?
 Yes No

Has anyone living in your home been reported to Child Protective Services, for any reason (legitimate or not)?
 Yes No

If you answered "yes" to any of the above questions, please specify:

Online Criminal Background Check

Please [click here to access the Online Criminal Background Check](#) (password: **hosting2013**)

Has each person 18 and older residing in the host family home completed the online authorization for Criminal Background Check?
 Yes No

SAVE ✓

- The Online Criminal Background Check portion will direct you to a separate website where each family

member living in the home over the age of 18 MUST submit their information (on a secure site) in order for their background check to be processed. Information on CBCs can be found on page 153.

- Both portions of this section MUST be completed annually.
- Once both sections are completed, click "Save." This will refresh the page with the saved information, then click "Continue" to move to the next section.

Part C of the Application

- Part C begins with the Parent Contact Information. Complete all the information for both parents and click "Save" when complete. As with previous sections of the application, this will refresh the page with the saved information. Click "Continue" to move to the next section of the application.
- Repeat this process until the application is complete.

Submitting the Application

- Once all sections have a status of Complete, the Submit button will turn orange and you will be able to submit your application.

B. Criminal Background Check (CBC)

PLEASE NOTE: Nacel Open Door is committed to the safety of its students and the quality of its programs. Therefore, criminal background checks are required for all adult persons residing in the host family home. Findings including, but not limited to, felonies and crimes against youth will likely disqualify a family from hosting.

CBC Information & Authorization Complete

C. Host Family Application

Part 1: The host family should complete this section.

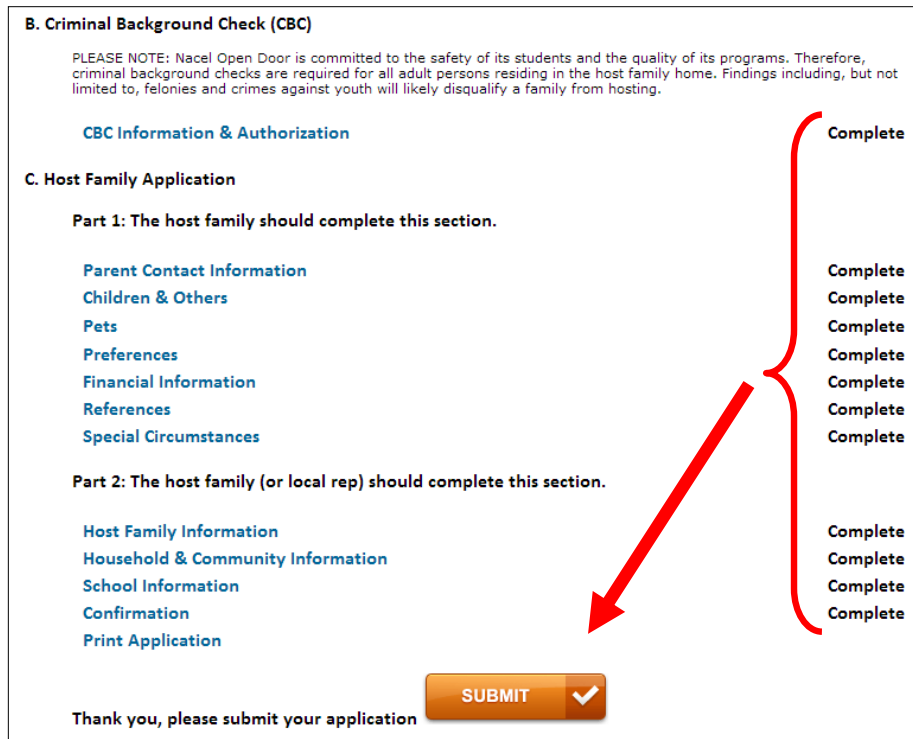
- Parent Contact Information Complete
- Children & Others Complete
- Pets Complete
- Preferences Complete
- Financial Information Complete
- References Complete
- Special Circumstances Complete

Part 2: The host family (or local rep) should complete this section.

- Host Family Information Complete
- Household & Community Information Complete
- School Information Complete
- Confirmation Complete
- Print Application Complete

Thank you, please submit your application

SUBMIT ✓



Congratulations! Your application is complete!

- Once submitted, your local representative will be in contact with you to complete any additional paperwork and schedule a home visit.
- If you have any additional questions, you can contact your local representative or the Nacel Open Door National Office at 1-800-622-3553. We are always happy to help!



HOST FAMILY APPLICATION RENEWAL GUIDE

NACEL OPEN DOOR

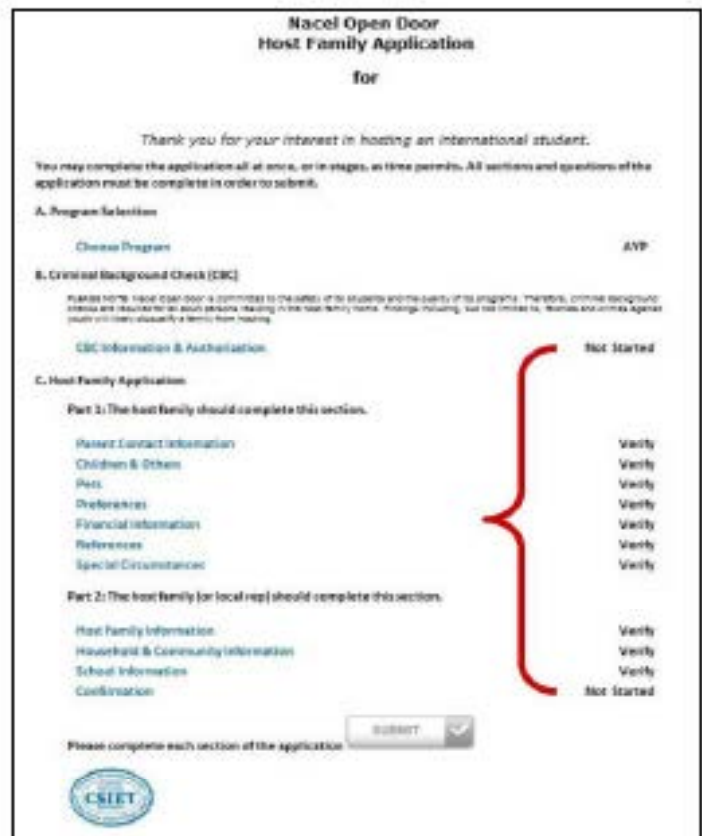
Getting Started

- Access your existing application online at the following link using your username and password: <https://data.nacelopendoor.org/nacel/hostfamily2/Family.php>



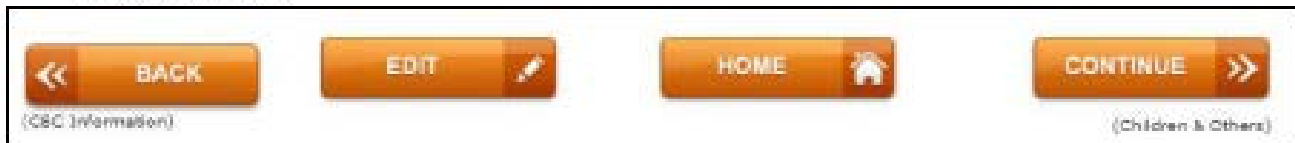
Home Page

- Once you are logged in, you will be directed to the home page. This page gives an overview of the application, and indicates the status of each section.
- Not Started status indicates a section that needs to be redone each application cycle.
- Verify status indicates a section that needs to be reviewed and verified.
- Incomplete status indicates something is missing from that section.
- Complete status indicates the section is complete.
- Once all sections have a status of Complete, the Submit button will turn orange and you can then submit the application.



Navigation Tips

- These buttons can be viewed at the top of most pages and allow you to navigate through the application.



- The Save button is located on the bottom of every page.



Criminal Background Check Information and Authorization

- The CBC Information & Authorization portion is a CBC disclosure for family members to explain any records they may have. Families MUST answer all questions.

A screenshot of a mobile application form titled 'CBC INFORMATION & AUTHORIZATION'. It contains several yes/no questions about family members' criminal records, drug charges, and substance use. A red arrow points to the title bar. Below the questions is a text input field for specifying details if 'yes' was answered. A second red arrow points to the 'Online Criminal Background Check' section, which includes a link to access the online check (password: hestling2018) and a 'SAVE' button with a checkmark.

- The Online Criminal Background Check portion will direct you to a separate website

where each family member living in the home over the age of 18 MUST submit their information (on a secure site) in order for their background check to be processed. Information on CBCs can be found on page 153.

- Both portions of this section MUST be completed annually.
- Once both sections are completed, click Save.

Verifying the Application

- Part C begins with the Parent Contact Information. Review the information in the application from the previous year and make any necessary edits. Once all the information is correct, scroll to the bottom of the page where you will find a question asking "is the above information correct?" Select Yes and then Save.

A screenshot of a verification question: 'Is the above information correct? (if not please modify)'. The 'Yes' radio button is selected. A red arrow points to the 'Yes' option. To the right is an orange 'SAVE' button with a checkmark icon, also indicated by a red arrow.

- Repeat this process for each section until the app is complete.

Exceptions

- The Children & Others and Pets sections are set up differently than the rest.
- To verify these sections select the Edit/Verify button next to the first entry.

Family Member List

← BACK
HOME
CONTINUE →

(Parent Contact Information)
(Pets)

List full name and relationship of all people who live full- or part-time in the home or frequently stay at the home. Please also list all host family children, even if they no longer live at home.

Add Family Members

ADD FAMILY MEMBER		First	Last	Gender	BirthDate	Relationship	Live at home	
View	Edit/Verify	Baby	Test	Female	01/01/2009	child	Full-time	Missing: Verify
							DELETE	X

- Now you will be able to edit any information and verify that the information is correct (Select Yes at the top of the page and Save at the bottom).
- Repeat this process for each entry in the Children and Pets sections.

Host Children & Others

Please complete all applicable information for all children and others residing in the home.

Is the below information correct? (if not please modify)

Yes

First Last Gender Male Female Date of Birth January 1 2009

Relationship to Host Parent
 child foster child parent or grandparent exchange student family friend other

If other, please specify:

Residing in host home during student's stay?
 full-time part-time occasionally not at all

Employer Name: Occupation/Job Title:

Work Phone: Email: Level of Education:

Activities, Interests, & Community organizations in which family member participates:

<input type="checkbox"/> Aerobics	<input type="checkbox"/> Acting	<input type="checkbox"/> Archery	<input type="checkbox"/> Art	<input type="checkbox"/> Astronomy
<input type="checkbox"/> Automotives	<input type="checkbox"/> Badminton	<input type="checkbox"/> Ballet	<input type="checkbox"/> Baseball/Softball	<input type="checkbox"/> Basketball
<input type="checkbox"/> Bicycling	<input type="checkbox"/> Bowling	<input type="checkbox"/> Body Building	<input type="checkbox"/> Camping	<input type="checkbox"/> Chess
<input type="checkbox"/> Classical Dance	<input type="checkbox"/> Classical Music	<input type="checkbox"/> Clubs	<input type="checkbox"/> Collecting	<input type="checkbox"/> Computers
<input type="checkbox"/> Concerts	<input type="checkbox"/> Cooking	<input type="checkbox"/> Diving	<input type="checkbox"/> Fishing	<input type="checkbox"/> Fitness
<input type="checkbox"/> Golf	<input type="checkbox"/> Hockey	<input type="checkbox"/> Hiking	<input type="checkbox"/> History	<input type="checkbox"/> Horse riding
<input type="checkbox"/> Jogging	<input type="checkbox"/> Martial Arts	<input type="checkbox"/> Modern Music	<input type="checkbox"/> Movies	<input type="checkbox"/> Museums
<input type="checkbox"/> Musical Instruments	<input type="checkbox"/> Painting/Drawing	<input type="checkbox"/> Pets/Animals	<input type="checkbox"/> Photography	<input type="checkbox"/> Reading
<input type="checkbox"/> Roller/in-line/Ice Skating	<input type="checkbox"/> Sailing	<input type="checkbox"/> Scouting	<input type="checkbox"/> Shopping	<input type="checkbox"/> Skiing
<input type="checkbox"/> Snowboarding	<input type="checkbox"/> Soccer/Rugby	<input type="checkbox"/> Social Dancing	<input type="checkbox"/> Swimming	<input type="checkbox"/> Table Tennis
<input type="checkbox"/> Tennis	<input type="checkbox"/> Theater	<input type="checkbox"/> Travel	<input type="checkbox"/> Video Games	<input type="checkbox"/> Volleyball
<input type="checkbox"/> Walking	<input type="checkbox"/> Wind Surfing	<input type="checkbox"/> Other		

If other, please specify:

SAVE ✓

Submitting the Application

- **Once all sections have a status of Complete, the Submit button will turn orange and you will be able to submit your application.**

B. Criminal Background Check (CBC)

PLEASE NOTE: Macel Open Door is committed to the safety of its students and the quality of its programs. Therefore, criminal background checks are required for all adult persons residing in the host family home. Findings including, but not limited to, felonies and crimes against youth will likely disqualify a family from hosting.

CBC Information & Authorization Complete

C. Host Family Application

Part 1: The host family should complete this section.

- Parent Contact Information Complete
- Children & Others Complete
- Pets Complete
- Preferences Complete
- Financial Information Complete
- References Complete
- Special Circumstances Complete

Part 2: The host family (or local rep) should complete this section.

- Host Family Information Complete
- Household & Community Information Complete
- School Information Complete
- Confirmation Complete
- Print Application Complete

SUBMIT ✓

Thank you, please submit your application

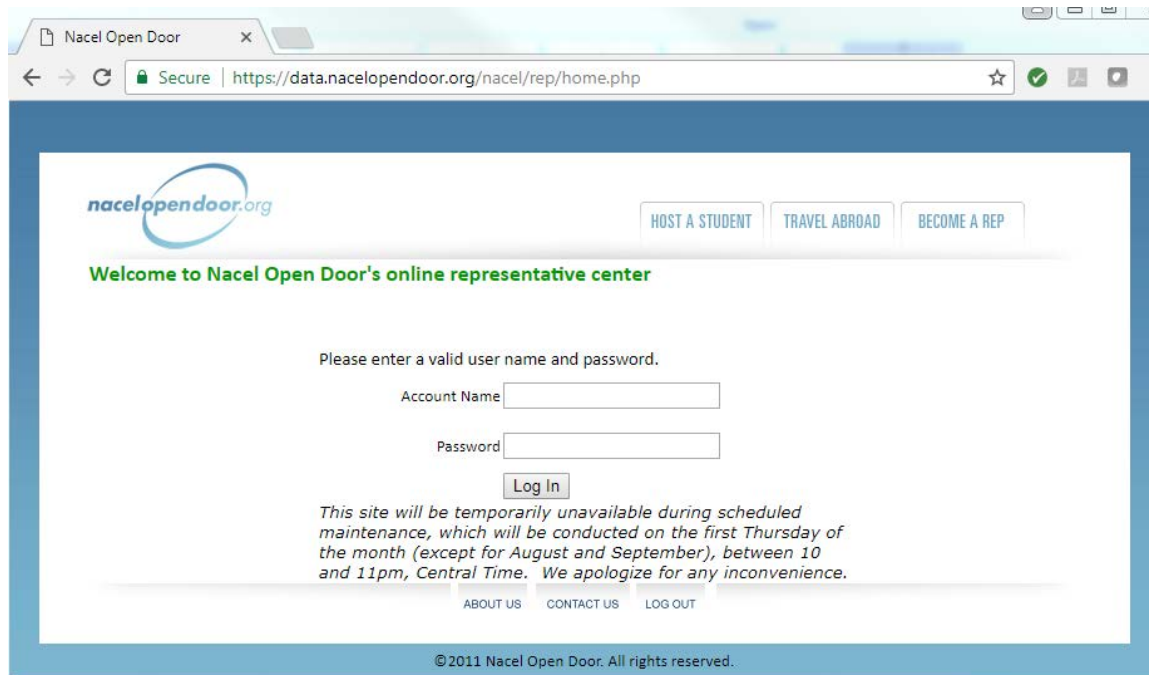
Congratulations! Your application is complete!

- **Once submitted, your local representative will be in contact with you to complete any additional paperwork and schedule a home visit.**
- **If you have any additional questions, you can contact your local representative or the Macel Open Door National Office at 1-800-622-3553. We are always happy to help!**



HOW TO COMPLETE A MCR ACADEMIC YEAR PROGRAM

1. Conduct a private interview with each student and each host family, separately. The first interview of each semester must be done in person. The rest can be done over the phone.
2. Log into the Online Rep Center: <https://data.nacelopendoor.org/nacel/rep/home.php>



3. Click on the Student List, in the Monthly Contact Reports box:



- It will automatically bring you to the current month's report.

nacependoor.org [HOST A STUDENT](#) [TRAVEL ABROAD](#) [BECOME A REP](#)

Reporting Months *Reports for previous months are read-only; they are not available for edit or submission.*

Report Name	# Not Started	# Saved	# Complete
Jan - 2017			
Feb - 2017	0	0	1
Mar - 2017	0	0	1
Apr - 2017	0	0	1
May - 2017	0	0	1
Jun - 2017	1	0	0
Aug - 2017	0	0	1
Sep - 2017	0	0	1
Oct - 2017	0	0	1
Nov - 2017	1	0	0
Dec - 2017	0	0	1

My Student List for: 2017 Dec
Click on a Student Name below to access, complete, and submit the MCR.
 Reports must be completed and submitted by the 15th of the month for IPSP and the 25th of the month for LTPS and SPP.
 Reports will then be forwarded to the students' foreign partners.

Student ID	Student Name	Status	Month	Host Family	Host City	Host State
LT08666	SIMOES MASSARIOLI, Natan	Not Started	Dec 2017	Kathy Taylor	CARY	MT

[Return to Rep Center](#)

- Click on the student's name to open the MCR.

nacependoor.org [HOST A STUDENT](#) [TRAVEL ABROAD](#) [BECOME A REP](#)

Reporting Months *Reports for previous months are read-only; they are not available for edit or submission.*

Report Name	# Not Started	# Saved	# Complete
Jan - 2017			
Feb - 2017	0	0	1
Mar - 2017	0	0	1
Apr - 2017	0	0	1
May - 2017	0	0	1
Jun - 2017	1	0	0
Aug - 2017	0	0	1
Sep - 2017	0	0	1
Oct - 2017	0	0	1
Nov - 2017	1	0	0
Dec - 2017	0	0	1

My Student List for: 2017 Dec
Click on a Student Name below to access, complete, and submit the MCR.
 Reports must be completed and submitted by the 15th of the month for IPSP and the 25th of the month for LTPS and SPP.
 Reports will then be forwarded to the students' foreign partners.

Student ID	Student Name	Status	Month	Host Family	Host City	Host State
LT08666	SIMOES MASSARIOLI, Natan	Not Started	Dec 2017	Kathy Taylor	CARY	MT

[Return to Rep Center](#)

6. You will see several boxes with questions written at the top of the box. Enter in the answers you obtained while interviewing the host family and the student. Usually the host family section is first, then the student section. Always make sure the answers you're entering match the questions listed at the top of the box!

The screenshot shows a web browser window with the URL <https://data.nacelopendoor.org/nacel/rep/MRC/Report.php>. The page title is "Rep100991". The Nacel Open Door logo is in the top left. Navigation buttons for "HOST A STUDENT", "TRAVEL ABROAD", and "BECOME A REP" are in the top right. The main content area displays the following information:

- Reporting Month: Dec 2017
- Student's Arrival Month: August
- Program Duration: 10
- Student's Name: SIMOES MASSARIOLI, Natan LT08666
- Student's School: Green Hope High School
- Student's Country: Brazil BRB
- Host Family: Kathy Taylor
- City and State: CARY, MT
- Area Representative Name: Michael Raszmann
- Coordinator Name: Erin McGregor

A note reads: "Note to Representative: If any of the above information is incorrect, please contact your coordinator or the national office immediately to report the change(s)."

The "PARENT QUESTIONS" section contains three text input fields:

- Date of Conversation (mm/dd/yy)
- Do you have privacy for this conversation?
- With which Host Family member is the LR speaking?

7. When you've entered all the answers, hit "Submit" to turn it in:

This screenshot shows the bottom portion of the reporting form. It includes a section for "PROGRAM STAFF COMMENTS" with the instruction: "Please note any issues with the Student, Host Family, etc. which might not have been addressed above, and/or provide explanation of what is being done locally to resolve any issue which is raised above." Below this is a large text input field.

At the bottom of the form are three buttons: "Save", "Submit", and "Reset". A red arrow points to the "Submit" button. Below the buttons is a link that says "Cancel and Return to My Student List". At the very bottom, there are links for "ABOUT US" and "CONTACT US", and a copyright notice: "©2008 Nacel Open Door. All rights reserved."

8. If you are not ready to submit it yet and want to come back to your answers later, hit “Save” instead. Don’t forget to come back later and hit “Submit”!

The screenshot shows a web form interface. At the top, there are two grey rectangular boxes. Below them is a blue header bar with the text "For Office Use Only". Underneath is another blue bar labeled "PROGRAM STAFF COMMENTS". A text box contains the instruction: "Please note any issues with the Student, Host Family, etc. which might not have been addressed above, and/or provide explanation of what is being done locally to resolve any issue which is raised above." Below this is a large white text area for input. At the bottom of the form are three buttons: "Save", "Submit", and "Reset". A red arrow points to the "Save" button. To the left of the buttons is a link: "Cancel and Return to My Student List". Below the buttons are two more links: "ABOUT US" and "CONTACT US". At the very bottom, there is a copyright notice: "©2008 Nasal Open Door. All rights reserved."

If you have any other questions or concerns, please let your coordinator or the national office know!



ONLINE CRIMINAL BACKGROUND CHECK

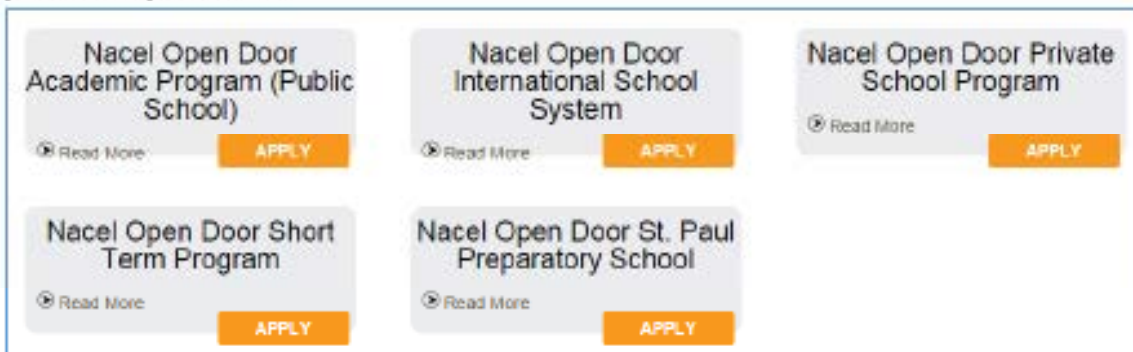
NACEL OPEN DOOR

OVERVIEW

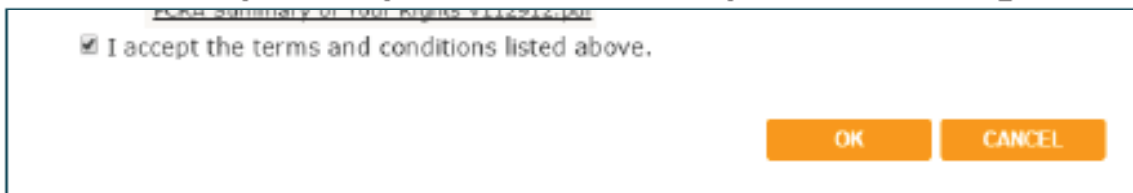
Nacel Open Door is committed to the safety of its students and the quality of its programs. With this commitment, criminal background checks (CBCs) are required for all adult persons (aged 18 or older) residing in the host family home. Findings including (but not limited to) felonies or crimes against youth will likely disqualify a family from hosting.

INSTRUCTIONS FOR THE APPLICANT

1. Access the [CBC portal](#) either from within the Host Family application or from the "Become a Host" page of the Nacel Open Door website (nacelopendoor.org).
2. Once on the ClearStar page, find your program and click "Apply." If you are not sure which program is yours, ask your local representative.

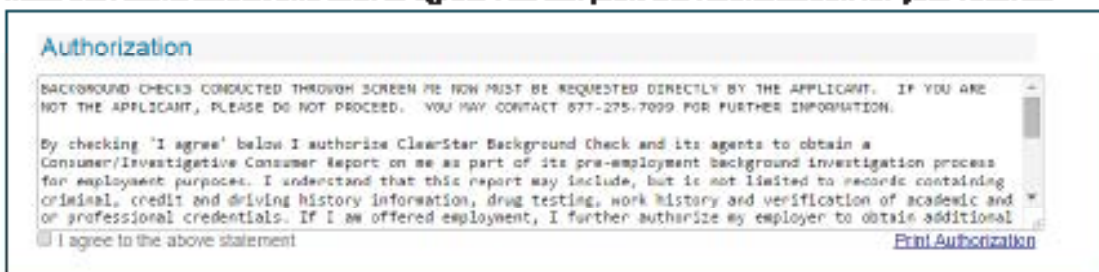


3. Read "A Summary of Your Rights Under the Fair Credit Reporting Act." Click to accept the terms and conditions, and then click "OK." (You will only be able to click on this once you have scrolled through the entire text.)

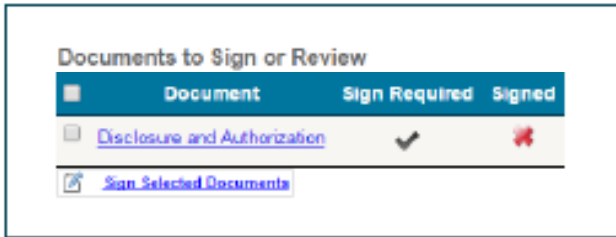


PLEASE NOTE: The FCRA text covers both criminal background checks and credit reporting. Although the language includes information about credit checks, Nacel Open Door is ONLY accessing criminal records. Your credit history will NOT be check.

4. Fill in the requested information. Please note that your first name, last name, email address, Social Security Number, date of birth and address are required.
5. Read the Authorization and click to agree. You can print the Authorization for your records.



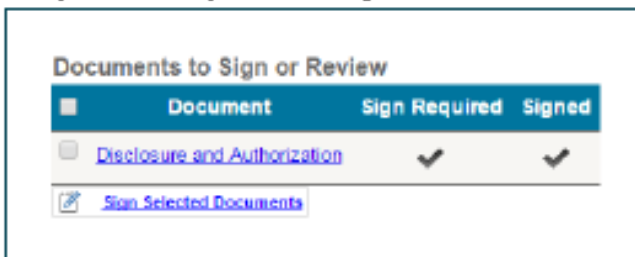
6. Click "Submit."
7. Click on the "Disclosure and Authorization" link under "Documents to Sign or Review."



8. Read the Disclosure
9. Use your mouse to sign in the box indicated. This can only be completed on a PC, not a tablet or smartphone.



10. Type your full name below your signature.
11. Click "OK." (If you want to redo the signature, click "Clear" and repeat Steps 9 and 10.)
12. You will be taken back to the "Documents/Review" page. Note that "Documents to Sign or Review" will reflect that you have completed this step.

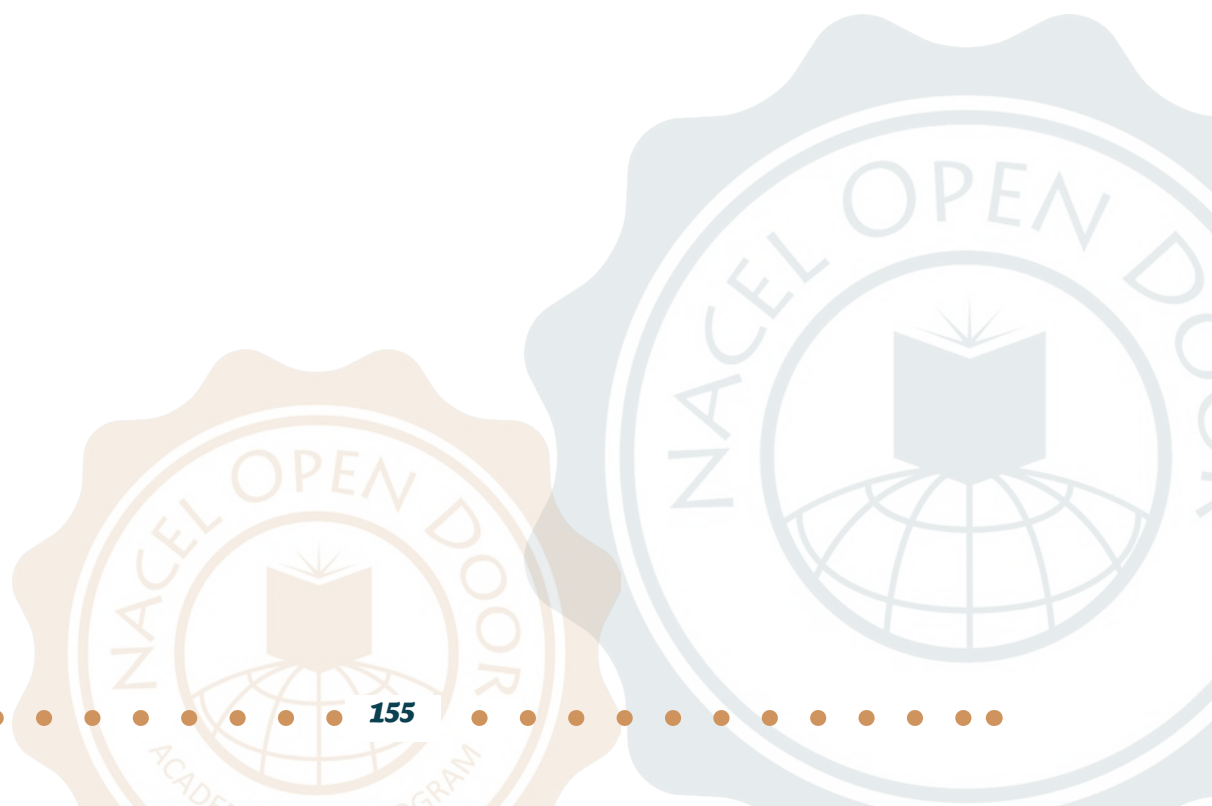


13. Click "Finish."

YOU WILL RECEIVE AN EMAIL FROM CLEARSTAR CONFIRMING THAT YOUR CBC HAS BEEN SUBMITTED.

Appendix F

International Student Health Insurance





STEP-BY-STEP INSURANCE DIRECTIONS

NACEL OPEN DOOR

GENERAL INFORMATION

Doctor/Dentist appointment check-list

Bring the following any time a student needs medical/dental care:

- Student insurance envelope (insurance card, insurance policy, insurance information)
- Host Family Agreement (shows relationship between student and host family to Nacel Open Door)
- Authorization for the Release of Protected Health Information form (back of student application)

Note: There are no co-pays required for any medical visits under this policy.

Nacel Open Door insurance contact: 800-622-3553, option 1 or direct line 651-288-4608

When contacting Nacel Open Door about insurance issues, please be prepared to provide the following information:

- Name of the student (not an American nickname)
- Student ID
- Date and time of the medical appointment (non-emergency) gg nature of medical emergency
- Name and telephone number of the medical care provider

Prescriptions

If a student receives a prescription, it will need to be paid for out of pocket. A claim form needs to be filled out and mailed to Nacel Open Door along with the original pharmacy receipts (the ones that are stapled to the bag or information sheet when you pick up the prescription) in order to receive reimbursement.



SCENARIOS

Non-emergency illness or injury (e.g. cold, flu, sinus infection, bronchitis, stomach pain, pulled muscle, etc.):

1. Wait a few days to see if the condition improves.
2. If there are no signs of improvement, schedule an appointment with a doctor, clinic, or go to an urgent care (NOT an emergency room). The hospital should be considered a last resort.
3. Go to the appointment (be sure to bring all necessary documents, as listed in "General Information"). List Nacel Open Door as the "guarantor" or "responsible party" on any medical forms submitted. *NOD does not advise host families to list themselves as the "guarantor."*
4. The medical care provider will submit a special insurance claim form (CMS-1500, UB-04, or UB-92) to Nacel Open Door for processing.

Emergency illness or injury (e.g. broken bone, deep laceration, severe stomach pain, etc.):

1. Go to an Urgent Care, Emergency Room, or to any physician that is able to provide appropriate medical care. Be sure to bring all necessary documents.
2. If a student needs to be admitted to a hospital for any reason, contact Mutualaid Emergency Assistance at 1-844-494-1224 for pre-authorization.

- You will need to provide information about the student in order to open a medical case, such as the student's name (not an American nickname), date of birth, name and contact information for the medical care facility, details about the injury/illness, etc.
3. Contact Nacel Open Door as soon as possible afterwards to report the visit.
 4. After receiving billing and insurance information, the medical care provider will submit an insurance claim form to Nacel Open Door or Mutuaide for processing.

Hospitalization or surgery:

1. If a student needs to be admitted to a hospital for any reason, contact Mutuaide Emergency Assistance immediately at 1-844-494-1224 for pre-authorization.
 - You will need to provide information about the student in order to open a medical case, such as the student's name (not an American nickname), date of birth, name and contact information for the medical care facility, details about the injury/illness, etc.
 - The pre-recorded message will be in French. Wait until the end of the message for the live person. Request to speak English.
2. After pre-authorization has been acquired and a medical case number has been assigned to the student, the insurance company will set up direct billing with the medical care provider. In this case, bills will go directly to the insurance company, bypassing Nacel Open Door.
3. Please notify Nacel Open Door of any hospitalization and surgery cases so our insurance staff can monitor the claims process.
4. Elective surgeries are not covered by Mutuaide insurance.

Dental (e.g. cavity, tooth infection, broken filling):

1. If a student has a toothache that is causing considerable pain and discomfort, please make an appointment with a dentist.
2. Go to the appointment (be sure to bring all necessary documents, as listed in "General Information"). List Nacel Open Door as the "guarantor" or "responsible party" on any medical forms submitted during a visit to a doctor's/dentist's office, clinic, hospital, or emergency room.
3. The dental care clinic will submit a special insurance claim to Nacel Open Door for processing.
4. Maximum coverage of dental care is 300 Euro, unless it is the result of a guaranteed accident.

**Please note: General exam and cleaning, as well as any type of cosmetic or restoration dentistry, unless the dental care is a result of a Guaranteed Accident (see the 'definitions' section of the insurance certificate), are not covered under this insurance policy.

NOTES AND OTHER INFORMATION

- If a student, for any reason, paid out of pocket for a medical bill, a claim form must be submitted to Nacel Open Door, along with all receipts and statements from the medical care facility.
 - Claim forms and other insurance information can be accessed at: <http://www.nacelopendoor.org/document-center.html>
- No referrals are needed to see a specialist.
- Over-the-counter medications are not covered by this insurance policy.
- Medical equipment (e.g. brace, boot, crutches) may or may not be covered by this insurance policy.
- MRI and CAT scans might be covered. They do not need pre-authorization unless the student is hospitalized or is in need of surgery.
- Physical Therapy and Chiropractic care are not covered by this insurance policy.



INTERNATIONAL STUDENT HEALTH INSURANCE

Students currently studying in the United States are covered by multiple insurance plans. Most students through Nacel Open Door (NOD) are covered by Mutuaide Insurance. However, students from certain countries arrive with alternate insurance coverage. Each student has been provided an insurance card which lists the appropriate information. Information listed in this document is for Mutuaide Insurance only. Please check your student's card to verify the insurance carrier and make sure you follow the proper procedures for handling claims.

Insurance Company Name: Mutuaide
Group Policy Number: 3924
French Students Group Policy Number: 3926
(students do not have an individual I.D. number)

NACEL OPEN DOOR CONTACT INFORMATION:

For questions or concerns, please contact:

1-800-622-3553 - option 1
DIRECT PHONE: 651-288-4608
(9:00am – 4:00pm CST, M-Th)
FAX: 651-686-9601

Please remit claim forms & other correspondence to:

Nacel Open Door
ATTN: Student Health Insurance
380 Jackson Street, Suite 200
St. Paul, MN 55101

IMPORTANT:

Host families are advised to list Nacel Open Door as the "guarantor" or "responsible party" on any medical forms submitted during a visit to a doctor's office, clinic, hospital or emergency room. Equally, they should give NOD's billing address, telephone and fax numbers to the medical provider. Host families should never list themselves as the "guarantor."

Families are encouraged to bring along the Authorization for the Release of Protected Health Information signed by the natural parents (part of the student dossier), and Student ID Card, as proof of their relationship with the student and NOD.

Host families should always register their student with medical provider(s) prior to the occurrence of an illness or accident, so that there is adequate time to validate insurance coverage in their system.

POLICY DESCRIPTION

Nacel Open Door's insurance policy for its students should be regarded as an **Accident and Emergency Illness Policy**.

Guaranteed Accidents are covered by this policy. These include accidents that occur during the life of the students' policy (while they are on our program). Examples of Guaranteed Accidents include hurting a knee while skiing or playing basketball, slamming a finger in a door, getting burned while helping in the kitchen, etc.

Emergency Illness means illness that occurs during the life of the students' policy. For example, the student develops a headache or cough that won't go away, has the flu, or as the insurance certificate describes it, "[has] Any deterioration in health recorded by a qualified medical authority".

Dental Coverage The Dental coverage for urgent needs (e.g. toothache that doesn't allow the student to eat) is limited (and capped at 300 Euro), unless the dental care is the result of a guaranteed accident. Please refer to the policy for coverage limits.

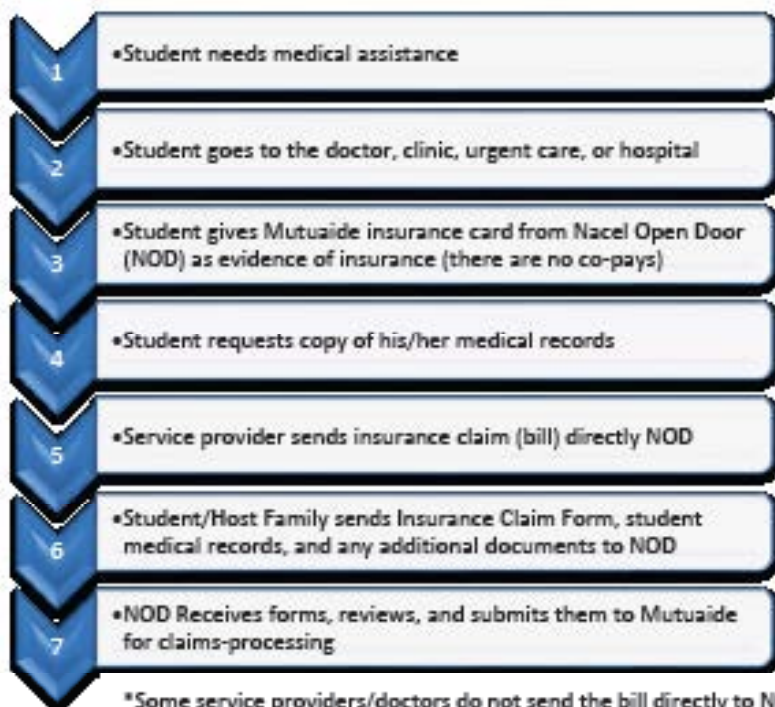
Prescriptions Prescription drugs are covered, if prescribed for a covered injury or accident, and only if the student has been seen by a physician. Mutuaide does not offer online billing for prescriptions, so prescriptions must be paid for by the student. For prescription claim reimbursement, save the original PHARMACY receipt (usually stapled to the bag or attached to the medication information) showing the student's name and address, doctor's name, NDC code, price, prescription description, and date. This original pharmacy receipt (*Fig. 1*) must be sent with a completed claim form to the NOD National Office for reimbursement. Proof of PAYMENT receipts (credit card slips, cash register receipts) are not considered acceptable documentation.

EXAMPLES OF HEALTH ISSUES NOT COVERED BY THE POLICY

- Periodic medical examinations (physicals, annual exams, etc.). If needed, these are the responsibility of the student.
- Immunizations, vaccinations, and tests required by school, should the student need them for registration (these are the student's responsibility and are not covered by the insurance policy).
- Routine dental check-ups, cleanings, and any procedures that are not emergencies, or the direct result of a Guaranteed Accident (dental prosthesis and comparable items are also excluded from Emergency Dental Care).
- Any non-emergency related to the eye (e.g., eye exams, glasses/contact replacement, etc.).
- Any non-emergency related to the ear (auditory prosthesis, hearing, etc.).
- Psychological illnesses (eating disorders, therapy, depression, stress-related illness, etc.).
- Anything related to the back (chiropractor, backaches, etc.) that is not the direct result of an accident.
- Prior conditions (anything relating to an accident/illness that occurred prior to the student's arrival).
- Pregnancy testing, birth control, and other reproductive health services are not covered by this policy.
- Accidents resulting from alcohol-induced emergencies are not covered by this policy.

*For a comprehensive list of the exclusions of coverage please consult the Insurance Certificate.

SUBMITTING A CLAIM: FOR STUDENTS ON MUTUAIDE INSURANCE ONLY



*Some service providers/doctors do not send the bill directly to NOD, but rather to the host family. In these cases, the host family should immediately forward the bill to NOD for processing. It is also possible that the provider will not recognize our insurance. The family or student will be marked as having no insurance and will be written as the guarantor. The host family should request that a HCFA 1500, UB-04 or UB-92 be sent to them, and then forward to NOD. The student claim form is only necessary if Host Family or student paid for the visit or the prescription.



Fig. 1

IN CASE OF AN EMERGENCY REQUIRING HOSPITALIZATION AND/OR SURGERY

If your student needs emergency medical assistance that will require a hospital visit or stay, you must contact 1-844-494-1224 for pre-authorization. This number is available 24 hours a day.* After explaining the situation, you will be given a case number. The insurance company will then work directly with the hospital for payment. If you have questions, or are unable to contact the assistance number, please contact Nacel Open Door during business hours at 1-800-622-3553, option 1.

*Note that the prerecorded message will be in French. Wait for the live person and request to speak in English.



Groupama

MEDICAL/DENTAL INSURANCE CLAIM FORM

TO BE FILLED OUT BY MEDICAL PROVIDER AT THE TIME OF VISIT:

Policy # (refer to card): #3924 - Nacel Open Door
OR #3926

Student ID Number: _____
(From Insurance Card)

Name of Student:	Name of Host Family:	
Street Address:	City:	State & Zip:
Email Address:	Phone number <input type="checkbox"/> Home <input type="checkbox"/> Cell <input type="checkbox"/> Work	

Facility Information: Hospital ER Physician/Medical Clinic Dental Office Hospital Stay

Name of Facility:	Name of Provider:	
Street Address:	City:	State & Zip:
Phone Number:		

Reason for Claim: Illness Accident Dental

Date of Injury/Accident or Onset of Illness: _____

Short description of injury, accident, or illness:

PROVIDERS:

To expedite claim payment, please complete this form and attach medical records, progress notes, or any supporting documentation along with one of the following paper forms:
1500 Health Insurance Claim; UB-04/UB-92; or ADA Claim.

Mail invoice and completed claim form to:
Nacel Open Door, Inc
Attn: Student Insurance
380 Jackson Street, Suite 200
St. Paul, MN 55101
P: 651-686-0080 x608 | F: 651-686-9601

All preventative services excluded from coverage and should be paid at the time of service
[i.e. physicals, immunizations, dental cleanings and exams].



MEDICAL/DENTAL REIMBURSEMENT FORM

NACEL OPEN DOOR

To be used for upfront out-of-pocket expenses incurred by student or Host Family.

POLICY: # 3924 - Nacel Open Door or #3926 (refer to card)

Personal Accident Illness Student ID (from insurance card) _____

Last Name:		First Name:	
Date of Birth (MM/DD/YYYY):	Home Country:	Area Code & Phone No. of Host Family:	
Host Family Name and Address:			

PERSONAL ACCIDENT

ILLNESS

Type of injury:	Diagnosis of illness:
Date of occurrence:	Have you previously suffered from the same illness or injury? <input type="radio"/> YES <input type="radio"/> NO
Date symptoms first noticed:	Date of service rendered:
If injury - Describe how and where the injury occurred: If illness - Describe onset symptoms:	
Name of Medical Facility including address:	Name of Doctor consulted:

To be completed by the person who incurred the out-of-pocket expense:

Dental - paper ADA claim form and copy of Dentist's progress notes must be included for reimbursement.

Pharmacy - original labels stapled to bag with price of medication and NDC code.

EXPLANATION OF COSTS: Payment to dental or medical provider receipt(s) MUST be attached for reimbursement.

TYPE OF COST INCURRED (medicine, doctor, hospital, clinic, etc.)	AMOUNT OF CLAIM	REFUND PAYABLE TO:

Total _____

CLAIM FORM MUST BE COMPLETED IN FULL

To make a claim, please return this form to:

Nacel Open Door, Inc.

Attn: Student Health Insurance

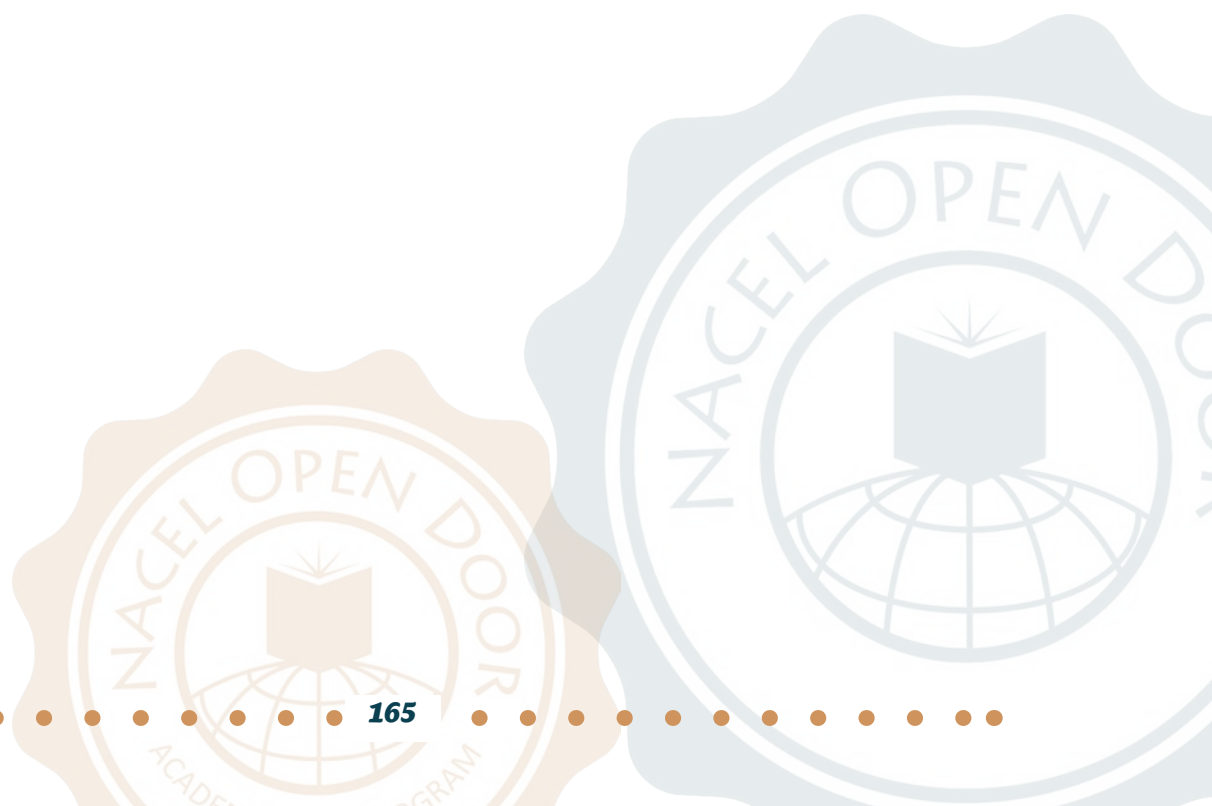
380 Jackson Street, Ste. 200

St. Paul, MN 55102

2005-12 Member Documents\insurance\MOO Claims Insurance\Word Version for Corrections\MOO Claim Form - Last updated 2.23.2011

Appendix G

Student Handbook





STUDENT HANDBOOK 2017-18





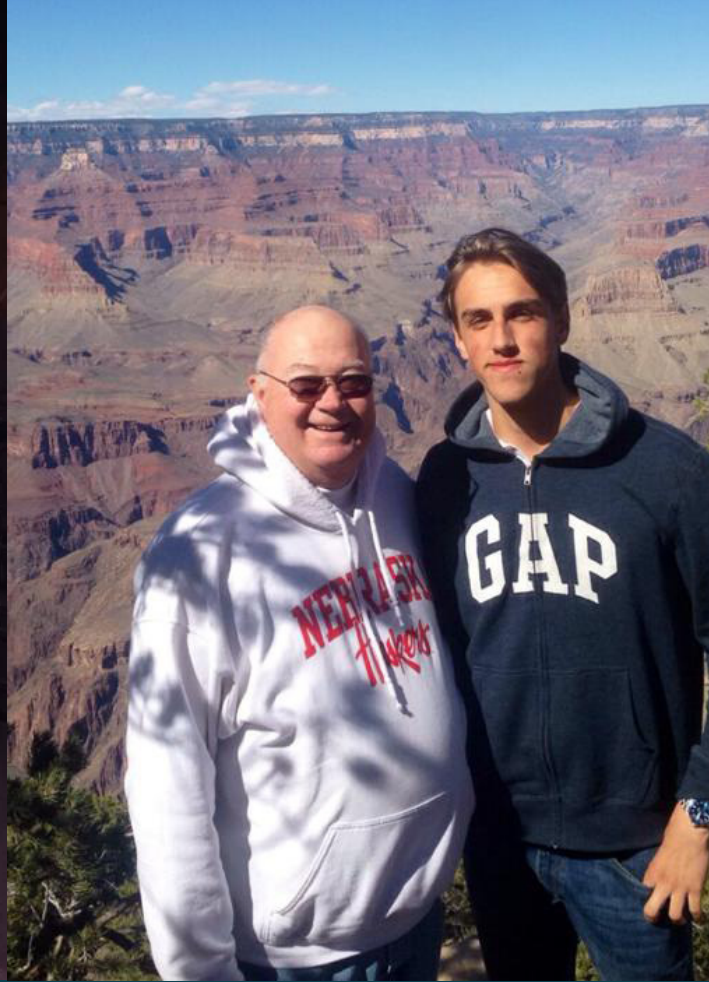
STUDENT HANDBOOK





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CONTACT INFORMATION

National Office | 380 Jackson Street, Suite 200, St. Paul MN 55101 | Phone: 800-622-3553

Everyone involved with Nacel Open Door, Inc. (NOD) wants your exchange program to be a great experience for you, your host family, and your school. The NOD team is happy to discuss any questions or concerns, big or small, so please call if you are having a problem. We cannot help if we do not know there is a problem!

NACEL OPEN DOOR NATIONAL OFFICE

Email: paperwork@nacelopendoor.org

Phone: 800-622-3553 (after hours, dial "9")

ADVISING

Use the following for advising and counseling issues:

Email: advising@nacelopendoor.org

Phone: 888-722-6150

U.S. DEPARTMENT OF STATE

The U.S. Department of State oversees secondary school student exchange programs and has established a toll-free phone number for students and host families as an additional means of support.

Email: jvisas@state.gov

Phone: 866-283-9090

Contact: U.S. Department of State
Bureau of Educational & Cultural Affairs
Washington, D.C. 20547

If you need assistance once you are in the U.S., please contact:

- Your local representative
- Your coordinator
- A Nacel Open Door Student Advisor
- The Nacel Open Door National Office staff

Along with your orientation handbook is an identification card that has:

- Your host family's names, address, and phone number
- Your local representative's name and phone number
- Your regional coordinator's name and phone number
- The NOD National Office address and phone number
- The U.S. Department of State email address and phone number





WELCOME!

Nacel Open Door wishes to extend a very warm welcome as you embark on your exchange experience in the United States. Our program exists because we know that young people can have exciting international learning opportunities when they have a chance to live abroad with a family and participate actively in school life. These are valuable growing experiences that are not available to a person who visits a country as a tourist.

Throughout this experience, you will encounter many differences between your home country and the United States. We encourage you to approach these differences with an open and curious mind, as it will help you be successful. It will be very important for you to remember that neither "the American way" nor "your country's way" is RIGHT or WRONG. They are just DIFFERENT.

EXAMPLE 1 In your country, a taxi, bus, or train may be an easy and accessible form of transportation. In the United States, however, nearly all citizens are dependent on cars to get where they need to go. You will find that it may be hard to depend on your host family for transportation by car, but it is an essential part of living in the United States. Learn to plan ahead a few days to ensure you have secured transportation with your family! This is not RIGHT or WRONG. It is just DIFFERENT than what you are used to.

EXAMPLE 2 At home you are likely very independent. Perhaps you stay late at school or go shopping without permission from your parents. In the United States, this is not common, so your host parents will expect you to tell them where you are at all times. This is not GOOD or BAD; it is just DIFFERENT.

In order to have an enjoyable and successful experience here, you will need to begin to adapt to the "American way" of life, just as someone visiting your country would need to adapt to your customs. Americans are very proud of their country, and it is considered very rude to criticize American customs or way of life. You are an ambassador of your country to your host family, school, community, and the United States. Do your best to make your parents and your country proud of you.

American families and schools will be just as interested in learning more about you and your country as you are in learning about life in the United States. We hope everyone comes to understand and appreciate different ways of living while still remaining proud of their own traditions. This handbook is filled with tips and suggestions designed to help you have a successful stay in the United States. Please read this handbook and follow the tips provided to you. If you are having problems adapting or need help at any time during the school year, call your local representative, and he or she will be very happy to assist you. We hope this handbook will help you to have an enjoyable, exciting exchange experience, as well as help you to better understand some of the aspects that may seem strange and difficult during your stay.

WE HOPE YOU ENJOY YOUR EXPERIENCE AND MAKE THE MOST OF THIS WONDERFUL OPPORTUNITY!



United States Department of State

Bureau of Educational and Cultural Affairs

Washington, DC 20522

February 1, 2017

Dear Secondary School Student:

Congratulations on your participation in the Exchange Visitor Program! On behalf of the U.S. Department of State, I want you to know that your decision to come to the United States is important to us. We want your stay to be a positive and memorable experience for you.

As a secondary school student, you are part of a U.S. Department of State cultural exchange program in which you, like thousands of other students from around the world, will have the opportunity to share your language, culture and customs with your American host family, your American school and also the broader local community. Your participation in this program fosters a greater understanding between our countries.

You are a valued guest in the United States, and we want you to succeed in this program. 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, new classmates, and new friends. You will be living with a host family and attending a new school, both of which 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.

You and your host family have agreed to follow the program rules that govern the secondary school student exchange program. We hope you have taken the time to review the program rules carefully and that you understand your rights and responsibilities. If you have any questions and/or do not understand your rights and responsibilities, please contact your U.S. sponsor.

Your U.S. sponsor is your first point of contact throughout your stay in the United States. Your sponsor 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, if you need assistance of any kind while you are here, or if something just does not feel right to you, immediately contact your U.S. sponsor. It is your sponsor's responsibility to help you with any problems, needs, or concerns you may have. Your U.S. sponsor should have given you an emergency telephone contact number in your program orientation materials. This telephone number should be 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 also available 24 hours a day, 7 days a week, or by e-mail at JVisas@state.gov.

We are pleased that you made the decision to participate in the Exchange Visitor Program and I hope you enjoy your stay in the United States.

Sincerely,

A handwritten signature in blue ink, appearing to read "G.K. Saba".

G.K. Saba
Director, Policy & Program Support
for Private Sector Exchange



PROGRAM RULES



There are certain Nacel Open Door rules you are required to follow during your exchange experience. These rules are meant to protect you and to maintain the good reputation of NOD and its students. While this is not a complete list, the following represent the most common situations students encounter.

- **Students must obey all local, state, and federal laws while in the United States.** If a student is found to have broken a law, any resulting legal problems and expenses will be the sole responsibility of your natural family.
- **The use of drugs or alcohol of any kind** by students is strictly forbidden. Use of drugs or alcohol, in any amount, will result in immediate program termination and repatriation.
- **Smoking is forbidden.** Evidence of a student smoking is cause for repatriation.
- **Students who receive below-average or failing grades and/or have behavioral problems at school are subject to possible repatriation.** You are required to receive C's or above in all classes.
- **Students must take an English class each semester they're on program and complete 1 class in each of the following subjects before the end of their program:** Math, Physical Science, Social Science, and American History, US Government, or Civics.
- **Students who are expelled from their high school for any reason will be repatriated.**
- **Computer and cell phone use should not be excessive, especially if it is preventing you from adapting to your school or spending time with your host family.** It is important that you discuss rules and expectations with your host family regarding computers and cell phones.
- **Overnight travel away from your host family is subject to the requirements listed on page 41 of this handbook.**
- **Students are not allowed to travel in cars with any driver under 25 years of age if traveling outside of the host family community.** Outside of the host family community is defined as more than 30 miles from the host family home.
- **Students are expected to spend major holidays with their host family.**
- **NOD staff cannot and will not assist any student in making private travel arrangements.** Any additional expenses incurred in changing your return travel plans are the sole responsibility of your natural family.
- **Students are not permitted to drive cars, trucks, tractors, motorcycles, motor scooters, snowmobiles, or any other motorized vehicles.** This rule is intended to avoid complicated insurance and legal problems in the event of an accident. This no-driving rule applies to all students at all times. NOD will strictly enforce this rule to the extent of sending a student home. **Students may not participate in Driver's Education courses during the exchange program.**

- Students are **not allowed to handle, possess, or operate firearms or other equipment related to the act of hunting, such as a bow and arrow, knife, crossbow, etc.**
- **Sexual activity and behavior are not allowed while on the NOD program.** This includes any viewing or distribution of sexually explicit material or images.

BEHAVIOR AND ACTIVITIES

Students are not allowed to participate in “high-risk” activities, such as hang gliding, bungee jumping, sky diving, scuba diving, spelunking, parasailing, outdoor rock climbing (using an indoor rock climbing wall is allowed), playing paint ball or air gun activities, mountaineering, zip-lining, extreme sports, or any other activity deemed high-risk by Nacol Open Door. Due to the danger and liability involved in operating a motorized vehicle, students may not drive or operate a car, boat, motorcycle, ATV, aircraft, or any other motorized recreational vehicle. Students are allowed to fly on commercial airlines only.

Students are not allowed to handle, possess, or operate firearms or other weapons or equipment (e.g. bow and arrow, crossbow, knife, etc.), for the purpose of hunting or using a shooting range, etc. Archery and fencing are only allowed if they are school offered courses.

Sexual activity or sexual behavior of any kind are not allowed while on a NOD program. This includes any viewing, downloading, or distribution of sexually explicit material or images. Sexual activity or sexual behavior is grounds for repatriation. Sexting (the sending of sexual photos of self, someone else, or using sexual language in text messages) may be illegal and is not allowed at any time while on program.

Aggressive or violent behavior (physical or verbal) towards anyone or towards personal property of others is not allowed while on a NOD program.



Students are not permitted to make life-changing decisions while on the program including, but not limited to; marriage, religious conversion, body piercing, tattoos, or other decisions with legal, political, religious, and/or social ramifications.

SEXTING

Sexting is sending or receiving text messages or photographs about sex on any electronic device (computer, cell phone, ipad, etc.) on all types of social media platforms. For example, sexting could be talking about someone (or yourself) being naked or about body parts in a sexual way or sending photographs that have nudity, that are “sexy” or show sexual things.

Sexting can also include text messages or photographs that are indirectly about sex. This means that sex is not directly talked about, but it is suggested by the choice of sexy or flirty words or photographs sent or received.

In the U.S., it is not legal for children or teenagers to sext. Sexting may put your visa in jeopardy. If you have questions about this please talk to your local rep or email advising@nacelopenko.org.

ILLEGAL DOWNLOADS

Illegal downloading is obtaining files that you don't have the right to use from the internet.

Copyright laws in the U.S. prohibit internet users from obtaining copies of media that they do not legally purchase. This includes music, movies, games, etc.

If you are able to access and download movies or TV shows for free or at extremely low prices, these are usually illegal copies.

Illegal downloads are against the law in the United States, and internet providers monitor for illegal activity on all devices. If you use illegal downloads, you may be subject to costly fines as well as other disciplinary measures.

Please only purchase downloads from a reputable, established company.

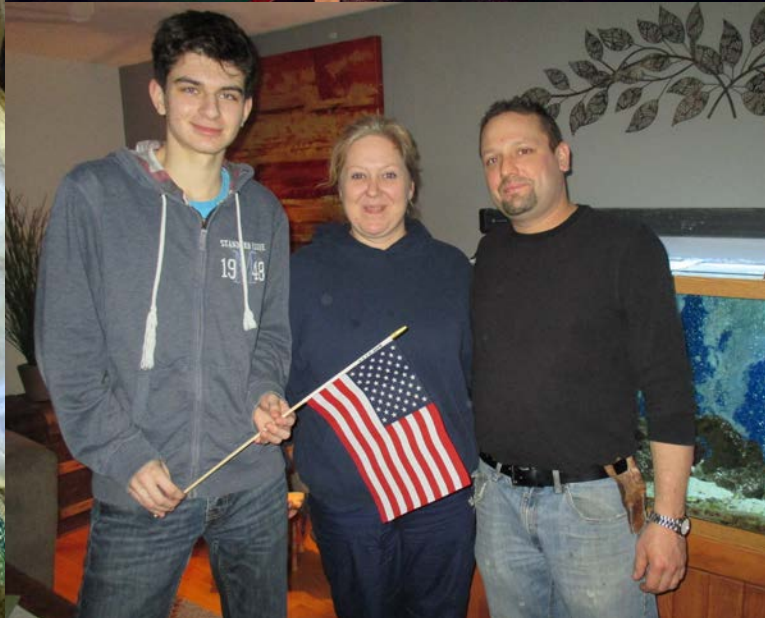
REMINDERS

1. Students are not permitted to make life-changing decisions, including but not limited to: marriage, religious conversion, body piercing, tattoos, or other decisions with legal, political, religious, and/or social consequences.
2. Students may not withdraw from or temporarily leave the program at any time without the permission of NOD and their foreign partner. Doing so could jeopardize the student's J-1 visa status and ability to re-enter the United States. If a student leaves the program or the United States without authorized approval from NOD for any reason other than a legitimate emergency (death or serious illness in his or her immediate family), the student may not return to the program and will not receive a refund.

REPATRIATION

In addition to the reasons previously given, NOD reserves the right to repatriate any student who is diagnosed with a psychological or eating disorder. A student found to have any history of psychological or emotional disorder not mentioned in the student's program application and/or medical documents can be terminated from the program for not fully disclosing the condition.







LIFE IN THE UNITED STATES

TIPS FOR SUCCESSFUL TRANSITION

BECOME A FAMILY MEMBER

When you arrive in the United States, forget everything you think you know about Americans. American television shows, movies, and music do not accurately or holistically portray typical American lifestyles or family values. The most wonderful attribute of American culture is individuality. Every American family is unique; your host family and your experience will be different than your friend's host family and experience. Choose to be open and curious every day.

Your host family will welcome you as a member of their own family. They will want you to participate in family and school activities, and learn more about American lifestyle and culture. They will also want to learn about your country and culture. Students who have been successful on program have learned to balance their time at school and with their host family. Students who can find this balance and establish meaningful relationships with their host family tend to have the best experiences and stay in contact with their host family after their exchange program ends.

Some of the ways you can integrate into your host family include helping out with chores (in the U.S., everyone helps, even fathers and sons), having conversations with your host family (not just when you need a ride), taking part in family activities (even if they sound boring; you might be surprised), and showing appreciation for things your host family does for you.

It is important that you do not treat your host family like a hotel or a boarding house. Host families are not expected to take you on long trips, provide "taxi" service, give you complete freedom to do as you like, or let you live like you do in your home country.



FAMILY STRUCTURE

In your country, your father might be the authority figure, making the decisions for the family. In the U.S., perhaps your host mother will be in charge of the household while your host father works away from home. Sometimes the mother supports the family financially, and the father stays home to take care of the house and children. It is important that you respect all members of your host family, no matter who is "in charge."

In most cases, host families live in suburban or rural areas and are from middle-class backgrounds. If you come from a different social class than that of your host family, this is another opportunity to learn about a different lifestyle. Even if you are from the same social background, you may experience many differences in customs and habits.

You may live in a host family with young children, teenage children, or no children at all. If you have a host sibling, do not expect that your interests will be identical. You will be able to learn from each other regardless of your interests. Disagreements between you and your host siblings should be worked out in the same manner as you would work out disagreements with your brothers and sisters in your home country. Remember that your host family is making adjustments in their lives to include you, in the same way that you must make adjustments in order to be part of their family. Your host siblings may experience difficulty in sharing the attention of their parents with someone new. Be sensitive to this, and give them time to adjust to your presence in their home.

In some homes, family "meetings" are held to discuss problems. Everyone shares comments and opinions, and then a mutual decision is made. The opposite could also be true. Although you may have a part in making decisions in your home country, here your host mother or host father may decide for the family. Be open to how your host family operates, and adapt to the rules of your new home. You may be expected to do things for yourself that your natural parents did for you at home. If you don't know how to do something, be sure to ask and learn. If you do not understand a direction, tell your host family that you don't understand. They are there to help you.

In families where everyone is either working or going to school, responsibilities and household chores are usually shared by all. Saturday morning may be the "big cleaning day" because everyone is home. When all family members help, you should too.

COMMUNICATION

Don't worry about how many mistakes you make when communicating. No one expects you to speak perfect English. Use your hands, facial expressions, or whatever you need to make yourself understood, but try not to remain silent. Your host family may worry that you are unhappy if you do not talk. Your host family understands that you are interested in learning their language. You might show your interest by asking questions about vocabulary or grammar. You may want to keep a notebook to write down new words. Remember to be kind and helpful to anyone who tries to speak your native language with you, but let them know that you really want to speak English too.





Americans tend to be direct, saying what they think and feel, even if this may cause discomfort or embarrassment to someone. This is not considered rude or impolite, as it may be in your country. Expressing frustration instead of hiding it is often encouraged as an open, honest way of interacting with people. Generally, Americans do not seek conflict, but many do believe that an honest and polite exchange of feelings is the best way to resolve issues. You should tell your host family about any problems you may be experiencing. If you do so in a direct, polite, and gentle way, it will probably be the best way to begin resolving a problem.

MEALS

American meals may be very different from what you are accustomed to. Be open to trying new foods, and be flexible about when and what you eat. Host families may be curious about what you eat in your home country, so be prepared to share some of your favorite recipes with them. Meal times in the United States are different in each family. "Self-serve" breakfasts like cereal or granola bars are very common in the U.S. You will be eating most of your lunches at school. If your host family would like you to "pack" your lunch and bring it from home, then you can prepare your lunch and take it along with you to school each day. If you would like to buy lunch at school, be prepared to pay for it yourself. Dinner time is often eaten "on the run" because the children in the family have to go to sports practices, dancing lessons, or other activities. Sometimes families do not eat together except on the weekends. You may be expected to prepare your own meals at times, especially if you have dietary restrictions of any kind.



Hot appliances should not be used in your bedroom without permission from your host family (i.e., rice cookers, curling irons, flat irons). Please remember to turn off all electrical items when leaving your room, including appliances, lights, electric blankets, etc.

HYGIENE

Most Americans take a shower or bath, use deodorant, and change their underwear every day. Although you are encouraged to shower daily, you should not take long showers that could use up the hot water supply. Make sure to keep the shower curtain inside the shower so that the water does not get on the bathroom floor, as this can cause serious



damage to your host family's home. Try to leave the bathroom as clean as you found it. For example, if you splash water on the sink, mirror, or floor, make sure to clean it up before leaving the bathroom. Hang up your wet towel, and take your dirty laundry with you when you leave. Girls should not flush feminine products down the toilet, as this can cause serious and expensive plumbing problems for your host family. Please dispose of these products discretely in a garbage can.

Many American teenagers are expected to do their own laundry. If you will be doing your own laundry, ask your host parent how to operate the washing machine and the dryer. Make sure you understand how much detergent and what setting to use. Most Americans wash their clothing after wearing it once or twice. They may find it unpleasant if you wear the same clothes for a week without laundering them. Most American families also wash their bedding (blankets, sheets, pillowcases) and their towels on a weekly basis. Be sure to find out what the expectations are in your host family.

TRANSPORTATION

You are not allowed to drive while on program. Since many American families are so busy, many use calendars to keep track of appointments and activities. When making plans, it is very important that you ask in advance. Host families might get frustrated if you "announce" that you are going somewhere. Phrase your plan as a question so you do not appear rude. Discuss your transportation needs three to seven days before you need to go somewhere. Otherwise, you may look as though you are ungrateful or rude by your request to be driven somewhere at the last minute. Give your host family details about sports practices, games, clubs, and other activities several days in advance. Do not make plans to go somewhere without asking for your host family's permission first. You may be invited to sleep over at a friend's house or attend a church or school sponsored activity. These types of activities are allowed as long as your host family gives you permission.

Since you are generally dependent on your host family for rides, be considerate when making plans. Once your plans are approved by your host family, be sure your family knows when and where you need to be picked up, and then be there at the designated time. This is called being "punctual," and it is a very important value in American culture. Understand that your host family is not a taxi service, and they will not be able to take you everywhere you want to go.

TIME & PUNCTUALITY

If you are asked to meet your host family or a friend at a specific time, you will be expected to be "on time," or to arrive at the time specified. If you will be late, you should call to let your host family or friend know when you will arrive. It is considered impolite if you do not call or text. In addition, if you do arrive late, it is important to then apologize for being late.

Each host family has different rules about the curfew for their children. It is important to respect the curfew of your host family. If the curfew is 10pm, you should be home no later than 10pm. If, for some reason, you will be late, make sure that you call and inform your host family.



MONEY

You should have brought with you an international credit or debit card and/or cash for personal expenses (approximately \$250-\$350/month.) Host families are responsible for your food and housing, but you are responsible for all personal purchases such as clothes, shoes, school supplies, postage, admission fees (i.e. movies, amusement parks, etc.), eating out with friends, and so on. You are not allowed to have a steady job while on the program. However, you are allowed to do occasional odd-jobs such as babysitting, lawn mowing, or snow shoveling to earn extra money.

INTERNET & MOBILE DEVICE USE

While the majority of host families have internet access in their homes, there may be a few who do not. If your family does have internet access, be sure to talk about when and where you can use this. If your host family allows you access to their computer, **NEVER** change their settings OR download files without prior permission. All students are expected to balance internet use and online activities with active program participation. Host families may provide reasonable guidelines regarding times of day when students can use the internet for educational and personal purposes. Students are expected to respect these guidelines. Regular access to the internet for educational purposes or for contacting your natural family should not be prohibited by a host family. Excessive internet time for personal reasons however can quickly ruin your relationship with your host family.

Please also keep in mind that excessive communication with your friends and family in your home country can make you more homesick. NCOJ recommends that you only contact your natural family and friends in your home country about once a week so this does not happen.

You are encouraged to also find balance in using your mobile devices (cell phones, tablets, or others). The use of most mobile devices during meals and family activities is considered rude and should be avoided. Most schools



also have mobile use policies that students must follow. Violation of these policies could result in disciplinary action, including the loss of your personal device. Please check with your school to find out what their policy is to avoid this.

Your host family is not permitted to buy you a cell phone. If you need a cell phone, there are many prepaid phones available. Do not ask your host family to add you to their cell phone plan, as they are advised not to. If you need to use your host family's home phone to make a long-distance call, you must use a calling card. Be considerate of your host family when making lengthy calls. Like computer use, cell phone use should be kept to a minimum. It is rude to use your cell phone in public places where there are a lot of people, like at church, the movies, or a concert. You should also not use your cell phone when you are in the car with your host family, especially if you are talking to friends from your home country, because that would be considered rude. Using any phone after 10pm to call friends is generally not acceptable. Be sure to follow your host family's rules regarding phone use.

BEDTIME

Most American teenagers are expected to be in bed by 11pm on school nights. However, this rule will vary from family to family. It is important that you follow the bedtime rules of your host family. You should not be on the internet after bedtime. If you do not get enough sleep, you could become ill and miss school. Your body and brain need rest to work properly. It is not acceptable to stay up late on school nights and then try to "catch up" on sleep on the weekends by sleeping until 1pm or 2pm. You should be awake early enough on the weekends to take part in any planned family activities.

RELIGION

Spirituality is a deeply personal matter, and religion may or may not be an important part of your host family's life. If your host family is religious, you may be invited to attend church with them, as this is often a weekly family activity. If your religious beliefs are different from those of your host family, you may not wish to participate. However, you should consider going to religious services, if only as an observer, so that you may learn about different religious practices and perspectives. In addition, social activities often involve the church in many American communities, especially for youth. You may have the opportunity to participate in social activities, which, although organized by the church, may not have any specific religious purpose.

If you do not want to be involved in your host family's religious activities, it is important to have a conversation with your host family to talk about your concerns. An open dialogue about differences is a great opportunity for cross-cultural learning. If you are of a different religious affiliation than your host family, ask them to come to a religious ceremony with you in your place of worship.

VOLUNTEER HOST FAMILY

Some students think that their host families are paid to host them. *This is not true.* Your host family is not earning any income to host you; they are volunteering for this opportunity to enrich their lives. Therefore, being demanding will be considered rude and insulting and may ruin the relationship that you have with them.



SHOW COURTESY

Each culture has its own rules of courtesy and behavior. Good manners and consideration of others' feelings apply to every aspect of your life in the U.S. Saying "please" and "thank you" shows that you respect your host family and are grateful for the things they do for you. In the U.S., all people are treated with respect. Cleaning people, clerks, and other service people are treated as equals. Businessmen and women treat their co-workers with courtesy regardless of their status within the company. Women receive the same respect that is given to men. Considerate people do not "talk down" to others, give commands, or do anything to make others feel inferior. Students who do this may be said to have an "attitude problem" and will not find it easy to make friends in their new school or community. Be respectful of other people's property and space as well. For example, do not go into someone else's bedroom or look through drawers or closets. Say "excuse me" if you need to get around someone who is in your way.

Apologize if you do something that upsets your host family. Saying "I'm sorry" goes a long way in the United States, but only if it is sincere. Finally, learn what it means to have good table manners when eating. Generally speaking, Americans cut their food into small pieces, don't lift their plates or bowl to their mouths, and chew with their mouths closed. Always remain at the table until the meal is over. It is considered polite to help clean the dishes after a meal, even if it is a special occasion.

REMEMBERING SPECIAL DAYS

Special days are honored in every culture. In the U.S., we have special ways of showing honor to holidays and birthdays. Find out the birthday of each member of your host family. Buy or make them a card on their special day, or wish them a happy birthday. Other special days for Americans include wedding anniversaries, Christmas, and Valentine's Day. For example, it is customary in the United States to exchange gifts at Christmas. Be prepared to give a small gift to each member of the family. If your host family gives you a gift, express appreciation for it, and do not throw the gift away if you do not like it. It is also polite to write a "thank you" note when you receive a gift.

VISITORS FROM HOME

If you do plan on having a visitor at the end of program, be sure to ask your host family for permission before you plan this. They may be uncomfortable with a visitor or have alternate plans for the time requested. If your host family approves of a visitor, they are not expected to host them or provide transportation. Your visitors must arrange this independent of the host family. In addition to receiving permission from your host family, you must submit appropriate travel paperwork and receive permission from the national office prior to making any arrangements. Also remember that students are not allowed to miss school for travel with visitors.

SCHOOL

Just as it is difficult to define a typical American family, it is also difficult to define a typical American high school. Many high schools in the U.S. serve several hundred, or even several thousand, students who come from many backgrounds and levels of ability. Other schools may be very small depending on the location and population in the area. The courses offered at American high schools also vary from school to school. Officials at American high schools accept exchange students because they believe international students contribute to the academic and cultural life of the school community. You may be asked to give a presentation about your country. This will give you an opportunity to educate Americans about your culture and country.

You are expected to register for a full course load at all times. Your school may have course requirements for your grade level, which you must meet. You also need to be enrolled in an English class every semester, and complete at least 1 course from each of the 4 subject areas listed below by the time you complete your program:

- American History, US Government, Civics, or similarly titled course
- Math
- Social Science
- Physical Science



Once these basic requirements have been met, you may choose any elective course you like. If you want to drop or change a class, you'll need the permission of your local representative, coordinator, or the Nace! Open Door national office.

NOD has no control over class level assignments for students. Each individual school will make that determination based on their policies regarding exchange students, and exchange student policies vary from school to school. It is important to remember the local school has the sole authority and responsibility to determine if you are eligible for a diploma. You may not demand to receive a diploma from your school. The decision of the school must be accepted by all NOD students. NOD cannot and will not interfere with the school's authority regarding graduation and diplomas.

AYP is not a college preparatory program. Therefore, it is not the responsibility of your school or host family to enable you to take United States college entrance exams (ACT, SAT, TOEFL) or other tests during your stay. You should NOT expect to be able to take these exams as a part of your exchange program.

As in your home country, teachers do not look favorably upon students who cheat. Some examples of cheating in the U.S. include copying another student's work or looking at someone else's test answers. If you cheat on a test or plagiarize an assignment, you will receive a zero, and the incident could be reflected on your official transcript. It is always better to turn in an incomplete assignment and receive a low grade than to cheat and receive a zero.

Getting up for school and on the bus each day is your responsibility. Your host family is not expected to wake you up every morning. If you are having problems getting up on time for school, go to bed earlier. You will not do well at school if you are tired. If you miss the bus, your host family might drive you to school the first time. However, if missing the bus becomes routine, you will have to find other means of transportation to school at your expense.

SPORTS AND CLUBS

Athletic participation is not guaranteed to students. Athletic eligibility is determined by the local school district and the state high school athletic association. If you would like to participate in a sport, check with your school's Athletic Director regarding your eligibility. Participation in a school club or activity is recommended, as it is a great



way to meet other students and make American friends. If you would like to participate in a sport or club, be sure to share your plans with your host family so transportation can be discussed and arranged. Remember, host families like to know plans in advance, and discussing your interest in playing a sport or joining a club prior to joining one shows your host family that you are a courteous family member.

FRIENDS

Making American friends is an essential part of your experience in the United States. Typically, you will find young Americans to be warm and friendly, which may lead you to expect a deep relationship to form quickly. However, deep friendships generally take a long time to develop. Americans often consider friendliness to be a common courtesy, even when first meeting a stranger.

Naturally, you will want to be with other students from your country or other exchange students at your school. However, if you appear to not be interested in making American friends, then American students will not invite you to take part in their activities. Students who make American friends improve their English faster than students who only socialize with students from their home country. The best way to make friends is to join a club, sport, or activity. Don't be shy about asking American students to do things with you!

LOCAL RESOURCES

Most communities will have at least one high school along with an "elementary" and "middle" school. Most likely, each of the schools in the community will have a library that you can access. There is usually also a local community library. The library is an excellent resource not only for accessing books, magazines, and various media, but also for finding out about resources that the local and surrounding communities have to offer. For example, the library may list upcoming community events you may want to experience. In addition, if there is public transportation in your community, the library will most likely list the schedule. The library may also list the local bank(s), health care centers, and recreation centers. Ask your host family for more detailed information on the specific resources in their community.





STUDENT – HOST FAMILY QUESTIONNAIRE



Students and Host Families should complete this form together. Once complete, students should keep this questionnaire and refer back to it from time to time.

GENERAL – ABOUT THE FAMILY

- What do I call you? For example, do I call you “Mom” or “Dad,” or by your name?

Host Mother: _____ Host Father: _____

Host Sibling: _____ Host Sibling: _____

Host Sibling: _____ Other: _____

- When are Host Family members’ birthdays?

Host Mother: _____ Host Father: _____

Host Sibling: _____ Host Sibling: _____

Host Sibling: _____ Other: _____

How do we celebrate these birthdays? _____


PERSONAL ITEMS & SPACE

- Where should I keep my insurance information and travel information? _____

- Where can I keep my personal toiletry articles? _____

- When is the best time for me to shower/bathe? Are there any restrictions on how long I can use the bathroom at a time? With whom will I be sharing a bathroom and bathroom privileges? _____

- Are there any special rules for using the bathroom, such as wiping down the shower walls when finished, or leaving the door opened or closed after leaving, locking the door for privacy? _____

- 
- What do you do with dirty clothes, linens, and towels? _____

 - Am I responsible for washing my own clothes? If so, how do I operate the washer and dryer? Do I need to ask for permission before using it? _____

 - What areas in the home are considered “public,” and what areas are “private”? _____

 - May I put posters and pictures on the walls in my room? If so, what may I use to hang them? _____

 - May I listen to the stereo, watch TV, or use the DVD? How late? Do I need permission? _____

MEALS & FOOD

- What times are meals scheduled? _____

- What should I do if I am not going to be home for a meal? _____

- Can I invite a friend for dinner? _____

- Do I have any permanent responsibilities in regard to mealtimes? _____

- May I help myself to food and beverages at any time, or must I ask first? Where can I find food to make a meal or snack for myself? How do I know if something in the fridge or pantry is not for me to eat? _____

ROUTINES & ACTIVITIES

- What time must I get up on:

School mornings: _____ Weekends: _____ Holidays: _____

- What time must I go to bed on:

School nights: _____ Weekends: _____ Holidays: _____

- How do I get where I need to go? Is there public transportation available? _____

- Will it be possible to get transportation from a family member? If yes, how much notice is needed for me to receive a ride somewhere? _____

- What should I do if I miss my bus or ride to or from school? _____

- Will I need to let you know before I go somewhere after school? _____

- Can I invite friends over during the day and evening or to spend the night? If yes, what are the rules?

- What time must I be home if I go out at night? What are considered special exceptions that would require alternate arrangements? _____

- What should I do if I am late coming home? _____

- How does the family communicate information about school activities, Nacel Open Door activities, or other events? Is there a family calendar? _____

OTHER RULES & EXPECTATIONS

- What am I expected to do on a daily basis besides make my bed, keep my room tidy, and clean up after myself? _____

- What are the rules regarding making and receiving phone calls? Which phone should I use? Are there any special phone services I need to learn, like call waiting? _____

- What are the rules about making long distance and/or international calls? _____

- What are the rules about religious services? What if I want to attend services of my own faith? _____

- What else should I know to be successful in your family? _____



MONTHLY CONTACTS

Your local representative will be contacting you in person or over the phone on a monthly basis to see how you are doing. It is important that you are able to speak openly about how you feel, so take the phone to a place where you will have some privacy.

Your local rep will ask you questions about school and your host family. Be honest when answering these questions. Local reps cannot read minds. If you tell your local rep that everything is "great," that is what will be reported. If you are having any problems, either with school or with your host family, tell your local rep! Your local rep will help you to resolve the problem. You will not be sent home for discussing problems with them.

At the end of the conversation with your local rep, you will be asked to rate your experience with your host family on a scale from 1 to 10. A score of 8, 9, or 10 indicates that you are happy with your host family and are not having any major problems.

Your local rep will also speak with either your host mother or host father each month. Your host family will be asked similar questions, such as, "Is your student participating in your family life?" or "Does your student spend long periods of time online or on the phone?" They will also be asked to rate their experience hosting you. These conversations are written up in a report by your local rep and sent to our foreign partners in your home country, who share them with your natural parents.

RATE YOURSELF!

After the first month with your host family, take a few minutes to see if you are making the most of your experience. Read each question below and answer honestly.

1. Do you eat dinner with your host family?
2. Do you engage in daily conversation with your host family?
3. Do you invite American kids to do things with you?
4. Do you spend time with your host siblings?
5. Do you offer to help out around the house without being asked?
6. Do you miss the bus frequently?
7. Do you spend more than an hour on the phone or computer each day?
8. Do you spend most of your time in your room?
9. Do you go places without informing your host family where you are going?
10. Do you ignore your host family's suggestions or advice?

If you answered YES to questions 1-5 and NO to questions 6-10: Congratulations, you're on your way to building a rewarding relationship with your host family!

If you answered NO to any of the first five questions or YES to any of the last five questions, take some time to think of the changes you can make to create the best relationship possible.



UNDERSTANDING THE NOD BLOG

WHAT IS A BLOG?

A blog is like an online journal. It is similar to a website, but it is more interactive and is usually updated more often. You can write comments on the content of a blog and start a conversation with anyone else who wants to contribute.

WHY DOES NOD HAVE A BLOG?

Nacel Open Door, Inc. (NOD) wants to offer students and host families as many helpful resources as possible. The blog allows us to share updates and announcements quickly and easily. The blog can build community not only within our organization, but also amongst others across the internet. Host families and students involved in the program can learn from advice and cultural information that is posted, in addition to sharing each other's experiences, recipes, and cultures.



FIND THE BLOG AT
www.nacelopendoor.wordpress.com

- Links to helpful websites
- International Recipes
- Advice
- Student Blogs
- and more!

WHAT IS A BLOG POST?

A blog post is a set of information or photos (or both) added to the blog at a given time. Blog posts appear on the blog in reverse chronological order, with the newest posts at the top of the page.

HOW CAN YOU PARTICIPATE?

Students and host families are welcome and encouraged to contribute to the blog as much as possible. There are many ways to participate:

- Submit photos from your experience.
- Submit a blog post about your experience. It can be about an event, a holiday, a special experience with your host family, or a lesson you have learned while in the U.S. You can even write about your own culture or recipe from your home country to help American families understand better.
- Comment on the blog posts written by others. Ask questions or offer your own insight on a topic.

All blog posts and photos can be sent by email to blog@nacelopendoor.org.



CONNECT WITH AYP ONLINE

The Academic Year Program is proud to offer support and access to helpful resources – for both students and host families – through our blog, Facebook page, and Twitter account.

NACEL OPEN DOOR BLOG



The blog offers an active sharing community for students, host families, local reps, and Nacel Open Door staff. It can be found at www.nacelopendoor.wordpress.com.

You have the opportunity to subscribe to the blog to receive an email each time a new post is added, and you can comment on a post or submit your own photos, recipes, or experiences by emailing them to blog@nacelopendoor.org. We are happy to share your advice and adventures with the rest of the AYP community.

FACEBOOK



Facebook is a wonderful tool for sharing, networking, and communicating across a great distance. MOD now offers a Facebook page for AYP students, host families, and local reps to share updates, advice, and ideas.

You can find the Facebook page directly at www.Facebook.com/NacelOpenDoorUSA. “Like” us to get the latest updates, advice, and information right in your Newsfeed!

TWITTER



We are also on Twitter. Keep up-to-date with important news by following [@NacelOpenDoor](https://twitter.com/NacelOpenDoor).

We follow many international and cultural sources and retweet anything we think might help students or host families. You can also follow our Twitter stream on the home page of the blog.

EMAIL CORRESPONDENCE



Please ensure the MOD National Office has a working, updated email address with which we can reach you and keep an eye out for emails from us. This is our easiest way to reach all students and families if necessary. We also send all program evaluations electronically (through Survey Monkey) to save time and paper.

CULTURE SHIFT

TRANSITIONING INTO THE U.S.



Culture shift is the physical and emotional “rollercoaster” experienced when adapting to living in a new culture. The vast differences in: values, perceptions, cultural norms, and beliefs can psychologically “threaten” a person’s understanding of what they think to be “right.”

SOME OF THE SYMPTOMS OF CULTURE SHIFT ARE

- Homesickness
- Sadness and frustration
- Boredom and withdrawal
- Desire to sleep too much or too little
- Lack of motivation
- Depression, anger, feeling vulnerable, feeling powerless, resentment
- Idealizing one’s own/previous culture
- Developing stereotypes about the new culture
- Lack of confidence
- Crying
- Physical discomfort (i.e. headaches, stomach aches, etc.)

Culture shift is a normal and inevitable response among exchange students. You will experience culture shift to varying degrees and for varying lengths of time, but you will all experience it at some point. If you recognize these feelings, be aware that they are **NORMAL**, and talk to your host family about them. They will respond in a supportive manner!

STAGES OF CULTURE SHIFT

Phase 1: Honeymoon Stage

At first, everything will be interesting and exciting. You are the center of attention! Similarities between your culture and American culture stand out more than anything else.

Phase 2: Tough Times

This is the stage in which culture shift happens. Your focus shifts to differences rather than similarities, and some of the symptoms listed above start to occur.

Phase 3: Slowly Understanding

You begin to feel more comfortable in your new environment. What was once “threatening” and unknown has become acceptable and familiar.

Phase 4: Adaptation

You have learned to function in American culture with confidence, and you have developed a strong sense of belonging. You enjoy and appreciate things that you were highly critical of during Phase 2.

HINTS THAT HELP

If you are experiencing culture shift, the following hints might be helpful. If you are having difficulty adjusting, please contact your local representative to help you.

- **Have realistic expectations!** Accept that culture shift is part of the exchange student experience and a difficult challenge. Give yourself adequate time to adjust.
- **Be open-minded!** Avoid judging things as either right or wrong. Regard them as merely different.
- **Appreciate differences!** Recognize the advantages of learning to live in a culture different from your own.
- **Be curious!** Observe how people in your new environment act in situations that are confusing to you.
- **Don't be too hard on yourself!** Don't constantly focus on the difficulties. Regain energy by doing something you enjoy (cook, listen to music, read, etc.).
- **Remember your strengths!** Remember the ways you have been able to reduce stress in difficult situations in the past and consider applying those methods in your present circumstances.
- **It's ok to make mistakes!** Everyone makes some mistakes when trying to adjust to living in a different country. Take those opportunities to learn more about your host culture.
- **Keep your sense of humor!** Try to see the humor in confusing situations that you encounter. Laughter is often the best "medicine."
- **Give yourself credit!** Acknowledge your progress in adjusting to the new culture, and recognize that, like other people who have lived in an unfamiliar country, you also can make a successful adjustment.
- **Reach out!** Ask people for help. We all reach a place where we need some assistance sometimes.
- **Get involved!** Although you might feel like being alone, seek out contact with people. This way, you will improve your language skills and make new friends.
- **Be an ambassador for your country!** Think about how you can educate your host family, host community, and students at your school about your country.





HARASSMENT & SEXUAL ABUSE

SEXUAL ABUSE: INFORMATION FOR STUDENTS

One of the best ways to prevent sexual abuse is to make sure that you are appropriately educated about it. Nacel Open Door recognizes this and wants to empower you with appropriate information so that you may recognize, prevent, and report any circumstances of sexual abuse.

Sexual abuse is when an adult or “young person with power” commits a sexual act with a young person. Sexual abuse can also be forcing or encouraging a young person to engage in sexual acts alone, or with another person of any age of the same or opposite sex. Sexual abuse typically happens in an “adult to young person” relationship. No matter what type of sexual abuse occurs, the result is traumatizing.

SEXUAL ABUSE IS A CRIME PUNISHABLE BY LAW

Unacceptable behaviors between students and adults include but are not limited to:

- Any physical contact of a sexual nature
- Any sexual act between an adult and a minor—or between two minors—when one exerts power over the other
- Any request for—or mention of—an intimate, personal, or sexual relationship
- Any verbal conversation about sex that makes the student feel offended or uncomfortable
- Any forced physical or sexual contact
- Any private conversation in which the adult asks the student to keep a personal or sexual secret

Sexual abuse includes non-physical, non-touching offenses such as:

- Communicating sexually over the phone or internet
- Indecent exposure
- Showing a child sexual or pornographic materials

WHAT SHOULD YOU DO IF YOU OR SOMEONE YOU KNOW EXPERIENCES ABUSE OR HARASSMENT?

Nacel Open Door wants you to be safe and healthy. If you or someone you know is experiencing any type of inappropriate behavior, abuse, harassment, or discomfort, it is VERY important to report it immediately.

IF SEXUAL ABUSE HAPPENS, WHO CAN YOU TELL?

- Your host parent, natural parent, NOD National Office staff, or your foreign partner
- The school counselor
- Your local representative
- The police
- A teacher or another adult at school
- An NOD Student Advisor: 1-888-722-6150 or advising@nacelopenbor.org

IF YOU AREN'T COMFORTABLE WITH THE ADULT'S RESPONSE, TELL SOMEONE ELSE

- Tell anyone who you think can and will help you.
- Encourage a friend who tells you about abuse or harassment to tell a responsible adult. Offer to help them do so.
- Trust your feelings and instincts if you feel uncomfortable around an adult.
- It is better to be safe than polite. If you feel uncomfortable reporting something or telling an adult, you should still do so. This topic is difficult to talk about, but it's very important that you report these situations.
- Always ask questions, even if you are unsure if what you are experiencing is harassment or abuse. It's always better to be safe and informed.

NOD staff have been trained to appropriately respond to allegations of abuse and harassment.

SEXUAL HARASSMENT: INFORMATION FOR STUDENTS

Sexual harassment is any unwelcome sexual advance, request for sexual favor, or other verbal or physical conduct of a sexual nature. Harassment generally occurs in "peer-to-peer" relationships.

NOD wants to protect you from sexual harassment. Harassing behavior can interfere with your concentration and make it hard to succeed academically. It can also become a distraction and disruption for you, causing you to change social behavior with or around your friends or host family. Sexual harassment is very serious, and NOD takes necessary precautions to protect you from harassment or from harassing others.

NOD does not tolerate any form of sexual harassment from or toward our students. If you are found to be sexually harassing others, you may be repatriated. Because this is such a serious offense, we ask that our students take time to learn about sexual harassment. We understand that since you are coming from different cultural contexts, you may interpret the meaning behind behaviors differently. For that reason, you should have undergone a pre-departure orientation that covers the material in this section.

Sexual harassment can take on many forms. Below are some examples. Sexual harassment, however, is not limited to this list of examples.

- A person makes sexual comments to another person about his or her body.
- A person touches another person in an unwelcome sexual way.

- A person puts sexual drawings or graffiti on another person's property.
- A person makes sexual or suggestive gestures to another person.
- A sexual or "dirty" joke is shared among friends, overheard by others, or directed at a specific person.
- A rumor or story—true or false—is spread about another person's sexual behaviors.
- A person touches oneself in a sexual fashion in front of others.
- A person talks about his or her sexual behavior in front of others.
- Someone shows offensive sexual photos, videos, drawings, or objects.
- A person tries to make deals with other people for sexual favors or relationships (e.g., offering help with homework in exchange for sexual acts.)
- A person calls another person an offensive name of a sexual nature.
- A person witnesses the daily sexual harassment of a classmate but feels powerless to intervene.
- A person comments on the sexuality of another person.
- A person is publicly bullied in a sexual way.

Sexual harassment does not just happen to girls. Below are just some examples of relationships and circumstances that can occur.

- Both victim and harasser can be a girl or a boy.
- The victim does not have to be of the opposite sex of the harasser.
- You can be a victim even if you are not the person being harassed. Anyone affected by the offensive conduct can experience the negative impact of sexual harassment. For example, the close friend of a harassed student may become distracted and upset by the harassment they experience vicariously through their friend.
- The harasser's conduct must be unwelcome.

WHAT SHOULD I DO IF I AM BEING SEXUALLY HARASSED?

Confront: The best approach is to inform the harasser directly that their conduct is unwelcome and must stop.

Report: Since most people find it very uncomfortable to confront a harasser, the next best thing to do is to report harassment to a responsible adult.

WHO CAN I REPORT TO?

You should know that you are safe speaking to an adult (a host parent, a teacher, or your local representative) if you feel you are being sexually harassed. Sexual harassment is hard to talk about, but NOD staff and host families are here to help you feel safe and free from harassment.

SEXUAL HARASSMENT

is often difficult to identify because encounters such as simple teasing, offhand comments, or isolated incidents can seem harmless and minor.

When this type of behavior becomes frequent or severe, it creates a hostile or offensive school environment and is considered harassment because it interferes with a student's concentration, comfort level, and feeling of safety.

SEXUAL HARASSMENT POLICIES ARE IN PLACE.

Both NOD and your school take steps to prevent sexual harassment from occurring. Every school should have a sexual harassment policy. As a student, we encourage you to become familiar with your school policy. Our local representatives and coordinators work closely with schools, and they are also aware of the policies of each school. You can be comfortable addressing issues of sexual harassment with your local representative if necessary. If you prefer, you can always call the NOD Student Advisor at 888-722-6150 or email advising@nodelopenfloor.org.

BULLYING

A bully is defined as a person who uses strength or power to harm or intimidate those they perceive as weak. A bully can be male or female and of any age or background.

To be considered bullying, the behavior has to happen more than once. One or more individuals can act aggressively to make someone else feel uncomfortable, disliked, or unwelcome. It also involves a power imbalance. Power in this instance doesn't only mean an imbalance in strength or size, but a perceived imbalance socially or emotionally as well (e.g. popularity, academic, or cultural imbalances that are perceived.)

WHAT SHOULD I DO IF I AM BEING BULLIED?

No one has the right to hurt you physically or mentally. If you feel that you are being bullied, the first step is to tell a trusted adult. If it's happening at school, tell a teacher, coach, principal, or school guidance counselor. You should also tell your local representative and your host family. These adults will be happy to help you make a plan to prevent future bullying and address what happened.

Some ways to advocate for yourself are to try to ignore the bully whenever you can (it's hard to do, but bullies often look for a reaction), stay with friends or near teachers during school, and if you ride the bus to school, sit near the driver. Doing these things doesn't mean that the bully "wins" or that you give up. You are simply taking care of yourself!

THE ACT OF BULLYING CAN INVOLVE:

- **WORDS**
 - Teasing
 - Name-calling
 - Making threats
- **PHYSICAL ACTS**
 - Breaking possessions
 - Hitting
 - Punching
 - Shoving
- **SOCIAL ACTIONS**
 - Spreading rumors
 - Telling people not to be nice to a specific person
 - Embarrassing someone in public
- **CYBER-BULLYING**
 - Mean text messages
 - Rumors
 - Embarrassing photos or videos sent by email or posted on social networking sites

Or any combination of these four attributes.

If you witness bullying and want to help the victim, you can text or tell them you don't like what's happening and ask how you can help them. You could offer to walk with them in the school hallways or spend time with them after school. Sometimes you can give victims an excuse to leave the scene. Tell them that a teacher needs to see them or that you need their help with a homework problem before class, etc. Encourage them to ask a trusted adult for help.

If bullying happens in front of you, don't give it positive attention. Don't laugh when a bully is making fun of someone and don't join in. Instead, act disinterested or bored with it.





STUDENT TRAVEL

FLYING TO THE U.S.

THE POLICY FOR NACEL OPEN DOOR STUDENT ARRIVAL IS:

- Students arrive at the airport requested by the host family
- Students arrive BEFORE 23:00
- **IMPORTANT: Keep your passport, tickets, Form DS-2019, and itinerary with your carry-on luggage!**
- For U.S. domestic flights, most airlines require each bag to weigh less than 50 lbs (23 kilos.)
- For U.S. domestic flights, you are allowed two carry-on bags, one to fit under your seat, and one to fit in the compartment above your seat.

PREPARING FOR YOUR ARRIVAL: DELAYS AND CANCELLATIONS

Communicate flight information to the office in your home country. Be sure to take with you the phone numbers of your host family, local representative, and the NOD National Office.

It is common for flights to be delayed or cancelled. If you miss a flight due to a delay or cancellation:

1. Ask an airline employee for rescheduled flight information.
2. Call Nacel Open Door at 800-622-3553.
 - Daytime call: Press "2" to speak to the Travel Coordinator
 - Nighttime call: Press "9" to speak to the on-call staff person

We will inform your host family and your natural parents of delays or cancellations.

3. If the delay lasts overnight, call NOD and provide the following information:

- Your rescheduled flight information
- Where you will stay overnight
 - Ask if you can stay in the Young Traveler's Office. This is a safe place for younger travelers to remain overnight.

If you must stay in a hotel, please give the hotel's phone number to the NOD on-call staff person.

PROBLEMS AT THE AIRPORT: HELP! I arrived as scheduled, but I cannot find my host family at the airport.

1. Wait another 30 minutes in the baggage claim area. Sometimes, host families may be delayed due to traffic or weather.
2. Call your host family.
3. Ask an airline representative for help to page the host family.
4. If you still cannot locate your host family, call the NOD National Office at 800-622-3553.

The person on-call will assist you in locating your host family.

HELP! My luggage did not arrive:

1. Go to the baggage claim counter to file a lost baggage form. The airline representative may wish to see your baggage ticket, which was given to you when you checked your baggage. The baggage claim counter is usually near the baggage pickup area.
2. Lost luggage usually arrives on the next flight.

STUDENT TRAVEL ON PROGRAM

The Academic Year Program is a cultural exchange program, not a travel program. Even so, we understand that many students have opportunities to travel while staying in the U.S. To ensure student safety and success while on program, Nacel Open Door requires overnight student travel to be approved by the NOD National Office. Approval from the NOD Travel Coordinator is required for ALL overnight travel outside of your host community OR travel within your host community without your host family for more than one (1) night UNLESS the following condition applies:

- Students traveling with their host family within the U.S. for up to two (2) nights do not need approval from the national office prior to travel. Travel for three (3) nights or longer with the host family requires approval from the national office.

Your host community is defined as within 30 miles of your host home. If your host family feels there is a special circumstance and would like to extend the 30-mile radius, please contact the Travel Coordinator at the Nacel Open Door National Office.

IMPORTANT:

- Student travel should NOT conflict with your school schedule. Attendance on school days is necessary to ensure your academic success while on program.
 - Students should submit all required forms for travel and receive permission from the NOD National Office BEFORE they purchase tickets or make deposits.
 - Forms should be submitted at least TWO WEEKS (14 days) before international travel or ONE WEEK (7 days) prior to domestic travel.
1. Students are allowed to travel in the U.S. and internationally while on program only with approval from the NOD National Office.
 2. All student travel requires supervision of an adult 25 years of age or older.
 3. Students may travel alone by plane IF they are met by an approved adult.
 4. Students are NOT permitted to travel by bus or train without an approved adult.
 5. Students are NOT permitted to travel apart from their host families over Thanksgiving, Christmas, or New Years.

INTERNATIONAL TRAVEL

FORM DS-2019

If you are traveling internationally, you will need to send your original Form DS-2019 ("Certificate of Eligibility for J-1 Visa Status") to the NOD National Office for a travel validation signature. You can either come to the national office to obtain the signature or send it via mail. If you send it via mail, we recommend that you send it certified or have a way to track it. The NOD National Office will mail your Form DS-2019 back to your host family's address.

Students must have the returned form in hand before they travel outside of the country. You cannot re-enter the United States if your Form DS-2019 has not been signed!

Some students may require additional documentation to travel internationally. Please contact your local representative or the NOD Travel Coordinator if you have questions about additional visa requirements for international travel.

REQUIRED FORMS FOR TRAVEL

Travel forms are required for all overnight travel outside of the host community (further than 30 miles from your host family's home). If you feel there is a special circumstance and would like to extend the 30-mile radius, please contact the travel coordinator at the national office.

NOD Travel Forms:

- TRAVEL PROPOSAL with HOST FAMILY PERMISSION

No forms are necessary if the student will travel with their host family within the U.S. for two (2) nights or less.

- INDEPENDENT PARTY RECEIVING FORM

This form must be completed by an adult 25 years of age or older

- NATURAL PARENT PERMISSION FORM

The NOD Travel Coordinator will request this form through the office in your home country.

These forms can be found at www.nacelopenoor.org/document-center.html.

SUBMIT COMPLETED TRAVEL FORMS

Completed travel forms must be submitted to the NOD National Office.

It is the responsibility of the student to submit these forms ONE WEEK (7 days) prior to domestic departures, and TWO to FOUR WEEKS prior to international departures. Edited or incomplete forms will be considered invalid.

Email: travel@nacelopenoor.org

Fax to: 651-846-4608

Questions? Call: 800-622-3553 ext. 619

Please note: If at any time you are not sure what forms and approvals are required to prepare for a travel opportunity, please contact the NOD National Office to speak with the travel coordinator as far in advance of your travel date as possible!



TRAVEL FORM GUIDE

Travel Form Required	Travel Proposal with Host Family Permission	Natural Parent Release	Independent Party Receiving Form	FORM DS-2019 must be signed
Type of travel				
Travel with Host Parent(s) within the U.S. longer than two (2) nights	X			
Travel with Host Parent(s) outside the U.S.	X	X		X
Travel with school, church, or club within the U.S.	X	X	X	
Travel with school, church, or club outside the U.S.	X	X	X	X
Travel with an adult other than Host Parent(s) within the U.S.	X	X	X	
Travel with an adult other than Host Parent(s) outside the U.S.	X	X	X	X
Travel with an adult other than Host Parent(s) within host community for more than one (1) night	X			
Independent travel to meet a third party (including relatives) within the U.S.	X	X	X	
Holiday travel to home country	Students are not permitted to travel apart from their Host Families over Thanksgiving, Christmas, or New Year's.			
Travel with Natural Parents within the U.S.	X	X		
Travel with Natural Parents outside the U.S.	X	X		X

For travel with the Host Family within the U.S. for two (2) nights or less, no paperwork is required.



TRAVEL PROPOSAL FORM

ACADEMIC YEAR PROGRAM

Please submit this form one week (seven days) prior to domestic departure, and 2-4 weeks prior to international departure.
Edited or incomplete forms will be considered invalid.

Student and Travel Information

Student's First and Last Name		Host Family Name	
Student's Home Country		Local Representative	
Student's E-mail Address		Purpose of Trip	
Destination		Trip Start Date	Trip End Date
Form of Travel (Bus, Plane Car, etc.)	If flying, how will you get to the airport?		Airline / Flight Number
If traveling by car, who will be driving?	Age of Driver(s)	Will you be traveling with your Host Family? (circle one) YES NO	

If you will not be traveling with your Host Family, please complete the section entitled, "Independent Party Travel" below. The person below must be at least 25 years of age and must complete an additional travel form entitled, "Independent Party Receiving Form." It is the responsibility of the student to request this form from their Independent Party.

Independent Party Travel

Name of the Adult You Will Be Staying With		Age of Adult	Relationship to Student
Address			Phone Number
City	State	Zip Code	E-mail Address

The following section needs to be completed by a school official if you will be missing one or more days of school.

School Approval Granted By	Title
Signature of School Official	Phone Number

HOST FAMILY PERMISSION

This portion must be completed by the Host Parent(s) if the student is traveling with a third party, including, but not limited to, Natural Parents, family friends, school, club, church.

I (we) have been consulted with and agree to the independent travel that our student proposes above. I (we) understand that this travel is independent from the AYP program and that during his/her time away, our student will be responsible for him/herself. I (we) have received a full description of the trip's itinerary and feel assured that our student will be in good hands during his/her stay. Finally, I (we) will welcome this student back into my (our) home when he/she returns from this experience.

Nacel Open Door reserves the right to reject any travel plans

Host Parent Signature	Date
Host Parent Signature	Date

Please fax completed forms to (651) 846-4608 or email to travel@nacelopendoor.org

*The proposed travel plans outlined in this form are not approved until the student receives written approval from the National Office.
 Nacel Open Door reserves the right to reject any travel plans.*



INDEPENDENT PARTY RECEIVING FORM

ACADEMIC YEAR PROGRAM

This form must be submitted for all overnight student travel with a third party.

It is the responsibility of the student to send this form to the third party to complete. This form must be submitted one week (seven days) prior to domestic departure, and 2-4 weeks prior to international departure. Edited or incomplete forms will be considered invalid.

Student Information

Student's First Name	Student's Last Name
Student's Home Country	Student's Travel Destination
Date of Departure	Date of Return

Independent Party Receiving Agreement

Please read the following statements then initial in the box to indicate that you understand each statement.

- I confirm that I am at least 25 years old.
- I will immediately contact the Nacel Open Door Travel Department if there are any changes in the student's travel plans: (800) 622-3553 ext. 619 (daytime phone number) or (651) 343-0922 (after hours phone number).
- I am aware that the student is staying in the United States on a J-1 visa. I understand that additional documents are required by U.S. Customs and Border Protection in order for the student to re-enter the United States if he or she leaves the country. I will consult with the National Office before traveling outside of the United States with the student in my charge.
- I understand that the student in my charge has insurance coverage while they are on program in the United States. The insurance policy covers accidents or emergency illness / injury. The policy does not include preexisting conditions. In the event of a medical emergency (illness, injury, etc.) relating to the student in my charge, I will contact Nacel Open Door's 24/7 emergency phone number: (800) 622-3553 – option 1.
- I will ensure that the student in my charge follows all United States government laws and regulations, along with the Nacel Open Door program rules listed below:
- Students are not allowed to operate a motorized vehicle or weapons of any kind
 - Student are not permitted to make any life-changing decisions, including but not limited to marriage, conversion, or any other decision with legal, political, or social ramifications
 - Drinking of alcoholic beverages or use of illegal drugs of any kind is not permitted for students

The proposed travel plans outlined in this form are not approved until the student receives written approval for the National Office

Independent Party Information

Age	First Name	Last Name	Telephone Number	
Address of Destination		City	State	Zip
E-mail Address		Signature	Date (mm/dd/yyyy)	

Please fax the completed form to (651) 346-4608 or email it to travel@nacelopendoor.org



NATURAL PARENT TRAVEL RELEASE ACADEMIC YEAR PROGRAM

Please submit this form one week (seven days) prior to domestic departure, and 2-4 weeks prior to international departure.
Edited or incomplete forms will be considered invalid.

Student Information

Student's First and Last Name	Travel Destination
Trip Start Date	Trip End Date

Please select from the following options (check one box):

Travel with Natural Parents

For my son or daughter, I am requesting National Office approval for my child to travel with me (Natural Mother and/or Natural Father) during the dates outlined above.

Travel with Host Family outside of the United States

For my son or daughter, I am requesting National Office approval for my child to travel with his/her Host Family outside of the United States during the dates outlined above. I acknowledge that Nacel Open Door is not responsible for advising what type of visa, if any, is required to travel to another country with the Host Family.

Travel with an Independent Party (school, church, club, friend, etc.): _____

For my son or daughter, I am requesting National Office approval for my child to travel with the independent party listed above during the dates outlined above. I acknowledge that the National Office requires the independent party to be at least 25 years of age or older for my child's trip to be approved.

Natural Parent Signature:

By signing below, I acknowledge that, for the duration of my child's trip, I release and hold harmless Nacel Open Door for any injury (physical or emotional), loss, delay, or any other damage or expense incurred by my child due to his/her trip, or my decision to release my child to travel in the manner indicated on this form (the checked box), for any event beyond Nacel Open Door's reasonable control, including, without limitation, acts of God, acts of war or governmental restriction, any events directly or indirectly caused by intentional or negligent acts, or omissions by any third party, including but not limited to any member, guest, employee, or agent of the Host Family or Nacel Open Door or other persons in the Host Country.

Natural Parent First and Last Name	Are you the: (Circle one) Natural Father or Natural Mother
Natural Parent Signature	Date (mm/dd/yyyy)

Please fax completed form to (551) 845-4608 or email to travel@nacelopendoor.org.
The proposed travel plans outlined in this form are **not** approved until the student receives written approval from the National Office.
Nacel Open Door reserves the right to reject any travel plans.



FINAL THOUGHTS

At the end of your program, you will have experienced more than just the opportunity to improve your English and make friends in the United States. By making an effort to be part of your host family and share in their activities and daily routines, you will adjust easier, and your overall experience will be much more rewarding. By participating fully in your high school both academically and socially, you will benefit your education beyond simply learning new facts or completing a class. By making an attempt to understand and respect differences as well as learn to adapt to a different way of life throughout your exchange experience, you will change and shape yourself as a person. At the end of your program, you will have experienced personal growth and development that will prepare you for the future in unexpected ways.

The role of your host family in giving you the opportunity to “live like an American” cannot be measured. You can never thank them enough for opening their hearts and home to you so that you can take part in this wonderful experience. Get involved with your host family, communicate, show your appreciation liberally, and you may find that at the end of your program, you will have gained a second family.

EVERY DAY:

- Get up for school on time so that you don't miss the bus.
- Make your bed and keep your room tidy.
- Clean up after yourself (for example, if you use a dish, put it in the dishwasher).
- Be aware of your personal hygiene (for example, take a daily shower and wear clean clothing).
- Have real conversations with your host family, not just to ask for something you need.
- Spend time in the common family area. Do not spend all of your time in your bedroom.
- Talk to your host family about your plans.
- Be sure to follow your host family's rules regarding bedtime.

ONCE A WEEK:

- Forget about your computer and spend the whole day with your host family. You'll be amazed at how much you learn!
- Vacuum and dust your bedroom and wash your bedding (sheets).
- Help to make the meal your host parent planned, or cook a meal from your home country.
- Show interest in and attend an activity important to a member of your host family (for example, host brother's basketball game, family reunion, grandparent's birthday party). If the whole family is going, you should be going, too.
- Tell your host mom or host dad, “Thank you so much. I really appreciate all you do for me.”

ONCE A MONTH:

- Ask your host family to play a game like Monopoly, Scrabble, or Fictionary with you.
- Accompany your host mom or host dad to the grocery store.
- Share something about your culture with your host family (teach them 10 words from your native

THROUGHOUT YOUR STAY:

Offering "random acts of kindness" to your host family throughout your stay will make them very happy. As the word "random" suggests, these little treats need not be extravagant or expensive.

A few suggestions include:

- A pretty bouquet of flowers
- A unique box of chocolates
- A handmade card
- A traditional meal from your country
- A scrapbook of your experience
- A special outing

The benefits of expressing "thoughtfulness" are immeasurable, and the effort is minimal. A positive attitude changes everything!

We hope that this handbook has helped to prepare you for your exchange experience.





U.S. DEPARTMENT OF STATE

As a secondary school exchange student, you are a J-1 visa program participant. The U.S. Department of State Bureau of Educational and Cultural Affairs oversees all J-1 visa program participants in the United States. The U.S. Department of State telephone number (866-283-9090) can be dialed for free from any phone in the U.S., and calls will be answered 24 hours a day.

U.S. Department of State
Bureau of Educational and Cultural Affairs
Washington, D.C. 20547
Email: jvisas@state.gov
Tel: 866-283-9090

The Exchange Visitor Program

WELCOME BROCHURE

Bureau of Educational and Cultural Affairs
Private Sector Exchange
United States Department of State

The Department of State welcomes you to the United States. We are pleased to receive you as an exchange visitor. As an Exchange Visitor Program participant, you will acquire an experience in the United States and as an ambassador of your country you will help educate the American people about your home country and culture.

This brochure will help you understand the purpose of the Exchange Visitor Program and introduce you to some of the major requirements of the Exchange Visitor Program regulations that are most relevant to you.

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 participants pre-arrival information, an orientation, and monitor their activities throughout their exchange program.

Sponsors offer or identify cross-cultural activities that will expose exchange visitors to American society, culture, and institutions. Exchange visitors are encouraged to participate in activities that provide them with an opportunity to share their language, culture, and history 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. Should you have any questions about the regulations or any aspect of your exchange program, your initial and primary contact is the sponsor. Unless provided specific contact information by your sponsor you should contact the person whose name and telephone number can be found 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 are dependents of the J-1 and may apply for J-2 visas with the permission of your sponsor.

REGULATIONS - RULES

IT IS IMPORTANT THAT YOU understand and abide by the Exchange Visitor Program regulations, U.S. laws and sponsor rules. Regular contact with your responsible officer will help you keep current of any change which may affect your J-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 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 that category and 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) and any dependents (J-2) for the duration of your program. Some sponsors provide the required insurance for their participants. Other sponsors may allow you to make your own arrangements or may help to identify insurance carriers. Consult with your responsible officer before the start of your program.

(a) Minimum Insurance Coverage – Insurance shall cover: (1) medical benefits of at least \$50,000 per person per accident or illness; (2) repatriation of remains in the amount of \$7,500; and (3) expenses associated with medical evaluation in the amount of \$10,000.

(b) Additional Terms – A policy secured to fulfill the insurance requirements shall not have a deductible that exceeds \$500 per accident or illness, and must meet other standards specified in the regulations.

(c) 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.

Required Notifications to Sponsors – You must inform your sponsor if you change your address (residence) or telephone number, 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 status.

Current Regulations – The Exchange Visitor Program regulations are located in the Code of Federal Regulations, (22 CFR, Part 62). The regulations are generally available for review at the offices of your sponsor, universities, law schools, or large public libraries. They are also available on the Internet at: <http://exchanges.state.gov/education/jexchanges>

For Further Information – Additional requirements that may apply to you are set forth in the Exchange Visitor Program Regulations. Review a copy of the current regulations and consult with your responsible officer.

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
Department of State
State Annex SA-5, Fifth Floor
Washington, DC 20522-0505

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:

Academic and Government Programs Division (ECA/EC/AG)

Categories of exchange: Government Visitor, International Visitor, Professor, Research Scholar, Short-Term Scholar, Specialist, Student (College and University)

Telephone: 202 632-9310 Fax: 202 632-2701

Private Sector Program Division (ECA/EC/PS)

Categories of exchange: Alien Physician, Au Pair, Camp Counselor, Intern, Secondary Student, Summer Work Travel, Teacher, Trainee

Telephone: 202-632-2805 Fax: 202-632-2701

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.





PRE-DEPARTURE ORIENTATION ACADEMIC YEAR PROGRAM

All Academic Year Program participants are required to attend an orientation in their home country before they depart for the United States. The purpose of the pre-departure orientation is to adequately prepare students for their exchange and to give them the best chance for having a successful program.

I confirm that I received an orientation in my home country of _____ prior to my departure to the United States, on the _____ day, in the month of _____, in the year 20 ____.
Initial in the box by each statement to confirm that you understand and agree to the rules of the program.

I understand that the objective of my program is primarily cultural and educational. While there may be opportunity for travel on the program, my primary objective is to live with an American family and to become part of an American community and high school.

I understand that American families come in many different forms. My host family may have many children, or they may have no children. My host siblings may be close in age to me, or they may be much younger or older. I can expect that if I have to share a room, it will be with only one host sibling who will be of the same gender and within a few years of my age.

I understand that American host families live in many different community types, including small rural communities, suburban communities, or larger cities. I will do my best to become a part of my community no matter what its size or location.

I understand that I may be placed in a host family that only has one parent or that there may be up to one other exchange student who is part of my host family. I will make every effort to be an active host family member by engaging in both conversations and host family activities.

I understand that only my school can determine what grade level I am placed in, if I can graduate, and if I am allowed to participate in athletics. I will not pressure school officials to allow me to do anything that is against their policy.

I understand that I must maintain high academic standards, with no grade below a C.

I understand that I am not allowed to drive any motorized vehicle while I am on the program. If I do so, I understand that my program will be terminated and I will have to return home.

I understand that I am not allowed to engage in any sexual activity while on program and that to do so is grounds for immediate program termination, and I will have to return home.

I understand that any use of alcohol, tobacco, or other illegal drugs is strictly prohibited while on program and is also illegal in the United States. If I engage in any of these substances, I understand that my program will be terminated, and I will have to return home immediately.

Student First & Last Name (printed): _____

Student First & Last Name (signed): _____

Parent Signature: _____ Mother Father



03/27/2015



Appendix H

Host Family Handbook



ACADEMIC YEAR PROGRAM
HOST FAMILY
HANDBOOK



2017-2018



HOST FAMILY --- HANDBOOK





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NACEL OPEN DOOR

Nacel Open Door, Inc. (NOD) is dedicated to promoting international understanding and language education. We believe it is essential for young people to develop a deeper awareness of their role as global citizens. Direct experience in other cultures, languages, and schools provide the best environment to achieve these goals.

HISTORY

Two separate organizations started in France and the U.S. merged in 1997 to become NOD. For over 60 years, we have helped thousands of students and families discover a new appreciation for our global community through the foundation of NOD programs: homestays.

STRUCTURE

The NOD National Office is located in St. Paul, Minnesota. A group of Regional Coordinators, assisted by a vast team of Local Representatives, organize programs on the state and local levels. NOD is a member of Nacel International, a group of partner organizations which promote Nacel programs worldwide.



ACADEMIC YEAR PROGRAM

Students spend a semester or academic year living with a volunteer Host Family while attending an American public high school. Cultural exchange and building relationships are the keys to this program.



PRIVATE SCHOOL PROGRAM

An academically focused program, students typically come multiple years to study in an American private high school. Many participants have the goal of graduating and attending an American university.



SHORT TERM PROGRAM

Students are welcomed by Host Families for a two to eight week homestay, with options for different English language learning opportunities as well as programs with excursions and activities.



NACEL INTERNATIONAL SCHOOL SYSTEM

Nacel International School System was established in 2003 with the launch of St. Paul Preparatory School. NISS now consists of over a dozen international high schools in six countries.



F-1 PUBLIC SCHOOL PROGRAM

F-1 Public students spend an academic year living with a Host Family and attending a public high school of their choice, including both magnet and charter schools.



CBYX VOCATIONAL SCHOLARSHIP

Funded by the U.S. Congress and German Bundestag, 25 one-year scholarships are available to graduating U.S. high school seniors to spend a year in Germany in an internship and homestay.



NACEL OPEN DOOR

Frequently Asked Questions

WHAT IS NACEL INTERNATIONAL?

Nacel International is a worldwide federation of organizations, companies, and representatives working together to deliver a culturally immersive education around the globe.

HOW DO I BECOME A LOCAL REPRESENTATIVE/REGIONAL COORDINATOR?

To learn more about how important our Regional Coordinators and Local Representatives are to our mission and to discover if these roles might be the right fit for you, visit the NOD website or contact NOD's National Office. We will be happy to help connect you with someone in your area.

CAN MY FAMILY HOST A STUDENT?

Homestays are the foundation of NOD programs, which is why we put such an emphasis on carefully selecting our Host Families. This is to ensure a pleasant academic and cultural experience while the student is in America, and so the student feels comfortable sharing their own unique culture and personality.

HOW DO I LEARN MORE ABOUT SPECIFIC PROGRAMS?

For more information about any of the programs we offer at NOD, you can easily visit our website, call the National Office, or contact the local NOD Representative or Partner in your area. You can also find us on Facebook, Twitter, and Instagram, as well as a WordPress blog, to stay up to date with all happenings at NOD.

WHAT IS NISS?

NISS stands for Nacel International School System. NOD's vision is to create a school system where students have the opportunity to study in a variety of countries and cultures while remaining in a similar educational system and curriculum.

WHERE DOES THE WORD NACEL COME FROM?



Nacel is from the French word "nacelle," which is the basket of a hot air balloon, as displayed in the Nacel International logo. Like the balloon explorers of long ago, our participants have a spirit of adventure, are eager to learn about others, and are open to discovering the value of cultural diversity.

FOR MORE INFORMATION

www.nacelopendoor.org

Follow Us!    

toll free: 800-622-3553

local: 651-686-0080

fax: 651-686-9601

Nacel Open Door, Inc.
380 Jackson Street, Suite 200
St. Paul, MN 55101 USA



ACADEMIC YEAR PROGRAM

For students looking for a broader experience and total immersion into life in America, Nacel Open Door, Inc. (NOD) offers the Academic Year Program (AYP). Students live with carefully selected volunteer Host Families for five or ten month periods while attending an American high school. Our Local Representatives place students in cities and towns all across the United States, where they are welcomed as members of the family and community.

RELATIONSHIPS

Because our students are seeking a cross-cultural experience involving American home life and school, relationships are the foundation of this program. We encourage our Host Families to treat their student as a member of the family, not as a guest. This enables the student and Host Family to bond in meaningful ways.

SUPPORT

NOD is adamant about providing multiple avenues of support to each student, Host Family, and Local Representative. We're unique in the amount of services we provide, especially with regards to our Student Advisors. This support network at the local, regional, and national levels is dedicated to assisting students and Host Families to ensure a memorable experience in the U.S.

VOLUNTEER

NOD's AYP Host Families are entirely volunteer, which speaks to their great kindness and generosity when hosting students.

AUTHENTICITY

Most of our students are coming to the U.S. because they want to experience life as an American teen. By staying with a "real family," students get an honest look at what the American lifestyle is really about.





ACADEMIC YEAR PROGRAM

Frequently Asked Questions

WHAT IS A TYPICAL HOST FAMILY?

Host Families are as diverse as the U.S. itself. A Host Family may have one or two parents, children young and old, or no children at all. Host Families also vary in socioeconomic backgrounds. All Host Families are volunteers and do not receive compensation for hosting. All students learn about their Host Families before coming to live in the U.S.

CAN STUDENTS CHOOSE WHERE THEY STAY IN THE U.S.?

Part of being an exchange student is flexibility and openness to new experiences *anywhere*! NOD matches students with Host Families based on similar interests; therefore, students are not able to choose where they will live and study. Students may be placed in a rural, suburban, or urban area in any region of the U.S.

HOW ARE HOST FAMILIES SELECTED?

Host Families are screened in accordance with U.S. government regulations. This includes an application, personal visit to the home by a Local Representative, photographs of the home, recommendations, and a criminal background check for all individuals aged 18 or older living in the home.

CAN STUDENTS PARTICIPATE IN SCHOOL SPORTS?

Participation in school sports is not guaranteed. Athletic availability and eligibility is determined by local school districts and state high school athletic associations. If students would like to participate in a sport, they should check with the Athletic Director at their high school regarding eligibility.

WHERE CAN I FIND SUPPORT?

Your Local Representative is normally the first point of contact, but a Regional Coordinator, NOD Student Advisors, and the National Office are all available to help you. There is also a 24-hour telephone number available for emergencies.

WHAT EXPENSES WILL I HAVE?

Host Families provide students with room and board. Since Host Families are including students as a member of their family, they might pay for family activities as well. Students should expect to pay for any other personal expenses, like independent social activities such as movies or concerts or any personal items like clothing or electronics.

FOR MORE INFORMATION

www.nacelopendoor.org

Follow Us!    

toll free: 800-622-3553

local: 651-686-0080

fax: 651-686-9601

Nacel Open Door, Inc.
380 Jackson Street, Suite 200
St. Paul, MN 55101 USA





Dear Host Parent:

We would like to extend our warm thanks and appreciation to you for choosing to become a host family with the Nacel Open Door Academic Year Program. In a short time, you will be sharing your home and daily life with one of the many teenagers from abroad who is fascinated by the United States. How lucky your visitor will be to learn about American life through the warmth and openness of your family rather than as a tourist! The hospitality of families like yours is the backbone of Nacel Open Door programs. The cross-cultural experience yields exciting results. It is an opportunity not only to share your own culture with your student, but also to learn about another country and its people as you enjoy your student's visit. The United States Department of State considers international student exchange to be an important part of our nation's foreign diplomacy efforts. As a host family, you will be an essential component of this undertaking!

This handbook seeks to give you necessary practical points as well as background material that can be helpful in understanding your student and the hosting experience. Many generalities are discussed, and they may not always apply to your student, but years of experience have shown that it is helpful to share observations of those who have previously participated.

We want to express our gratitude for your enthusiastic participation in our program. We believe that there is no better way to build lasting international understanding than by opening the family circle to people from another place and culture.

THANK YOU!

The AYP Team
Nacel Open Door
380 Jackson Street, Suite 200
St. Paul, MN 55101
800-622-3553





Dear Host Sibling:

Soon you will have the wonderful opportunity to welcome an exchange student into your family. You may be hoping that your student will become your best and closest friend from the moment they arrive. Although Nacel Open Door has helped foster thousands of enduring friendships, these friendships sometimes take time to develop.

If at times you become a little discouraged and wish you had your parents and your friends to yourself again, this is normal. It's also normal for your exchange student to have difficulty following your conversation in the beginning, especially in a group of friends where everyone is talking. Even though it may take some extra patience, the rewards of hosting will come little by little as you get to know each other better and do more things together. In addition, your host brother or sister will eventually make their own friends as well, which may introduce you to a set of new young people to get to know.

As a result of your exchange student's visit, your family will have the opportunity to share your American way of life and also learn about another culture. The new friendship and understanding you build can have a positive effect on the rest of your life! In the future, you will have a sibling in another country to whom you can write and possibly even visit!

If you decide to go abroad and your exchange student is not able to host you in return, Nacel International can find you a warm host family. Whether or not you go abroad in the future, getting to know people from other countries and understanding more about their lives is an exciting adventure. This experience will be what you make of it, and the sky is the limit!

BEST WISHES,

The AYP Team
Nacel Open Door
380 Jackson Street, Suite 200
St. Paul, MN 55101
800-622-3553





United States Department of State

Bureau of Educational and Cultural Affairs

Washington, DC 20522

February 1, 2017

Dear American Host Family:

On behalf of the U.S. Department of State, I welcome your decision to host a secondary school student. The secondary school student program is one of many ways foreign nationals participate in people-to-people exchange programs in the United States. People-to-people exchanges are a valuable tool of foreign policy. The secondary school student program offers a unique opportunity for you to experience firsthand the richness and diversity of a culture different from your own, and for you to exemplify American values and culture to a foreign visitor. Through this program, you will join thousands of American families who serve as citizen ambassadors of the United States. Many families have found the secondary school student program to be a rewarding and enjoyable experience.

High School programs have been a part of U.S. public diplomacy efforts since 1949. Approximately 25,000 high school students from around the world participate in this program each year. The good will of American host families in opening their homes to these young international visitors is vital to this program's success.

The health, safety, and well-being of the young people who participate in this program are our highest priority. A host family has many responsibilities, the most important of which is properly caring for an international student during the course of his/her program. The student is a guest in your home and in our country and you may be the first "real Americans" this young person meets. How you relate with this student will create a lasting image of our country and its people.

The regulations governing the secondary school student program are found at eCFR — [Exchange Visitor Program regulations](#) (22 CFR 62 - Exchange Visitor Program). These regulations address the most frequently asked questions about the program and provide the rules under which the program operates. It is extremely important that you notify your sponsoring organization if you have any concerns or if the student's personal health, safety or well-being is threatened in any way. If the sponsoring organization is not responsive to your concerns, you should contact the Department of State directly through our J-1 Visa Emergency Helpline (1-866-283-9090), which is also available 24 hours a day, 7 days a week, or by e-mail at JVisas@state.gov.

The secondary school student program offers you, your family, your exchange student, your local school and community the opportunity to create a strong lifelong relationship. I hope this will be a positive and rewarding experience for all of you. The Department of State is deeply appreciative of your part in ensuring the program reaches its maximum potential as a quality educational and cultural exchange experience.

Sincerely,

A handwritten signature in blue ink, appearing to read "G.K. Saba".

G.K. Saba
Director, Policy & Program Support
for Private Sector Exchange



CONTACT INFORMATION

National Office | 380 Jackson Street, Suite 200, St. Paul MN 55101 | Phone: 800-622-3553

Nacel Open Door wants the homestay to be a great experience for both host families and students. During the program, you or your student may have an issue or concern that you would like to talk with someone about. Our excellent support network exists to provide lines of communication for these questions, comments, and concerns. Your local representative should provide their telephone number and email address as well as contact information for the regional coordinator in your area. The Nacel Open Door team is always available to discuss any topic.

NACEL OPEN DOOR NATIONAL OFFICE

Email: host@nacelopendoor.org

Phone: 800-622-3553 (after hours, dial "9")

ADVISING

Email: advising@nacelopendoor.org

Contact: Sandy Morgan, Duluth, MN

Email: smorgan@nacelopendoor.org

Phone: 888-722-6150

Contact: Janel Cook, St. Paul, MN

Email: jcook@nacelopendoor.org

Phone: 651-686-0080 ext. 626

Contact: Cory Brathall, St. Paul, MN

Email: cbrathall@nacelopendoor.org

Phone: 651-686-0080 ext. 640

If you need assistance once your student is in the U.S., please contact:

- Your local representative
- Your coordinator
- Nacel Open Door Student Advisor
- Nacel Open Door National Office staff

U.S. DEPARTMENT OF STATE

The U.S. Department of State oversees secondary school student exchange programs and has established a toll-free phone number and email address for students and host families as an additional means of support.

Email: jvisas@state.gov

Phone: 866-283-9090





PROGRAM RULES

AMERICAN LAWS

Nacel Open Door students are expected to abide by all local, state, and federal laws. If a student is arrested, or if it is reliably confirmed that the student has acted illegally, the student will be repatriated.

ALCOHOL

Students are not allowed to drink alcoholic beverages of any type. Alcohol consumption is grounds for repatriation.

DRUGS

Students are not allowed to use illegal or controlled drugs, or associate with others who are involved with drugs in any way. Any involvement with drugs is grounds for repatriation (If a student requires prescription medication, the name, dosage, and duration of use must be disclosed in the student application.).

SMOKING

Students are not allowed to smoke while on the program, even if they are of legal age in the state in which they reside. This is a Nacel Open Door policy to which students agree in their student application. Smoking is grounds for repatriation.

EMPLOYMENT

Students are not allowed to hold a regular job during the program. The only exceptions allowed by U.S. Department of State regulations are intermittent, odd jobs such as yard work or babysitting.



ACADEMICS, SCHOOL, AND ATHLETICS

As participants in an academic program, students must attend school full-time and maintain a full course of study at their American high school. They should make every attempt to participate actively in school life, maintain high academic standards, and obey all school rules.

GRADE LEVEL

Students are not guaranteed placement in a particular grade level, and a student may not pressure their high school for a particular grade level placement. Any decision regarding grade level is at the sole discretion of the host school based on their policies and procedures. NaceI Open Door will not petition a school for a different grade level placement for any student.

GRADUATION AND DIPLOMAS

Any decision regarding graduation is at the sole discretion of the host school based on their policies and procedures. Students should not pressure their high school to be allowed to graduate or to receive a high school diploma. NaceI Open Door will not petition a school to allow a student to graduate or to grant a student a diploma.

COURSES

Students are expected to register for a full course load at their high school. Students must be enrolled in an English class at all times. Additionally, over the course of their program, students must complete at least 1 course from each of the four subject areas listed below:

- American History, US Government, Civics, or similarly titled course
- Math
- Social Science
- Physical Science

Course availability may depend on individual school policies.

Students may not drop or change a class without the permission of their local representative, coordinator, or the NaceI Open Door National Office.

Students must maintain a "C" or above in each class and may not have failing grades in any subject. Students who do not comply will be placed on academic probation. If the student is unable to improve failing grades, they may be repatriated.



EXPULSION

A student who is expelled from his or her high school for any reason will be repatriated.

ATHLETICS

Students are not guaranteed participation in interscholastic sports. Athletic eligibility is determined solely by the high school, school district, and/or appropriate regional or state high school athletic association.

Students who have graduated in their home country or who have completed a certain number of years of high school may be ineligible to participate in interscholastic sports.

CHANGING SCHOOLS

Students may not, under any circumstances, change schools without the express permission of the Nacel Open Door National Office.

HOST FAMILY

Students are expected to obey all reasonable host family rules. Host families should share their household rules and expectations with students shortly after arrival.

Computer and cell phone use should not be excessive, especially if it prevents the student from adapting to school or host family life. Host family rules and expectations regarding computer and cell phone use should be discussed with students shortly after arrival. Note: Students must be allowed contact with their natural parents. However, if contact with home is excessive and causing difficulties, please involve the Nacel Open Door National Office or Student Advisor.

Students are expected to spend major holidays with their host family. Student personal travel during major holidays may be permitted if the host family agrees to the travel.

CHANGING HOST FAMILIES

Students may not, under any circumstances, change host families without the express permission of the Nacel Open Door National Office.



TRAVEL AND DRIVING

TRAVEL

Students are required to submit travel paperwork to the Nacel Open Door National Office and receive approval for any overnight travel outside of the host family community. See the travel section for detailed information regarding travel policies.

Students are not allowed to travel in vehicles with drivers under 25 years of age if traveling outside of the host family community. Outside of the host family community is defined as more than 30 miles from the host family home.

Students are not allowed to hitchhike.

DRIVING

Students are not allowed to drive any motorized vehicles or pilot aircraft during the exchange program. Students are not allowed to participate in driver's education courses during the exchange program.

BEHAVIOR AND ACTIVITIES

Students are not allowed to participate in "high-risk" activities, such as hang gliding, bungee jumping, sky diving, scuba diving, spelunking, parasailing, outdoor rock climbing (using an indoor rock climbing wall is allowed), playing paint ball or air gun activities, mountaineering, zip-lining, extreme sports, or any other activity deemed high-risk by Nacel Open Door. Due to the danger and liability involved in operating a motorized vehicle, students may not drive or operate a car, boat, motorcycle, ATV, aircraft, or any other motorized recreational vehicle. Students are allowed to fly on commercial airlines only.

Students are not allowed to handle, possess, or operate firearms or other weapons or equipment (e.g. bow and arrow, crossbow, knife, etc.) for the purpose of hunting or using a shooting range, etc. Archery and fencing are only allowed if they are school offered courses.

Sexual activity or sexual behavior of any kind are not allowed while on a NOD program. This includes any viewing, downloading, or distribution of sexually explicit material or images. Sexual activity or sexual behavior is grounds for repatriation. Sexting (the sending of sexual photos of self, someone else, or using sexual language in text messages) may be illegal and is not allowed at any time while on program.

Aggressive or violent behavior (physical or verbal) towards anyone or towards personal property of others is not allowed while on a NOD program.

Students are not permitted to make life-changing decisions while on the program including, but not limited to: marriage, religious conversion, body piercing, tattoos, or other decisions with legal, political, religious, and/or social ramifications.

SEXTING

Sexting is sending or receiving text messages or photographs about sex on any electronic device (computer, cell phone, ipad, etc.) on all types of social media platforms. For example, sexting could be talking about someone (or yourself) being naked, about body parts in a sexual way, or sending photographs that have nudity, that are "sexy," or show sexual things.

Sexting can also include text messages or photographs that are indirectly about sex. This means that sex is not directly talked about, but it is suggested by the choice of sexy or flirty words, or photographs sent or received.

In the U.S., it is not legal for children or teenagers to sext. Sexting may put your student's visa in jeopardy. If you have questions about this please talk to your Local Rep or email advising@nacelopendoor.org.

ILLEGAL DOWNLOADS

Illegal downloading is obtaining files that you don't have the right to use from the internet.

Copyright laws in the U.S. prohibit internet users from obtaining copies of media that they do not legally purchase. This includes music, movies, games, etc. If users are able to access and download movies or TV shows for free or at extremely low prices, these are usually illegal copies.

Illegal downloads are against the law in the United States, and internet providers monitor for illegal activity on all devices. If your student uses illegal downloads, your student may be subject to costly fines as well as other disciplinary measures. Your student should only purchase downloads from a reputable, established company.

DEPARTURE

Students are expected to return home at the end of their program stay. Nacel Open Door cannot facilitate any attempt to remain in the United States for any purpose.

Students who withdraw from the program or who are repatriated must depart the United States immediately. Travel within the country after withdrawal or repatriation is not allowed.

Students may not extend their stay beyond the program end date. Nacel Open Door staff cannot and will not assist any student in making private travel arrangements for the return to their home country.



Tips For Hosting

We would like to extend our warm thanks and appreciation to you for choosing to host a Nacel Open Door Academic Year Program student. We hope you will enjoy the benefits and rewards of the hosting experience! Additionally, we hope that our suggestions and advice will help answer some of the questions you may have or help to avoid possible cultural misunderstandings. Below is a quick overview of sections covered in this handbook. We suggest you print or save these tips so you can refer to them throughout your hosting experience.

PREPARING FOR YOUR STUDENT ... START NOW!

Keep all Nacel Open Door information you receive, such as your student's profile, your Host Family Handbook, arrival and departure information, etc. If you have no teenagers at home, look for teenagers among your friends and neighbors to introduce to your student.

Think about the information your family would like to share with your student. Take some photos to send and consider collecting maps and brochures describing your community and state. Think about family activities you can enjoy with your student, such as cooking, playing games (indoor or outdoor varieties), or visiting local attractions. Even a trip to the local grocery store can be an interesting experience for your student. Be careful to include some activities that don't depend on speaking and understanding English perfectly. Please continue reading your Host Family Handbook for additional suggestions.

Make a list of some activities you could encourage your student to do without you to brighten days when you are especially busy or when nothing is planned.

EXPECTATIONS

Expect an adjustment period for both your student and your family, during which everyone learns about each other. Don't forget that your student is used to speaking in a different language, eating different foods, and living with different family rules and cultural expectations. Try to be patient with your student and with yourself.

Students sometimes base their image of life in the U.S. on the American movies and television shows they have seen. You will be able to help your student better understand daily life in America during the course of the home stay. You will notice that your student will have different ways of doing and seeing things. Learning not to judge your student's ideas and opinions as "right" or "wrong" is taking a giant step toward intercultural understanding. Consider your student's cultural point of view as different but valid, and he or she will most likely do the same. The exchange of ideas and cultures is one of the wonderful rewards of hosting. In fact, the U.S. Department of State considers student exchange to be an important part of U.S. foreign diplomacy!

Communication is the key to success. This Host Family Handbook will give you more information and ideas concerning adjustment. Remember, your Macal Open Door Local Representative will be available each step of the way!

COMMUNICATION

When your student arrives, they will most likely be very tired, and speaking English may be exhausting. Avoid talking too much or too fast on the day of arrival. Help your student feel welcome through your comforting actions and understanding gestures.

Plan to spend time with your student, especially during the first few days after arrival. Your student will depend on your family for information about everything in their new environment. If your student has notes, a map, or something visual to look at while you explain plans or activities, it will help their understanding of what's going on and how to get around.

People sometimes tend to speak in a loud tone of voice when they think someone does not understand what they are saying. It is important to try using simple words, varying your sentences, and speaking more slowly.

When your student speaks, the sentences may seem awkward or abrupt at first. Know that students often use extremes like "hot" or "cold" when they mean "warm" or "cool" because they do not have an extensive enough vocabulary to express themselves tactfully. Use humor and be pleasant and encouraging when dealing with language barriers. Language is important, but caring gestures and warm smiles can often far outweigh spoken words. While Americans use compliments and thank you's freely, it may not be the "norm" for your exchange student. Even though he or she may not voice gratitude, this does not mean that your efforts are not appreciated. We do, however, encourage students to express gratitude.



FOOD

Many of the foods you prepare may be new to your student. Encourage them to try everything offered. However, during the first few days, you should find out whether the student has any allergies to certain foods. Food allergies should also be disclosed in your student's Macol Open Door application.

Suggest that your student prepare a traditional dish from his or her own country. This can be a lot of fun for your student and a memorable meal for your family!

Your meal schedules and habits may differ from what your student is used to. If your family members are expected to make their own lunch, you should clearly explain this and show your student what to do.

While the student is expected to use personal spending money for hot lunches purchased at school as well as snacks or treats when out with friends, it is understood that all regular meals are to be provided by you, whether at home or in a restaurant. This includes providing your student with food to prepare a lunch to take to school.

YOUR STUDENT'S SPENDING MONEY

Students are asked to bring approximately \$250 in spending money per month. If possible, you can help your student to set up a bank account, and you may wish to help with budgeting their spending money during the stay by planning in advance how much money will be needed for special activities.





FAMILY RULES

Nacel Open Door expects host families to set reasonable rules of their own and expects students to follow them. Plan to discuss your family's rules the day after arrival. It may be helpful to make notes of your schedule and expectations. Be sure to include:

Meal Times: Explain your family's schedule and whether snacks are acceptable between meals.

Daily Chores: Discuss chores your student can expect to perform, such as making his or her bed, clearing the table, picking up belongings, putting dirty clothes in the hamper, etc.

Occasional Tasks: Other household tasks the student could help out with might include bringing in the mail, folding laundry, vacuuming, carrying groceries, etc.

Sleeping Hours & Curfew: Set reasonable times in accordance with your own family and local community. If you don't have any teenagers, talk to friends with teens or your local rep for suggestions.

Dating: Foreign teenagers often go out in groups rather than dating in the American sense. Dates can be allowed if you feel comfortable with the invitation. You should use your best judgment, as you would with your own children.

HELP YOUR STUDENT FOLLOW YOUR RULES

It is okay to treat your student like a guest for a day or two while they are recovering from jet lag, but start treating them like a member of the family as soon as possible.

Please try to understand that the "typical" way of doing things in America is not always the same as in other parts of the world. Good manners, proper behavior, and family rules may vary depending on the culture. For example, some students may not know that the shower curtain should be kept inside the bathtub when showering. Some students may not be accustomed to helping with certain household tasks. Don't hesitate to say, "Please help me do this." Finally, show the student how to complete chores expected of them.

Communicate openly with your student, letting them know when your family is happy or displeased with their conduct. Remember to make sure that your student understands what you expect. There are some family rules that are understood and learned over time, and they won't be evident to your student. Therefore, when situations arise, these subtle rules will have to be explained. For example, one "rule" may be: Don't eat the last piece of cake before asking if anyone else would like it. These "rules" vary from family to family.

SIBLING RIVALRY

It can be normal for children to feel upset that their parents are giving so much attention to the exchange student. Your own children might feel left out at times. To cope with this, don't ask your children to make too many sacrifices for the student. Let your children know that you understand what's bothering them. Show your care by asking their opinions and including them in making plans.

INSURANCE

All Nacel Open Door participants are covered by an illness and accident insurance policy. For details, please refer to the insurance information included in this handbook and attached to your welcome email.

SUPPORT NETWORK

Nacel Open Door wants each host family and student to have a positive experience. Your local representative and regional coordinator will be available to discuss your questions and concerns, no matter how big or small. Small problems can sometimes unnecessarily grow into big ones. If you are uncomfortable with your student's behavior, please address the issue immediately by talking directly with your student and by contacting your Nacel Open Door Local Representative. We want to help, but we need to be made aware of a concern in order to be helpful. You can also contact the Nacel Open Door National Office at any time.





PREPARATION

THE PARTICIPANTS

Many students from other countries dream of the opportunity to experience life in the United States. The importance of foreign languages, particularly the English language, in their education helps to explain their desire to spend time in the United States. Parents often arrange for their children to have experiences in other countries, believing such opportunities are valuable for their growth and enrichment. The purpose of the Nacel Open Door Academic Year Program is to help these students discover American life by becoming a member of an American family for a semester or year. By opening your home to an international exchange student on this program, you are helping to further the foreign diplomacy efforts of the U.S. Department of State.

Nacel Open Door partner organizations in nearly 30 countries explain the spirit of the Nacel Open Door program and encourage students and their parents to be sure this is the right program for them. Students complete application forms and if accepted into the program, they receive a student handbook to help them prepare for their stay. All students are also required to attend a pre-departure orientation session organized by a Nacel Open Door Foreign Partner in their home country. Please carefully read this Host Family Handbook so you are aware of the adjustments you and your student will face and the things your family can do to help. Encourage each member of your family to read the handbook and become involved in welcoming your student into your home. It is very important that the decision to host be made as a family. Planning and getting to know as much as you can about your student and their country in advance can help relieve anxiety and the uneasiness of the unknown.

Please understand, however, that no handbook will eliminate surprises. This homestay experience will be an adventure for both you and your student. Expectations should be realistic, and you should be prepared to expect individual differences. Some students are more outgoing than others, some will adjust and adapt more readily than others, and some will have greater ability to communicate than others. Openness and personal understanding are essential to bring out the best in each individual. Warm, enriching, and meaningful experiences can take place when everyone is willing to try.

WELCOME CORRESPONDENCE

Upon receiving the contact information for your student, email or write a letter of welcome as soon as possible introducing your family members and describing your community. Be sure to include:

- A family photo
- Any special things your student might want to pack (for example, types of clothing necessary because of your plans or local climate)
- Any special information you might want your student to know
- A note of welcome from each member of the family

If using standard mail, please keep in mind the following points:

- People in other countries often capitalize all letters in last names and cities.
- The zip code comes BEFORE rather than AFTER the name of the city.
- Include the country as the last line of the address.
- Clearly mark your letter AIRMAIL, and be sure to use the appropriate airmail postage.

As a family, you will experience various stages throughout your hosting experiences:

- **Arrival:** You may feel like you have a stranger in your home for a while. The transition from guest to family member requires time and patience.
- **Settling In:** Don't feel like you must constantly "entertain" your student, but do include them in family activities. Help your student to understand and follow your family rules.
- **Establishing a Meaningful Relationship:** After the initial stages, more sharing takes place. You'll hopefully feel like you have gained a new son or daughter while enjoying the learning experience.
- **Departure:** You may feel a sense of loss when your student leaves. However, the relationship you developed can still grow long-distance.





STUDENT ARRIVAL

If possible, have your whole family greet your student upon arrival. A warm welcome makes a lasting impression, and students are typically surprised by American enthusiasm.

- Make a sign with your student's name to welcome him or her.
- Remember that your student has likely had a long flight and may have traveled some distance before even boarding the plane, so don't expect too much at first. A lot of rest will be needed to compensate for jet lag.
- The natural parents will be anxious to receive news of their child's arrival, so allow time for your student to contact their parents.

WELCOMING YOUR STUDENT INTO YOUR HOME AND COMMUNITY

Help your student to feel at home with your family, welcoming them as another child/sibling. Foster positive attitudes from the beginning, and try to provide a friendly, warm environment that will stimulate meaningful relationships.

- Let everyone know you have a special visitor! Neighbors, friends, and relatives can help to expand impressions of American life and make your student's experience even more enriching.
- Help your student become familiar with their new surroundings, and let them know where to store belongings.
- Point out things and places to be aware of in your community.
- Encourage your student to fully participate as a member of your family.
- Give your student a list of important phone numbers in case they get lost or need help, and show them how to make calls.



PLEASE NOTE: Your student must always have a telephone available to them in your home in the event of an emergency. If your family does not have a landline (e.g. if you use cell phones only), some accommodation must be made to ensure a phone is available in the home at all times.

If you have a child in high school, we suggest that your child introduce the exchange student to the principal, teachers, and friends during the first day in school. Americans tend to be somewhat casual about introductions, but people from other cultures may be used to simple formalities and may expect to be properly introduced to young people as well as adults.

If you do not have a child in high school, we recommend that you introduce your student to other teenagers in your neighborhood or with whom you are acquainted. It would be a good idea to ask one American student to act as a guide for the exchange student during the first few days in school, in the same manner as a host sibling would.

RELATIONS WITH NATURAL FAMILY ABROAD

Our greatest hope is that this experience will provide you with the opportunity to develop a lasting friendship, not only with your student but with your student's natural family as well. We encourage you to email or write a note to the parents of your student during the stay. Writing in English is fine. The natural parents would be delighted to hear from you and will find a way to have your letter translated if necessary. Encourage your student to contact their family to share with them all that they are experiencing.





COMMUNICATION

Communication will be the key to a rewarding exchange experience. This communication, however, may not always consist of just talking.

- Gestures and facial expressions are extremely important. Remember that when communication is difficult, a smile can be worth a thousand words.
- Individual speaking abilities vary greatly. The most important thing is getting thoughts and feelings out in the open to avoid misunderstanding.
- Compliments and encouragement can help bring out the best in your student.

The first few days may be a little more difficult. Your student may have difficulty understanding when groups of people are talking.

- Speak slowly when necessary and try to be patient. It does not help to simply speak louder to your student. Rephrasing your sentence using simpler words may help.
- Be aware of idioms and colloquial expressions your student may not understand.
- It may be necessary to repeat important information regarding your daily routine and time schedule. *Writing things down may be very helpful as well.*

Your student may have trouble remembering some English at the beginning of the stay. Your American accent may sound new and unfamiliar, and it may take a while for your student to become accustomed to your regional dialect and vocabulary. They will most likely be eager to learn new expressions and will also want to improve their skills, so don't hesitate to politely correct pronunciation and usage now and then. Encourage your student to express themselves even if mistakes are made.



DON'T BE SURPRISED IF YOUR STUDENT SEEMS QUIET AT FIRST.

- The change in schedule as well as the extra effort needed to communicate will contribute to your student's fatigue, and they will need time to adjust. They may simply need to rest at first.
- It is natural and expected that your student may want to be alone at times in their room. This does not always mean your student is unhappy! However, if this behavior becomes excessive, you should talk to your student about how they are doing and encourage more interaction with friends and your family.
- You may also notice what might seem to you like a lack of enthusiasm. Children from other countries are often taught that it is polite to be quiet and calm. Being bubbly or excited is sometimes considered immature.
- Be aware many students will have a limited vocabulary and may be unable to express themselves as they would in their own language. For example, you may find the way they speak is quite direct, brief, or even seemingly harsh ("I don't like it," "I don't want it," "I go to bed"). You can help avoid misunderstandings by remembering that your student is probably thinking and feeling much more than they are able to tell you.
- Your interest in learning about your student's country and the life of its people will help get your student involved in conversation. Young people may not be storehouses of statistics or specialists on political and economic situations, but they are able to share first-hand information about everyday life.





INTEGRATION.....

Encourage and help your student become involved in conversation and activities. They may not take the initiative because of language difficulty or because they may not be sure what you expect of them. Following are some ways you can help your student integrate into your family:

- Sharing a room with one of the children in the family can help your student to become a more integral part of the family if they are about the same age. However, sharing a room with young children could be difficult. If an option is available, ask your student whether they prefer sharing a room or having a private room. Your student must have their own bed.
- Make room for your student's clothing and personal items in a dresser and/or closet and in the bathroom. Your student will feel much more at home if they can settle in and have adequate space for belongings.
- Ask your student to keep their room clean and help with certain household tasks. Even though your student may not be accustomed to helping at home, they have been encouraged to do so because it provides an opportunity to be a part of your family's routine. It's fine to say, "Please help me do this..." Then, show your student how to do what is expected. Sharing responsibility for odd jobs can strengthen relationships.
- Companionship with the family is a primary component of the exchange experience. Try not to leave your student alone for extended periods of time. If everyone in your family needs to be gone for a certain part of the day, make other arrangements for your student during that time and/or identify someone who can be responsible for them in your absence. Under no circumstances should your student be left alone overnight without a responsible adult present.

Try to understand that the "normal" way of doing things in America is not always the same as in other parts of the world. Good manners, proper behavior, and family rules may vary depending on the culture. For example, some students may not know that the shower curtain should be kept inside the bathtub when showering. In some other cultures, students are often accustomed to keeping the doors inside their home closed at all times. Be aware that American hygiene habits may be different from those of other cultures. Please help your student adjust to American hygiene habits such as length of shower, frequency of showers, and laundry schedules. It is not uncommon for students to wear the same outfit for more than one day. Discussing the differences as you help your student understand American culture will be one of the enriching aspects of this experience.

While it is expected that your exchange student will need to adapt to your family, also remember your own children may need to adapt to their new sibling. Your own children might feel left out at times, and it is normal for them to be frustrated with the extra attention you may be giving your exchange student. To help cope with this:

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- Let your children know that you understand what's bothering them. Show you care by asking their opinions and including them in making plans.
 - Don't ask your children to make too many sacrifices for the student. You might want to consider making alternate plans for your student (with friends, for example) and do something alone with your children at times during your student's stay.

If there are other exchange students in your neighborhood, it is recommended that no great effort be made to bring them into daily contact with each other. Too much time with friends from abroad may hinder their integration with their host families. The time your student spends living in your home and community should be an American experience! We do, however, encourage you to call other host families in your area to arrange get-togethers. Your coordinator and local representative may also arrange events and trips for students in the area.





ADJUSTMENT

Generalities do not often help people to understand each other, and we ask you to be conscious of the fact that there are significant differences between cultures. Children from other countries are brought up differently than American children. Sometimes students act on the basis of impressions they have from television shows and movies about life in the United States. For them, the United States may still be a land of dreams and adventure, and it's difficult for them to have a clear idea of what life here is really like before they personally experience it.

Your student may have learned that Americans are "relaxed," and they may interpret this to mean that we don't care about rules. Your student may have a confused picture of shifting social patterns and freedoms, and may not realize many American families are basically quite conservative. For example, although the students are told to bring along dress clothes as well as casual clothes, once in a while they arrive with nothing but jeans because they're convinced Americans only wear jeans. When emailing or writing to your student, please indicate the need to bring dress clothes if there is going to be a special occasion to attend.

It will be interesting to discuss the impressions your student has about America and the changes in attitudes that develop during the stay for your family as well as the student. We encourage you to:

- Talk about the differences in culture, remembering that each country has special qualities and "different" does not constitute bad, wrong, or abnormal. One's perspective is relative to one's background and upbringing.
- Enjoy the observation of these differences rather than comparing them judgmentally.

The following sections are meant to help you understand the background of your student. You shouldn't change your schedule or habits, but we hope an awareness of what your student may be used to will make it easier for you to help your student adapt to your family's lifestyle.



FAMILY LIFE

Families in many other countries are traditionally close-knit. A lot of time is spent together as a family, and parents assume a great deal of responsibility for teaching their children to become responsible adults. Children are often brought up under careful discipline and are taught to think and reason in an orderly and philosophical manner. In the United States, people seem to focus on the importance of youth, while many other cultures tend to focus on the importance of becoming a mature adult (French and Spanish languages have no word for teenager). Whereas we encourage children to express themselves, children in other countries may be taught to speak to adults only when spoken to, to contribute intelligently, and to not monopolize conversation. They are taught to be individuals and to spend a certain amount of time alone in their rooms, doors closed, for reading or writing.

Television doesn't play as big of a role in all countries as it does in some American homes. There are usually fewer TV channels, the broadcasting day is shorter than ours, and there are fewer commercials, sometimes grouped in a certain time slot. There are many documentaries and discussions on various topics, including quality of life, leisure activities, political matters, justice, pollution, and foreign civilizations. In addition to the news and sports, many favorite American television series and movies are broadcast. Ask your student about the American shows seen on television in their home country.

Mealtime is a very important part of the day. The noon meal has traditionally been the most important meal in other countries, but work requirements are gradually changing this tradition, particularly in large cities. In some places, businesses and schools close for one to two hours so that families can have a leisurely midday meal. Whether at midday or in the evening, meals are an important time for families to share.





Breakfast in other countries is often light and tends to consist of bread or rolls with coffee, tea, or hot chocolate. In some countries they may have cold cuts, vegetables, and boiled eggs as well. The main meal usually has an appetizer, a main course, salad, cheese, and dessert (often fruit). Dinner or supper is later than in most American families. Ask your student to describe meals and dining schedules in their home country to you.



It is important to remember that your schedule may be totally different from your student's usual schedule. This doesn't mean you should change your habits. We simply want you to be aware of the differences. If your family's main meal is in the evening, explain to your student that lunch will be a light meal, and encourage eating a bigger breakfast (cereal, toast and juice, or whatever the rest of your family has) so they don't get hungry during the day. Eating out of the refrigerator on one's own would be a new experience for most students.



Your student may be surprised at some of our eating habits. Snacking between meals and even while sitting on the floor may seem quite strange. Putting everything on the table at the same time rather than eating in courses may be a new experience. Table manners may vary from ours. In some Asian countries, smacking the lips while eating indicates enjoyment, not a sign of poor manners. People from other countries typically keep both hands on the table during meals. Milk is not usually a common beverage for most students. Many of the foods Americans customarily eat will be quite new to students, such as fast and frozen foods, sandwiches, certain candy, watermelon, peanut butter, and corn on the cob (Corn is eaten mainly by livestock in many countries, so students may be hesitant to try it at first.).

Because there are so many fast food and family-type restaurants in the U.S. and schedules are often busy, American families tend to eat out more often than families in other countries. The student is expected to use personal spending money for snacks or treats when out with friends and also pay for lunches if they want to purchase them at school, but all other regular meals are to be provided by you.

whether at home or in a restaurant. Students must also have the option to bring a lunch from home, and this food is to be provided by the host family.

SOCIAL LIFE

Whereas Americans tend to belong to several social and service clubs, music organizations, and athletic teams that require members of a family to go their separate ways in the evenings, people abroad tend to spend more time at home or doing things together as a family. In other cultures, people generally don't socialize in homes as much as Americans, and neighbors or friends usually don't just drop in. Socializing is done more often in cafes or outdoors.

Our relaxed atmosphere and the casual way in which we greet each other may be surprising to your student. They may also find there is less distinction among social classes in the U.S. than in their home country.

Many people in other countries live in apartments, and those who live in individual homes usually have small yards surrounded by walls, fences, or hedges. Your student may be surprised to see that we have so many open spaces. They are often impressed by the vastness of everything (large farms, spread out cities). While many Americans enjoy suburban living, many people in other countries consider it desirable to live in the city center.

The distance from one place to another in the U.S. may be almost inconceivable to your student. In the U.S., gasoline is cheaper than in most other countries. Students may be surprised at how often Americans use their cars and how few people use public transportation. In other countries, buses and trains tend to be a regular means of transportation as opposed to automobiles.



People in other countries often consider Americans to be wasteful consumers, but our respect of nature, concern for the environment, community pride, and patriotism usually impress people from other countries. They are surprised to see our flag displayed in so many places.

RELIGION

Historically, religion has played an important role in many countries, but diversity in practice is prevalent. Many Catholics in other countries tend to think of Protestants as one large group. They have a difficult time understanding the concept of various denominations, which is common in the United States. Some students may be surprised at the role religion plays in the lives of many Americans. Their views of American society have often been shaped by movies, music, and TV shows.

The students have been strongly encouraged to attend church services with their host families if invited to do so. Some students may be reluctant to attend church more than once a week. Others may want to attend only a church of their own religion and, if so, have indicated this on their application. Please remember, your student has the right to his or her religious belief, whether or not it agrees with your family's practice.



EDUCATION

In other countries, the curriculum in schools is highly structured and there are few electives or extracurricular activities. The school systems are very competitive and selective, and homework is very important, even for young children.

- Mental and intellectual discipline is stressed, with emphasis on factual knowledge and the ability to analyze. Foreign languages, politics, and philosophy are studied more than in most American schools.
- Foreign languages are required for anyone who intends to attend university, and language study usually begins at a much younger age than it does in the United States. English is an important second language, and many students study another language as well.

Be sure to ask your student about the types of classes taken in their country and the typical daily schedule. Discuss the differences between your local school system and your student's, and explain the cost of higher education in the U.S. Your student may be surprised, as it is likely that most universities in their country are tuition-free or very low cost.

Nace! Open Door exchange students are expected to enroll in a full course of study, maintain at least a "C" grade in each class, and have no failing grades. Students must enroll in an English class, and they should also enroll in an American history or government class, math, and physical and/or social science classes. If your student is struggling with their school work, is failing a class, and/or falls below a "C" in any class, please contact your local representative or coordinator.

Students are not guaranteed placement in a particular grade level, nor are they guaranteed a diploma or the right to graduate. These decisions are at the sole discretion of the host school. Some students express interest in attending an American university and taking college entrance exams. Since this is not a college preparatory program, it is not expected that the host family will facilitate any activity to help a student attend university in the United States.

RECREATION

While physical education is taught in schools in other countries, high school sports competition is probably not available in your student's home country. Many students are interested in learning more about typically American sports, such as American football, hockey, baseball, and cheerleading. The most popular sport in the majority of the world is soccer. Very often, people in other countries have to belong to clubs in order to participate in sports. Some of these are quite expensive and, as a result, student participation in sports is sometimes limited. Athletic eligibility is not guaranteed to exchange students during their time in the U.S. That determination is made by the state or district athletic association.

While in the U.S., extracurricular activities represent a great way for exchange students to make friends and get involved, and they should be encouraged to participate. Talk to your student about possible extracurricular activities and how you might be able arrange transportation to and from activities if needed.

In many other countries, university students may work during their summer vacation, but high school students often don't have jobs. People often go to the beach during vacation time, especially in July and August. You may notice some students have revealing swimwear. Attitudes in many countries toward such styles are quite open and matter-of-fact, and shouldn't be misinterpreted.

In some cultures, young people start dating at a later age than many Americans and tend to go out more often in groups. Be sure to let your student know how you feel about dating, and explain your family's curfew expectations. Movies and dancing are very popular, and many students will be familiar with American music. Sometimes they will know the words to a song even though they have no idea what the words mean.

EMPLOYMENT

According to U.S. Department of State J-1 visa regulations, exchange students are not allowed to be employed on a part-time or full-time basis. They are, however, permitted to do sporadic or intermittent work. The types of jobs they might accept are language or other tutoring, lawn mowing, snow removal, car washing, etc.





PLANNING ACTIVITIES

We hope that through participation in the daily activities of your family, your student will develop an appreciation for American life. Students will learn a great deal from sharing in your normal everyday life. They'll find contrasts with what they're used to, and in some cases, differences from what they have heard about the United States. It's certainly not fair to generalize, but many have the idea from television and movies that the United States is New York City on the east coast, Los Angeles on the west coast, and little bit prairie and farmland in between. Help foster a better understanding of American culture as found in your area.

- Remember the importance of opportunities for your student to observe things that may seem insignificant to you but tell a lot about your way of life, such as visiting your place of work, going shopping, getting groceries, looking at family pictures, or recalling important events in your family's life.
- Games and sports are usually good mixers and can be a fun way to "break the ice."
- Although you are not expected to plan daily excursions, it would be nice for your student if a few points of interest in your area could be visited. If you plan to take a day or weekend trip somewhere, why not plan it during your student's visit?

Very often, children from other countries will respond "no" to a suggestion simply because they have been taught that it is more polite to do this than to agree to something. Strongly encourage your student to take part in activities, even if the first response is negative. Instead of asking, "Would you like to do this," say "Let's do this," or "We're going to..."

Many times, a student doesn't know how to answer a question about an activity because they may be unaware of the cost and time involved and don't want to be a burden. Promote participation and enjoyment by being encouraging, frank, and positive! We highly recommend encouraging your student to participate in the following:

- Keep a journal (with new vocabulary words) and/or scrapbook to document their stay and experiences.
- Take part in a local TV or newspaper interview, arranged by your family or your local representative. Your coordinator and the Nacel Open Door National Office would appreciate receiving a link or copy of any newspaper article featuring your student and/or family.

More important than any number of activities is the attitude each member of your family takes toward hosting a student. If everyone is involved and concerned about making the experience worthwhile, everyone will benefit. Past host families have enjoyed sharing activities with their students from the list that follows. Many are low-cost or no-cost activities. You can share this list with your student and decide together what looks interesting.



POSSIBLE ACTIVITIES FOR AT HOME AND AWAY

- Go to an amusement park or fair
- Attend a seasonal festival or arts and crafts show
- Take your student with you to work – let them see what you do on the job
- Take a low-cost community education course – they're offered on a variety of fun and interesting subjects
- Participate in your local park and recreation program
- Take an aerobics exercise, jazzercise, or dance class, or do some weight-lifting (sometimes the local YMCA or other sports clubs have special short-term memberships)
- Visit a local museum or art gallery; students are often especially interested in Native American culture and traditions
- Visit your state capitol building, courthouse, and historic sites
- See some old cathedrals and modern churches
- Go to a zoo
- Visit a university campus – check out the architecture, see the sports facilities, check out the student union
- Drive to a state park (or a national park) and take a picnic lunch – see some lakes or mountains, visit a ski resort or do some hiking
- Ask your state tourist or visitor's bureau to send you a guide outlining events in your state
- Visit a water park or go to the local public swimming pool
- Float down a river on a raft or inner tubes
- Play some card games or board games; have everyone learn a new game together!
- Pick fruit or vegetables at a local farm
- Show your student how to prepare American food (such as chocolate chip cookies, home made ice cream, Jell-O, etc)
- Help your student prepare a typical dish from his or her own country
- Have a backyard or neighborhood barbecue
- Visit a radio/television station and take a tour; they may want to do an interview
- Enjoy a sporting event of the season
- Take your student on your errands (many of the things we consider "routine" are new experiences for the student)
- Make a scrapbook or home video



SPENDING MONEY.....

Students are asked to bring approximately \$250 in spending money per month.

- Going over each monetary unit with your student will help them understand the value of each coin/bill. At first it may seem like “play money” and may take a while to get used to.
- You may also want to help your student budget their spending money during the stay by planning how much money will be needed for special activities such as school athletic fees, a yearbook, prom, etc. Suggest an amount of money for your student to bring when going somewhere in particular, as they may not know how much to budget.

If you want to treat your student to something once or twice, always mention, “I’ll pay for you this time.” If not, your student may incorrectly assume you are always willing to pay. Don’t hesitate to ask your student to pay for their admission fee to a movie or another outing, when appropriate. Remember, students bring spending money to cover these types of expenses.

While your student is expected to use personal spending money for snacks or treats when out with family or friends, all regular meals are to be provided by the host parents, whether at home or in a restaurant. Nacel Open Door exchange students are expected to pay for their own school lunches if they want to buy them at school, but they must have the option to make a lunch to bring with them, and this food must be provided by the host family. Nacel Open Door Host Families are responsible for providing their students with room and board.

EXCHANGE STUDENTS ARE EXPECTED TO PAY FOR:

- Postage
- Personal phone calls
- Photography film and development
- Souvenirs and snacks when out with family and friends
- Museum and amusement park admissions
- Any additional personal expenses (toiletries, clothing, gifts, etc.). Some students bring extra money specifically to buy something they know is less expensive in the U.S.

Host families are not expected to take responsibility for student phone bills or cell phones. Adding a student to your cell phone plan could be problematic. It may be very helpful to discuss phone use and payment arrangements with your student at the very beginning of the stay. Be sure your student understands that the phone should not be used without your permission. If you experience problems with unauthorized phone use, please contact your local representative or coordinator.

We do not recommend lending money to your student. This could lead to misunderstandings and hurt feelings. If students need additional spending money, they can ask their natural parents to provide it. If possible, students should open bank accounts in their own name upon arrival in their host communities.



SEXUAL ABUSE AND HARASSMENT AWARENESS

INTRODUCTION

Recently in the United States and in the international community, discussions of child sexual abuse and harassment have received greater attention. Organizations and institutions that serve youth are being called upon to take greater responsibility to prevent incidents of abuse, protect youth, and respond appropriately when harassment or abuse is suspected or reported. At Nacel Open Door, we take this responsibility very seriously and are committed to supporting policies and procedures that protect our students. We understand this can be a difficult subject to address and welcome your call at any time for guidance or support. It is important for us to be knowledgeable as our students are in a particularly vulnerable position because they:

- Come from other cultures
- Lack familiar relationships
- Put extra trust in adults
- Are unfamiliar with their host communities
- Are even less likely to report abuse or harassment than U.S. children or teens

DEFINITIONS

Sexual abuse is often confused with sexual harassment. While the two are related in nature, they are different in regards to the actual acts and behaviors involved.

Sexual abuse is committing implicit or explicit sexual acts with a young person, or forcing or encouraging a young person to engage in implicit or explicit sexual acts, alone or with another person. Sexual abuse can also include non-physical, non-touching offenses such as communicating sexually over the phone or internet, indecent exposure, or showing a child sexual or pornographic materials.

Sexual harassment is unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature. Sexual harassment results in feelings of fear, intimidation, powerlessness, and confusion for students. It often interferes with the learning process and can lead to students being isolated from their friends and classmates.

SEXUAL HARASSMENT

is often difficult to identify because encounters, such as simple teasing, offhand comments, or isolated incidents, can seem harmless and minor. When this type of behavior becomes frequent or severe, it can create a hostile or offensive environment and is considered harassment because it interferes with a student's concentration, comfort level, and feeling of safety in an environment.

SEXUAL HARASSMENT & INTERNATIONAL STUDENTS

Sexual harassment can take the form of unwelcome advances and comments of a sexual nature between students or peers. This type of behavior can interfere with a student's concentration and inhibit their ability to succeed academically. It can also become a distraction and disruption for the student, causing them to change social behavior with or around their host families.

Sexual harassment is very serious, and Nacel Open Door takes all necessary precautions to protect our students from harassment, and from harassing others. Because this is such a serious offense, we ask our foreign partners, local representatives, and our host families to become informed on sexual harassment so they can appropriately address the issue with students.

STEPS FOR REPORTING SEXUAL HARASSMENT

Nacel Open Door has created a process for students who have either been the victim or perpetrator of sexual harassment. Please note that ensuring a student's safety is absolutely critical in any situation of alleged sexual harassment.

1. If you are made aware of a situation of sexual harassment or alleged sexual harassment, it is your responsibility as a host family to notify your local rep immediately.
2. Your local rep will then report the incident to appropriate Nacel Open Door staff, including the student advisor.
3. With the assistance of the student advisor, your local rep may need to gather comprehensive information regarding the reported harassment:
 - Your local rep may interview your student, any appropriate peers, you and your family, or school parties to gather information.
 - Local reps are trained to effectively communicate with others in these types of situations. Your local rep or Nacel Open Door staff may request information in writing from any appropriate parties to guarantee proper

documentation of the event(s). Please be patient and cooperate with your local rep during this process.

- If the incident happens at school, your local representative will follow proper guidelines in communicating with the school.
4. The student advisor and regional manager (RM) will determine appropriate next steps after basic information is gathered.
 - Nacel Open Door staff will inform the foreign partner and natural parents of the situation.
 - If the incident occurred at school, Nacel Open Door will take the proper steps to ensure the safety of your student as quickly as possible.
 - If your student needs to be repatriated or moved to a safer school environment, the RM will follow the proper procedure.
 - The student advisor will work with your student to assess their emotional stability, safety, and any other needs.
 - The student advisor or RM will work with your family and/or the authorities to assess the appropriate measures needed to ensure the continued safety of your student.

FACTS ABOUT SEXUAL ABUSE

Most abusers are known and trusted by their victims. Many people believe that abusers are strangers to their communities, but this is not true. As many as 60% of abuse victims are abused by someone they and their family trusts. Abusers often go out of their way to appear trustworthy and safe, which is why even the most careful, attentive adults are surprised when abuse is discovered. It is difficult to identify an abuser.

Sexual abuse is about power and control. It isn't only about sex and sexuality as many would believe. Sexual abuse gives perpetrators a sense of power and control over their victims, which is why vulnerable young people are often targeted.

Sexual abuse happens to boys and girls. While the majority of reported abuse concerns girls, boys are also at great risk. Boys are less likely to report abuse, which contributes to our cultural understanding that girls are the main victims.

Both men and women commit sexual abuse. Many believe that only men are perpetrators of sexual abuse. It is important to know that sexual abuse can occur between men and boys, women and girls, men and girls, and women and boys.

IMPORTANT POINTS

- Young people often fail to report sexual abuse because they fear that disclosure will bring consequences worse than being victimized again.
- Abuse is often underreported because offenders can convince their victims that the abuse is the victim's fault.
- Young victims of sexual abuse often do not report the abuse until they are adults.
- Because of the shame attached to being a sexual abuse victim, young people tend to minimize and deny abuse, not exaggerate or over-report such incidents.
- Sex offenders seek opportunities for access to children and teenagers through youth organizations that lack strong screening and protection practices.

IDENTIFYING ABUSE

Because young people are unlikely to report abuse, it is up to responsible adults to keep a careful watch on their behaviors and moods. Know how young people communicate, and learn the signs of possible abuse. The following may be signs of sexual abuse:

- Physical signs of sexual abuse are not common. Any physical sign of abuse, such as a repeated pattern of injury for which the explanation doesn't fit the injury should be taken seriously. Also, redness, rashes or swelling in the genital area, urinary tract infections, or other similar

symptoms should be tactfully investigated.

- Physical manifestations of stress and anxiety are more likely to occur rather than other physical signs of sexual abuse. Chronic stomach pain, fatigue, and headaches could be such signs.
- Extreme mood swings, withdrawal, fearfulness, or excessive crying.
- Fear of certain places, people, or activities, reluctance to be left alone with a particular person.
- High levels of anxiety.
- Displays sudden, unexplained homesickness.
- Begins performing badly in school.
- Sudden changes in behaviors or "clusters" of symptoms happening at the same time.
- Distorted body image, including or resulting in eating disorders, self-harm, or other related behaviors.
- Diminished self-esteem.
- Overly aggressive behavior.
- Unwillingness to participate in extracurricular activities or difficulties at school.
- Deteriorating peer relationships; isolation.
- Nightmares or night terrors.
- Graphic or age-inappropriate knowledge of sex or sexual behavior.
- Suicide attempts or ideations.
- Obsessive behaviors.
- Self-medicating through drugs or alcohol.

International students who are making cultural adjustments to a new country, host family, language, and academic system often exhibit some of the behaviors listed above. Students experiencing homesickness and difficulties with a new culture exhibit similar behaviors as they are all reactions to stress, anxiety, confusion, and discomfort. For this reason, it is important to apply caution and thoughtful, active listening when interacting with students. Take the time to learn what is going on with the student.

It is important to analyze these behaviors in combination with the known behaviors and traits of the student. When any of the above symptoms occur, and are very uncharacteristic of the student, further exploration of the behaviors is necessary.

Many of these symptoms could also be considered “typical teen behavior.” Adults involved with the student should attempt to find out why their behavior has changed. Careful conversation with questions such as, “I’m concerned about this behavior and want to make sure you are okay. Is there anything going on that I should know about?”. Provide a comfortable space for students to express themselves, but do not ask leading questions.

REACTING TO AND REPORTING ALLEGATIONS OF ABUSE

When a student approaches an adult with allegations of abuse, it is necessary to respond appropriately to the student. For victims of abuse, reporting abuse is a risk that takes courage and trust. Therefore, our reactions as trustworthy adults have a powerful influence on vulnerable youth.

APPROPRIATE REACTIONS:

- Stay calm and emotionally consistent.
- Believe the student and make sure they know you believe them.
- Thank the student for telling you and praise them for their courage.
- Be encouraging; do not express horror, shock, or disbelief—even if you feel horrified, shocked or in disbelief.
- Inform the student that you can help them be safe. Tell them that you can provide privacy but not confidentiality about the issues. It is important for them to know that you must tell others in order to stop the abuse.
- Gather information about the abuse, but do not interrogate the student. Ask questions that establish facts: who, what, when, where, and how. Avoid asking “why” questions, which may be interpreted as questioning the young person’s

motives. Reassure the student that they did the right thing in telling you.

- Encourage the student, but never ask leading questions. Remain calm and allow them time to speak, as it may be difficult for them to share. Praise their ability to share with you.
- Be nonjudgmental and reassuring to the student. Avoid criticizing anything that has happened or anyone who may be involved. It is very important not to blame or criticize the student. Emphasize that the situation was not their fault.
- Document the allegation in writing. Make a written record of the conversation, including the date and time, as soon after the report as you can.

INAPPROPRIATE REACTIONS:

- Shock, disbelief, disgust, anger, or criticism.
- Denial of incident(s).
- Not informing your local rep, RM, or the national office ASAP.
- Interrogating the student or the alleged offender.

POSSIBLE RESULTS OF INAPPROPRIATE REACTIONS:

When an adult reacts to a child’s disclosure of sexual abuse with disbelief or anger, the child will respond in a way to protect him or herself.

- The student may shut down and refuse to speak about the reported abuse again for fear that they will not be believed or they will get in trouble for what happened.
- The student may change the story or deny the events even though abuse is actually occurring.
- The student may change the account around your questions so telling the story in the future appears to be “coached” or designed by someone other than the student.
- The student may feel more guilt and shame for being involved in the abuse.



NACEL OPEN DOOR PROCEDURES FOR REPORTING ALLEGED SEXUAL ABUSE

Listen calmly and without judgement to your student. Gather general information about who, how, when, etc., but do **NOT** ask student detailed questions about what happened. Document objective, general details when they are fresh in your memory.

Assure the student that you will help them, and will need to report information to Macel Open Door staff. Inform them that you respect their privacy, but need to share information. Assure them that they are safe and did the right thing by telling you. Do not contact the alleged offender to protect the privacy of your student.



Immediately contact your local rep via phone call about the allegation. They will help guide you on what to do next. Macel Open Door staff will assist in reporting and supporting all parties during the entire process, and will contact the student's foreign partner who will contact the natural parents about the allegation. Please note that the student, yourself and MCD staff may have to work in conjunction with the police and/or child protection services.





STUDENT HEALTH INSURANCE

Students currently studying in the United States are covered by multiple insurance plans. Most Nacel Open Door (NOD) students are covered by Mutualide Insurance. However, students from certain countries arrive with alternate insurance coverage. Each student has been provided an insurance card which lists the appropriate information. Information listed in this document is for Mutualide Insurance only. Please check your student's card to verify the insurance carrier and make sure you follow the proper procedures for handling claims.

NACEL OPEN DOOR CONTACT INFORMATION:

For questions or concerns, please contact:

800-622-3553 - option 1

DIRECT PHONE: 651-288-4608

(9:00am – 4:00pm CST, M-Th)

FAX: 651-686-9601

Please remit claim forms & other correspondence to:

Nacel Open Door

ATTN: Student Health Insurance

380 Jackson Street, Suite 200

St. Paul, MN 55101

IMPORTANT:

Host families are advised to list Nacel Open Door as the "guarantor" or "responsible party" on any medical forms submitted during a visit to a doctor's office, clinic, hospital, or emergency room. Equally, they should give NOD's billing address, telephone, and fax numbers to the medical provider.

Families are encouraged to bring along the Authorization for the Release of Protected Health Information signed by the natural parents (part of the student dossier), and Student ID Card, as proof of their relationship with the student and NOD.

Whenever possible, host families should register their student with medical provider(s) prior to the occurrence of an illness or accident, so that there is adequate time to validate insurance coverage in their system.

POLICY DESCRIPTION Nacol Open Door's insurance policy for students should be regarded as an Accident and Emergency Illness Policy.

Guaranteed Accidents are covered by this policy. These include accidents that occur during the life of the students' policy (while they are on our program). Examples of Guaranteed Accidents include hurting a knee while skiing or playing basketball, slamming a finger in a door, getting burned while helping in the kitchen, etc.

Emergency Illness means illness that occurs during the life of the students' policy (for example, the student develops a headache or cough that won't go away, has the flu, or as the insurance certificate describes it, "[has] Any deterioration in health recorded by a qualified medical authority").

Dental Coverage The Dental coverage for urgent needs (e.g. toothache that doesn't allow the student to eat) is limited, unless the dental care is the result of a Guaranteed Accident. Please refer to the policy for coverage limits.

Prescriptions Prescription drugs are covered, if prescribed for a covered injury or accident, and only if the student has been seen by a physician. Mutualaid does not offer online billing for prescriptions, so prescriptions must be paid for by the student. For prescription claim reimbursement, save the original PHARMACY receipt (usually stapled to the bag or attached to the medication information) showing the student's name and address, doctor's name, NDC code, price, prescription description, and date. This original pharmacy receipt (Fig. 1) must be sent with a completed claim form to the NOD National Office for reimbursement. Proof of PAYMENT receipts (credit card slips, cash register receipts) are not considered acceptable documentation.

EXAMPLES OF HEALTH ISSUES NOT COVERED BY THE POLICY

- Periodic medical examinations (physicals, annual exams, etc.). If needed, these are the responsibility of the student.
- Immunizations, vaccinations, and tests required by school, should the student need them for registration (these are the student's responsibility and are not covered by the insurance policy).
- Routine dental check-ups, cleanings, and any procedures that are not emergencies, or the direct result of a Guaranteed Accident (dental prosthesis and comparable items are also excluded from Emergency Dental Care).
- Any non-emergency related to the eye (e.g., eye exams, glasses/contact replacement, etc.).
- Any non-emergency related to the ear (auditory prosthesis, hearing, etc.).
- Psychological illnesses (eating disorders, therapy, depression, stress-related illness, etc.).
- Anything related to the back (chiropractor, backaches, etc.) that is not the direct result of an accident.
- Pregnancy testing, birth control, and other reproductive health services
- Accidents from alcohol-induced emergencies
- Prior conditions (anything relating to an accident/illness that occurred prior to the student's arrival).

** For a comprehensive list of the exclusions of coverage, please consult the Insurance Certificate.*

SUBMITTING A CLAIM: FOR STUDENTS ON MUTUAIDE INSURANCE ONLY

- 1 •Student needs medical assistance
- 2 •Student goes to the doctor, clinic, urgent care, or hospital
- 3 •Student gives Mutuaide insurance card from Nacel Open Door (NOD) as evidence of insurance (there are no co-pays)
- 4 •Student requests copy of his/her medical records
- 5 •Service provider sends insurance claim (bill) directly NOD
- 6 •Student/Host Family sends Insurance Claim Form, student medical records, and any additional documents to NOD
- 7 •NOD Receives forms, reviews, and submits them to Mutuaide for claims-processing



Fig. 1

*Some service providers/doctors do not send the bill directly to NOD, but rather to the host family. In these cases, the host family should immediately forward the bill to NOD for processing. It is also possible that the provider will not recognize our insurance. The family or student will be marked as having no insurance and will be written as the guarantor. The host family should request that a HCFA 1500, UB-04 or UB-92 be sent to them, and then forward to NOD. The student claim form is only necessary if host family or student paid for the visit or the prescription.

IN CASE OF AN EMERGENCY REQUIRING HOSPITALIZATION AND/OR SURGERY

If your student needs emergency medical assistance that will require a hospital visit or stay, you must contact 1-844-494-1224 for pre-authorization. This number is available 24 hours a day. The recorded message will be in French. Wait until the end of the message for the live responder. Request to speak in English. After explaining the situation, you will be given a case number. The insurance company will then work directly with the hospital for payment. If you have questions, or are unable to contact the assistance number, please contact Nacel Open Door during business hours at 1-800-622- 3553, option 1.







Insurance Packet

Nearly all Nacel Open Door students are covered by Mutualie insurance. Each student will receive an insurance packet in the mail (see image below). This packet includes the insurance card, the Medical/Dental Claim Form, the Mutualie insurance certificate, and important instructions.



Please refer to the insurance packet or www.nacelopendoor.org for more information

SAMPLE STUDENT INSURANCE CARD

   	POLICY NUMBER: 3836
	Student Name:
	ID Number:
	Effective Date:
	Termination Date:
	Office Co-Pay: \$0.00
<p>A travel insurance and assistance program has been issued to the above person, covering sudden illness and accidental injury. If hospitalization is required, immediately contact the 24-hour Assistance Center in order to arrange authorization. For all other medical services, please contact Customer Service.</p>	

Customer Service, Claims, & Eligibility:	1-800-622-3003 (select option 1)
Insurance Billing Address:	Nacel Open Door STUDENT INSURANCE 380 Jackson St. Ste 200 St. Paul, MN 55101-3301
<p>To expedite payment, FAX paper claims to: 652-485-9600 or scan and email to insurance@nacelopendoor.org</p>	
<p>The insurance DOES NOT cover pre-existing conditions, premeditated care, or fumigation.</p>	
Hospitalization Authorization (24 Hours):	1-844-454-1224 Please hold for English

Host families should **NOT** sign as the "guarantor" or "responsible party" for the student's medical bills. Host families should contact the local representative if the student needs medical attention for assistance

Insurance information should be stored in a SAFE and easy-to-locate place. If the student moves to a new host family or leaves the current host family for any length of time, this information must go with the student to the new family/home.



STEP-BY-STEP INSURANCE DIRECTIONS

GENERAL INFORMATION

Doctor/Dentist appointment check-list

Bring the following any time a student needs medical/dental care:

- Student insurance envelope (insurance card, insurance policy, insurance information).
- Host Family Agreement (shows relationship between student and Host Family to Nacel Open Door).
- Authorization for the Release of Protected Health Information form (back of student application).

Nacel Open Door insurance contact: 800-622-3553, option 1 or direct line 651-288-4608

When contacting Nacel Open Door about insurance issues, please be prepared to provide the following information:

- Name of the student (not an American nickname).
- Date and time of the medical appointment (non-emergency) or nature of medical emergency.
- Name and telephone number of the medical care provider.

PRESCRIPTIONS

If a student receives a prescription, it will need to be paid for out of pocket. A claim form needs to be filled out and mailed to Nacel Open Door along with the original pharmacy receipts (the ones that are stapled to the bag or information sheet when you pick up the prescription) in order to receive reimbursement.

SCENARIOS

Non-emergency illness or injury (e.g. cold, flu, sinus infection, bronchitis, stomach pain, pulled muscle, etc.):

1. Wait a few days to see if the condition improves.
2. If there are no signs of improvement, schedule an appointment with a doctor, clinic, or go to an urgent care (NOT an emergency room). Visit the hospital as a last resort.
3. Go to the appointment (be sure to bring all necessary documents, as listed in "General information"). List Nacel Open Door as the "guarantor" or "responsible party" on any medical forms submitted. NKOD does not advise host families to list themselves as the "guarantor".
4. The medical care provider will submit a special insurance claim form (CMS-1500, UB-04, or UB-92) to Nacel Open Door for processing.

Fig. 1)

PATIENT M. NAME
10987 ANYWHERE STREET, SOMEWHERE CITY, ST, 12345
(123)456-7890

RX # 123456789-098765 DATE: 00/00/20XX

XXXXXXXXXXXX XXXXXXXXXXXX MG XX

QTY: 30 X REFILLS BEFORE 00/00/20XX
COPY: NDC: XXXXX-XXXX-XX

PLAN: XXXXX XXXXXXXX
GROUP # XXX XXXXXXXX
CLAIM REF # XXXXXXXXXXXXXXXXXXXX

Dr. XXXXX X, XXXXXXX, MD
XXXXXXXX XXXX XXXX
XXXXXXXXXX XXXXXXXX XXXXXXXX

1234 FIGHT HERE AVE., YOUR TOWN, ST 94321
PH: (987) 654-3210

Walgreens

Customer Receipt

XX.XX

\$

Emergency illness or injury (e.g. broken bone, deep laceration, severe stomach pain, etc.):

1. Go to an Urgent Care, Emergency Room, or to any physician that is able to provide appropriate medical care. Be sure to bring all necessary documents.
2. If a student needs to be admitted to a hospital for any reason, contact *Mutuaide Emergency Assistance* immediately at 1-844-494-1224 for pre-authorization.
 - You will need to provide information about the student in order to open a medical case, such as the student's name (not an American nickname), date of birth, name and contact information for the medical care facility, details about the injury/illness, etc.
3. Contact Nacel Open Door as soon as possible afterwards to report the visit.
4. After receiving billing and insurance information, the medical care provider will submit an insurance claim form to Nacel Open Door or Mutuaide for processing.

Hospitalization or surgery:

1. If a student needs to be admitted to a hospital for any reason, contact *Mutuaide Emergency Assistance* immediately at 1-844-494-1224 for pre-authorization.
 - You will need to provide information about the student in order to open a medical case, such as the student's name (not an American nickname), date of birth, name and contact information for the medical care facility, details about the injury/illness, etc.
2. After pre-authorization has been acquired and a medical case number has been assigned to the student, the insurance company will set up direct billing with the medical care provider. In this case, bills will go directly to the insurance company, bypassing Nacel Open Door.
3. Please notify Nacel Open Door of any hospitalization and surgery cases so our insurance staff can monitor the claims process.
4. Elective surgeries are not covered by Mutuaide Insurance.

Dental (e.g. cavity, tooth infection, broken filling):

1. If a student has a toothache that is causing considerable pain and discomfort, please make an appointment with a dentist.
2. Go to the appointment (be sure to bring all necessary documents, as listed in "General information"). List Nacel Open Door as the "guarantor" or "responsible party" on any medical forms submitted during a visit to a doctor's/dentist's office, clinic, hospital, or emergency room.
3. The dental care clinic will submit a special insurance claim to Nacel Open Door for processing.

****Please note:** General exam and cleaning, as well as any type of cosmetic or restoration dentistry, unless the dental care is a result of a Guaranteed Accident (see the "definitions" section of the insurance certificate), are not covered under this insurance policy.

NOTES AND OTHER INFORMATION

- If a student, for any reason, paid out of pocket for a medical bill, a claim form must be submitted to Nacel Open Door, along with all receipts and statements from the medical care facility.
 - Claim forms and other insurance information can be accessed at: <http://www.nacelopendoor.org/document-center.html>
- No referrals are needed to see a specialist.
- Over-the-counter medications are not covered by this insurance policy.
- Medical equipment (e.g. brace, boot, crutches) may or may not be covered by this insurance policy.
- MRI and CAT scans might be covered. They do not need pre-authorization unless the student is hospitalized or is in need of surgery.
- Physical Therapy and Chiropractic care are not covered by this insurance policy.







MEDICAL/DENTAL INSURANCE CLAIM FORM

TO BE FILLED OUT BY MEDICAL PROVIDER AT THE TIME OF VISIT:

Policy # refer to card: #3924 - Nacel Open Door
OR #3926

Student ID Number: _____
(From Insurance Card)

Name of Student:	Name of Host Family:	
Street Address:	City:	State & Zip:
Email Address:	Phone number <input type="checkbox"/> Home <input type="checkbox"/> Cell <input type="checkbox"/> Work	

Facility Information: Hospital ER Physician/Medical Clinic Dental Office Hospital Stay

Name of Facility:	Name of Provider:	
Street Address:	City:	State & Zip:
Phone Number:		

Reason for Claim: Illness Accident Dental

Date of Injury/Accident or Onset of Illness: _____

Short description of injury, accident, or illness:

PROVIDERS:

To expedite claim payment, please complete this form and attach medical records, progress notes, or any supporting documentation along with one of the following paper forms: 1500 Health Insurance Claim; UB-04/UB-92; or ADA Claim.

Mail invoice and completed claim form to:
Nacel Open Door, Inc
Attn: Student Insurance
380 Jackson Street, Suite 200
St. Paul, MN 55101
P: 651-686-0080 x608 | F: 651-686-9601

All preventative services excluded from coverage and should be paid at the time of service (i.e. physicals, immunizations, dental cleanings and exams).



SUPPORT NETWORK

Everyone involved with Nacel Open Door wants the homestay to be a good experience for both host families and students. During the student's stay, you or your student may have an issue or concern that you would like to speak with someone about. Our support network exists to provide lines of communication for these questions, comments, and concerns. Your local representative should provide a telephone number and e-mail address, as well as contact information for the coordinator in your area.

The Nacel Open Door team is available to discuss any topic, large or small.

IF YOU NEED ASSISTANCE, PLEASE CONTACT:

- Your Nacel Open Door Local Representative
- Your Nacel Open Door Coordinator
- A Nacel Open Door Student Advisor
- Nacel Open Door National Office staff

If you are unable to reach your local representative or coordinator, you may contact the Nacel Open Door National Office at 651-686-0080 or 800-622-3553, or by email at paperwork@nacelopendoor.org.

The U.S. Department of State oversees secondary school student exchange programs and has a toll-free phone number for students and host families as an additional means of support. For more information, please refer to the Department of State welcome letter to host families included in this handbook.



STUDENT ADVISORS' ROLE

In the best interest of our students' success and well-being, our Macel Open Door support network includes student advisors. These trained, experienced, and professional Macel Open Door team members are dedicated to assisting students with questions, concerns, and issues requiring special attention or need to be escalated beyond the host family, local representative, and/or coordinator. Student advisors are also the liaisons responsible for any necessary communication between the student/host family and the foreign partner/natural parents. Student advisors will work to keep both the Macel Open Door National Office and the student's foreign partner apprised of issues, as needed. The Student advisors are also responsible for reinforcing the standards, rules, and guidelines of our programs and work with discipline, probation, and repatriation incidents as they arise.

ADDRESSING A CONCERN

If you are uncomfortable with your student's behavior at any time, please address the issue immediately by talking directly with your student and by contacting your Macel Open Door Local Representative. You should not hesitate or feel embarrassed about addressing a concern. When an experience involves human relationships, it is natural that situations requiring diplomacy and understanding may arise. Unhappy situations should not be ignored, as this would only defeat the purpose of this program. We want to help, and we need to be made aware of a concern in order to be helpful.

At a minimum, your local representative is required to contact your family and your student monthly, by phone or in person, to monitor the exchange experience. Please do not consider this an intrusion. It is a U.S. Department of State regulation we take very seriously, and one of the best ways we have to ensure things are going well for your family and your student. Please inform the Macel Open Door National Office if you are not being contacted monthly.





CONNECT



SOCIAL MEDIA

Share your story with us! Nacel Open Door has Facebook, Instagram, and Twitter pages, as well as a YouTube channel and Wordpress blog. Stay up-to-date with news from NOD, connect with other host families, and learn tips for adjusting to life with an exchange student. Just search "Nacel Open Door" on your favorite social media app to follow us!

EMAIL CORRESPONDENCE

Please ensure our office has a working, updated email address with which we can reach you, and keep an eye out for emails from us. This is our easiest way to reach all students or all families if necessary, and we often send links to electronic versions of evaluations (hosted by Survey Monkey to save paper).

WHY DOES NOD HAVE A BLOG?

Nacel Open Door (NOD) wants to offer students and host families as many helpful resources as possible. The blog allows us to share updates and announcements quickly and easily. The blog can build community not only within our organization, but also amongst others across the internet. Host families and students involved in the program can learn from advice and cultural information that is posted, in addition to sharing each other's experiences, recipes, and cultures.

FIND THE BLOG AT
www.nacelopendoor.wordpress.com

- Links to helpful websites
- International Recipes
- Advice
- Student Blogs
- and more!

HOW CAN YOU PARTICIPATE?

Students and host families are welcome and encouraged to contribute to the blog as much as possible. There are many ways to participate:

- Submit photos from your experience.
- Submit a blog post about your experience. It can be about an event, a holiday, a special experience with your student, or a lesson you have learned while hosting.
- Ask your local representative if your student shows interest in becoming a student blogger for NOD.
- Comment on the blog posts written by others. Ask questions or offer your own insight on a topic.



TRAVEL INFORMATION

STUDENT ARRIVALS

Students typically arrive 5-7 days before their school start date and depart 5-7 days after their school end date.

The policy for Nacel Open Door for student arrival is:

- Students arrive at the airport requested by the host family
- Students arrive BEFORE 23:00 (11pm)

Please note: Due to pricing and availability, some flights may not arrive to the closest airport or before 23:00. If alternative flight arrangements are necessary, the national office will confirm with you prior to finalizing bookings.

When all of the placement paperwork is finalized and flights booked, the student's arrival information will be sent to the host family, the local representative, and the coordinator.

Important: If you receive a flight itinerary from the student or the natural family before you receive it from the national office, please let the national office know (travel@nacelopendoor.org).

PREPARING FOR STUDENT ARRIVALS

1. Confirm flight details with your student. If you find discrepancies between your information and the student's information, please inform the national office.
2. Be prepared to make alternative arrangements in the event that your student's flight is delayed or cancelled. *Due to delays or cancellations, some students may arrive one or two days later than expected.* If you have concerns about your availability for the day or two after your student's scheduled arrival, please contact your local representative.
3. On the day of your student's arrival, check the flights. Refer to your airport's website or call the airline for information on delays or cancellations.

IMPORTANT: Bring a photo I.D. to the airport.

FLIGHT DELAYS AND CANCELLATIONS

Most delay or cancellation situations will be resolved fairly quickly. Checking the airport's website or calling the airline will resolve most issues surrounding your student's delay or cancellation.

1. Check the airport's website or call the airline. The website or airline representative will have information on your student's rescheduled flight.

2. If your student must stay overnight due to a missed connection, determine where your student will be staying (hotel, young traveler's office, etc.). Call the national office if your student must stay overnight due to a missed connection: 800-622-3553.

PROBLEMS AT THE AIRPORT

HELP! My student arrived as scheduled, but I cannot find them at the airport:

1. Wait another 30 minutes in the baggage claim area. Many students take extra time to navigate a new airport or to pass through customs if their international flight is direct.
2. Ask an airline representative to help page the student.
3. If you still cannot locate your student, call your local representative or the Nacel Open Door National Office at 800-622-3553. The person on call will assist you.

HELP! My student's luggage did not arrive:

1. Ask the student for their luggage claim ticket and go to the baggage claim counter to file a lost baggage form. The baggage claim counter is usually near the baggage pickup area.
2. Lost luggage usually arrives on the next flight.

STUDENT TRAVEL ON PROGRAM

Approval from the NOD Travel Coordinator is required for ALL overnight travel outside of your host community or travel within your host community without the host family for more than one (1) night

UNLESS the following condition applies:

- Students traveling with their host family within the U.S. for up to two (2) nights do not need approval from the national office prior to travel. Travel for three (3) nights or longer with the host family requires approval from the national office.

The host community is defined as within 30 miles of your home. If you feel there is a special circumstance and would like to extend the 30-mile radius, please contact the Travel Coordinator at the national office.

1. Students are allowed to travel in the U.S. and internationally while on program only with approval from the NOD National Office.
2. All student travel requires supervision of an adult 25 years of age or older.
3. Students may travel alone by plane if they are met by an approved adult.
4. Students are NOT permitted to take the bus or train by themselves.
5. Students are NOT permitted to travel apart from their host families over Thanksgiving, Christmas, or New Year's.

Travel approval or denial will be communicated to the student, host family local representative, and coordinator via email from the NOD Travel Coordinator.

IMPORTANT

- Plane tickets or deposits should not be purchased until the trip is approved. Students will be responsible for cancellation fees in the event travel plans are denied.
- Travel approval is decided on a case-by-case basis and depends upon several factors, including student academics and behavior. Students whose academic or behavioral conduct changes after travel approval may face the consequence of rescinded approval and will be responsible for any costs incurred by last-minute cancellations.
- If a student fails to comply with travel procedures, the student may be subject to disciplinary actions, including probation or termination of program.

INTERNATIONAL TRAVEL

Form DS-2019

Important: Students must have a valid Form DS-2019 in hand before they travel outside of the country.

The Form DS-2019 is titled, "Certificate of Eligibility for J-1 Visa Status." The student presents this document at the consulate to obtain a J-1 visa. This 8 1/2-by-11 document should be either stapled to the passport or stored with other important documents.

All students who travel internationally must have their Form DS-2019 signed by a responsible officer from the national office. The original copy of the Form DS-2019 **MUST** be sent via certified mail to the Nacel Open Door National Office. Students should send the Form DS-2019 a minimum of four (4) weeks prior to international travel.

Additional visa requirements

Some students may require additional documentation to travel with your family internationally. Students or their natural parents should contact the consulate in the country they wish to travel to for visa requirements. Please contact your local representative or the NOD Travel Coordinator if you have questions about international travel.

Online reference for visa requirements for international travel: www.visahq.com/visas.php

REQUIRED FORMS FOR TRAVEL

Travel forms are required for all overnight travel outside of the host community and for overnight stays within the host community longer than one (1) night.

Travel forms:

1. TRAVEL PROPOSAL WITH HOST FAMILY PERMISSION

No forms are necessary if the student will travel with their host family within the U.S. for two (2) nights or less.

2. **INDEPENDENT PARTY RECEIVING FORM**

3. **NATURAL PARENT PERMISSION FORM**

Naces Open Door will request signed permission from natural parents from the office in the student's home country.

These forms can be found at <http://www.nacelopendoor.org/document-center.html>

SUBMIT COMPLETED TRAVEL FORMS

Completed travel forms must be submitted to the national office.

It is the responsibility of the student to submit these forms **ONE WEEK (7 days)** prior to domestic departures, and **TWO to FOUR WEEKS** prior to international departures. Edited or incomplete forms will be considered invalid.

Email: travel@nacelopendoor.org

Fax to: 651-846-4608

Questions? Call: 800-622-3553 ext. 619

Please note: Students who travel without written permission from the national office may receive a written warning or compromise the status of their program.





TRAVEL FORM GUIDE

Travel Form Required	Travel Proposal with Host Family Permission	Natural Parent Release	Independent Party Receiving Form	FORM DS-2019 must be signed
Type of travel				
Travel with Host Parent(s) within the U.S. longer than two (2) nights	X			
Travel with Host Parent(s) outside the U.S.	X	X		X
Travel with school, church, or club within the U.S.	X	X	X	
Travel with school, church, or club outside the U.S.	X	X	X	X
Travel with an adult other than Host Parent(s) within the U.S.	X	X	X	
Travel with an adult other than Host Parent(s) outside the U.S.	X	X	X	X
Travel with an adult other than Host Parent(s) within host community for more than one (1) night	X			
Independent travel to meet a third party (including relatives) within the U.S.	X	X	X	
Holiday travel to home country	Students are not permitted to travel apart from their Host Families over Thanksgiving, Christmas, or New Year's.			
Travel with Natural Parents within the U.S.	X	X		
Travel with Natural Parents outside the U.S.	X	X		X

For travel with the Host Family within the U.S. for two (2) nights or less, no paperwork is required.



TRAVEL PROPOSAL FORM

ACADEMIC YEAR PROGRAM

Please submit this form one week (seven days) prior to domestic departure, and 2-4 weeks prior to international departure.
 Edited or incomplete forms will be considered invalid.

Student and Travel Information

Student's First and Last Name		Host Family Name	
Student's Home Country		Local Representative	
Student's E-mail Address		Purpose of Trip	
Destination		Trip Start Date	Trip End Date
Form of Travel (Bus, Plane Car, etc.)	If flying, how will you get to the airport?		Airlines / Flight Number
If traveling by car, who will be driving?	Age of Driver(s)	Will you be traveling with your Host Family? (check one) YES NO	

If you will **not** be traveling with your Host Family, please complete the section entitled, "Independent Party Travel" below. The person below must be at least 25 years of age and must complete an additional travel form entitled, "Independent Party Receiving Form." It is the responsibility of the student to request this form from their Independent Party.

Independent Party Travel

Name of the Adult You Will Be Staying With		Age of Adult	Relationship to Student
Address			Phone Number
City	State	Zip Code	E-mail Address

The following section needs to be completed by a school official if you will be missing one or more days of school.

School Approval Granted By	Title
Signature of School Official	Phone Number

HOST FAMILY PERMISSION

This portion must be completed by the Host Parent(s) if the student is traveling with a third party, including, but not limited to, Natural Parents, family friends, school, club, church.

I (we) have been consulted with and agree to the Independent travel that our student proposes above. I (we) understand that this travel is independent from the AYP program and that during his/her time away, our student will be responsible for him/herself. I (we) have received a full description of the trip's itinerary and feel assured that our student will be in good hands during his/her stay. Finally, I (we) will welcome this student back into my (our) home when he/she returns from this experience.

Nacel Open Door reserves the right to reject any travel plans

Host Parent Signature	Date
Host Parent Signature	Date

Please fax completed form to (851) 846-4666 or email to travel@nacelopendoor.org

The proposed travel plans outlined in this form are not approved until the student receives written approval from the National Office.
 Nacel Open Door reserves the right to reject any travel plans.



INDEPENDENT PARTY RECEIVING FORM

ACADEMIC YEAR PROGRAM

This form must be submitted for all overnight student travel with a third party.

It is the responsibility of the student to send this form to the third party to complete. This form must be submitted one week (seven days) prior to domestic departure, and 2-4 weeks prior to international departure. Edited or incomplete forms will be considered invalid.

Student Information

Student's First Name	Student's Last Name
Student's Home Country	Student's Travel Destination
Date of Departure	Date of Return

Independent Party Receiving Agreement

Please read the following statements then initial in the box to indicate that you understand each statement.

- I confirm that I am at least 25 years old.
- I will immediately contact the Nacel Open Door Travel Department if there are any changes in the student's travel plans: (800) 622-3553 ext. 619 (daytime phone number) or (651) 343-0922 (after hours phone number).
- I am aware that the student is staying in the United States on a J-1 visa. I understand that additional documents are required by U.S. Customs and Border Protection in order for the student to re-enter the United States if he or she leaves the country. I will consult with the National Office before traveling outside of the United States with the student in my charge.
- I understand that the student in my charge has insurance coverage while they are on program in the United States. The insurance policy covers accidents or emergency illness / injury. The policy does not include preexisting conditions. In the event of a medical emergency (illness, injury, etc.) relating to the student in my charge, I will contact Nacel Open Door's 24/7 emergency phone number: (800) 622-3553 – option 1.
- I will ensure that the student in my charge follows all United States government laws and regulations, along with the Nacel Open Door program rules listed below:
 - Students are not allowed to operate a motorized vehicle or weapons of any kind
 - Student are not permitted to make any life-changing decisions, including but not limited to marriage, conversion, or any other decision with legal, political, or social ramifications
 - Drinking of alcoholic beverages or use of illegal drugs of any kind is not permitted for students

The proposed travel plans outline in this form are not approved until the student receives written approval for the National Office

Independent Party Information

Age	First Name	Last Name	Telephone Number	
Address of Destination		City	State	Zip
E-mail Address		Signature	Date (mm/dd/yyyy)	

Please fax the completed form to (651) 846-4606 or email it to travel@nacelopendoor.org



NATURAL PARENT TRAVEL RELEASE

ACADEMIC YEAR PROGRAM

Please submit this form one week (seven days) prior to domestic departure, and 2-4 weeks prior to international departure.
 Edited or incomplete forms will be considered invalid.

Student Information

Student's First and Last Name	Travel Destination
Trip Start Date	Trip End Date

Please select from the following options (check one box):

- Travel with Natural Parents**
 For my son or daughter, I am requesting National Office approval for my child to travel with me (Natural Mother and/or Natural Father) during the dates outlined above.
- Travel with Host Family outside of the United States**
 For my son or daughter, I am requesting National Office approval for my child to travel with his/her Host Family outside of the United States during the dates outlined above. I acknowledge that Macel Open Door is not responsible for advising what type of visa, if any, is required to travel to another country with the Host Family.
- Travel with an Independent Party (school, church, club, friend, etc.): _____**
 For my son or daughter, I am requesting National Office approval for my child to travel with the independent party listed above during the dates outlined above. I acknowledge that the National Office requires the independent party to be at least 25 years of age or older for my child's trip to be approved.

Natural Parent Signature:

By signing below, I acknowledge that, for the duration of my child's trip, I release and hold harmless Macel Open Door for any injury (physical or emotional), loss, delay, or any other damage or expense incurred by my child due to his/her trip, or my decision to release my child to travel in the manner indicated on this form (the checked box), for any event beyond Macel Open Door's reasonable control, including, without limitation, acts of God, acts of war or governmental restriction, any events directly or indirectly caused by intentional or negligent acts, or omissions by any third party, including but not limited to any member, guest, employee, or agent of the Host Family or Macel Open Door or other persons in the Host Country.

Natural Parent First and Last Name	Are you the: (Circle one) Natural Father or Natural Mother
Natural Parent Signature	Date (mm/dd/yyyy)

Please fax completed form to (851) 846-4608 or email to travel@macelopendoor.org
 The proposed travel plans outlined in this form are **not** approved until the student receives written approval from the National Office.
 Macel Open Door reserves the right to reject any travel plans.



STUDENT DEPARTURE

After successful completion of a semester or academic year stay, students are expected to return to their home country. Program extensions through the summer are not an option. The only program extension facilitated by Nacel Open Door is for a semester student who has received all necessary approvals to remain on the program for the full academic year. Any student who completes the program has a 30-day grace period beyond the program end date indicated on their Form DS-2019. Special permission must be granted by the natural parents in order for a student to return independently on a date other than the program end date.

The student and natural parents are responsible for all costs and liability if the student chooses to depart on a date other than the program end date determined by Nacel Open Door. Some students opt to travel with their natural families within the U.S. upon completion of their program and during the grace period. During the 30-day grace period, students should not plan to travel outside of the U.S., as they will not be allowed to re-enter the country. Nacel Open Door recommends students depart from the U.S. a few days prior to the end of the grace period to avoid any immigration issues in the event of unforeseen travel delays. If a student withdraws from the program or is sent home for any reason, the 30-day grace period does not apply. Students must depart from the U.S. immediately. If you have any questions about student departures, please contact the national office for clarification.

Due to time differences, flights to many other countries often arrive at their final destination the day following departure. Your student may have the date of arrival at home in mind, and that date may differ from the actual date of departure from the United States. Please carefully check all return travel information you receive. Mark your calendar with the date and time of departure from your area as well as all airline information and flight numbers. Return flights should be confirmed several days prior to departure by calling each airline on your student's flight itinerary. Students often have multiple flights, typically on more than one airline.

When confirming return flights, always double check luggage limits, fees, and restrictions with each airline. Limits vary by airline and may differ for a domestic vs. international flight. Overweight luggage can be very costly, and some airlines are very strict. Even one pound over the limit can result in significant charges. Overweight luggage fees are your student's responsibility. It may be more cost effective for your student to ship some things home before departing. Many airlines now charge a fee for all checked luggage. The student is responsible for covering this cost.

Make sure your student remembers their passport and plane ticket/flight information. These items should be packed in a bag that will not be checked. Remind your student to put breakables or valuables in a carry-on bag.

EVALUATION

At the end of your student's stay, you will receive an evaluation form via email from the Macell Open Door National Office. Please take a few moments to complete it with your comments and suggestions. Your input is very valuable as we plan for future programs. Your student and the school they attended will also receive an evaluation.

Thank you again for your kindness and generosity in opening your home to an exchange student. Your participation in our exchange programs is greatly appreciated!



Office of Information and Regulatory Affairs of OMB, that this rule is not a “major rule” as defined in section 351 of the Small Business Regulatory Enforcement Fairness Act of 1996.

List of Subjects in 18 CFR Part 40

Electric power, Electric utilities, Reporting and recordkeeping requirements.

By the Commission.
Kimberly D. Bose,
Secretary.

APPENDIX A

List of Commenters

Commenter name	Abbreviation
Western Electricity Coordinating Council	WECC
North American Electric Reliability Corp	NERC
Bonneville Power Administration	Bonneville
California Independent System Operator Corp	CAISO
California Dept of Water Resources, State Water Project	CDWR
Idaho Power Co.	Idaho Power
Midwest Independent System Operator, Inc	MISO
Powerex Corp	Powerex
Puget Sound Energy, Inc	Puget Sound
Cogeneration Association of California and the Energy Producers and Users Coalition	QF Parties
Sempra Generation	Sempra
Sierra Pacific Power Co. and Nevada Power Co	NV Energy
Southern California Edison Co	SCE
Western Interconnection Regional Advisory Body	WIRAB
WSPP Inc	WSPP
Xcel Energy Services Inc	Xcel

[FR Doc. 2010-27134 Filed 10-26-10; 8:45 am]
BILLING CODE 6717-01-P

DEPARTMENT OF STATE

22 CFR Part 62

[Public Notice: 7216]

RIN 1400-AC56

Exchange Visitor Program—Secondary School Students

AGENCY: United States Department of State.

ACTION: Final rule.

SUMMARY: The Department is revising existing Secondary School Student regulations regarding the screening, selection, school enrollment, orientation, and quality assurance monitoring of exchange students as well as the screening, selection, orientation, and quality assurance monitoring of host families and field staff. Further, the Department is adopting a new requirement regarding training for all organizational representatives who place and/or monitor students with host families. The proposed requirement to conduct FBI fingerprint-based criminal background checks will not be implemented at this time. Rather, it will continue to be examined and a subsequent Final Rule regarding this provision will be forthcoming. These regulations, as revised, govern the Department designated exchange visitor programs under which foreign

secondary school students (ages 15–18½) are afforded the opportunity to study in the United States at accredited public or private secondary schools for an academic semester or year while living with American host families or residing at accredited U.S. boarding schools.

DATES: Effective November 26, 2010. Compliance with the new requirement for the State Department designed and mandated training module for local coordinator training, as set forth at § 62.25(d)(1), will not become effective until the development of an online training platform implementing this requirement is completed. The Department anticipates a January 2011 launch of this training platform. A subsequent **Federal Register** Notice will be published when development is completed.

FOR FURTHER INFORMATION CONTACT: Stanley S. Colvin, Deputy Assistant Secretary for Private Sector Exchange, U.S. Department of State, SA-5, 2200 C Street, N.W., 5th Floor, Washington, DC 20522-0505; or e-mail at JExchanges@state.gov.

SUPPLEMENTARY INFORMATION: The U.S. Department of State has authorized Secondary School Student programs since 1949, following passage of the United States Information and Educational Exchange Act of 1948 and adoption of 22 CFR Part 62—Exchange Visitor Program, establishing a student exchange program (14 FR 4592, July 22, 1949). Over the last 60 years, more than

850,000 foreign exchange students have lived in and learned about the United States through these Secondary School Student programs.

While the vast majority of the Department’s nearly 28,000 annual exchanges of Secondary School students conclude with positive experiences for both the exchange student and the American host families, a number of incidents have occurred recently with respect to student placement and oversight which demand the Department’s immediate attention. The success of the Secondary School Student program is dependent on the generosity of the American families who support this program by welcoming foreign students into their homes. The number of qualified foreign students desiring to come to the United States for a year of high school continues to rise and student demand is now placing pressure on the ability of sponsors to identify available and appropriate host family homes. The Department desires to provide the means to permit as many exchange students into the United States as possible so long as we can ensure their safety and welfare, which is our highest priority.

A great majority of exchange students who come to the United States to attend high school enjoy positive life-changing experiences, grow in independence and maturity, improve their English language skills, and build relationships with U.S. citizens. As with other Exchange Visitor Program categories, the underlying purpose of the

Secondary School Student program is to further U.S. public diplomacy and foreign policy goals by encouraging this positive academic and social interaction. Experience has shown that foreign students who participate in this program share the knowledge and goodwill derived from their exchange experience with fellow citizens upon return to their home countries. The age and vulnerability of high school exchange students and the long-term importance of these programs necessitates increased quality of sponsor program administration through both the promulgation of clear and enhanced regulations and continued Department oversight of sponsor activities and compliance. The Department believes that the increased specificity in this Final Rule and the establishment of minimum industry standards will improve the quality of exchange student placements and promote the health, safety and well-being of this most vulnerable group of exchange visitors. The Department, the Congress, the American public, and members of the exchange community share a common goal of ensuring a safe and positive exchange experience for every foreign student participating in this exchange program.

As a first step in the rulemaking process to adopt enhanced program safeguards, the Department published in the **Federal Register** an Advance Notice of Proposed Rulemaking (ANPRM) soliciting comments from sponsors and the general public on current best practices in the industry (see 74 FR 45385, September 2, 2009). The ANPRM focused on six areas: (1) Utilization of standardized information on a sponsor-developed host family application form; (2) a requirement for photographs of all host family homes (to include the student's bedroom, living areas, kitchen, outside of house and grounds) as a part of the host family application process; (3) the appropriateness of host family references from family members or local coordinators, and the feasibility of obtaining one reference from the school in which the student is enrolled; (4) whether fingerprint-based criminal background checks should be required of all adult host family members and sponsor officers, employees, representatives, agents and volunteers who come, or may come, into direct contact with the student and whether guidelines regarding the interpretation of criminal background checks are needed; (5) the establishment of baseline financial resources for potential host families; and (6) the establishment of limitations on the composition of

potential host families. In response to the ANPRM, 97 parties filed comments, and the Department, in turn, identified 16 discrete issues that it believed merited specific public comment. These issues and the proposed regulatory language addressing each matter were consolidated into a Notice of Proposed Rulemaking (NPRM) (see 75 FR 23197, May 3, 2010). The Department received a total of 1,698 comments in response to the NPRM. Of this number, 1,265 comments, or 74% of the total comments, were submitted by individuals self-identifying with three sponsor organizations: Rotary International (600 comments); American Field Services (451 comments); and Youth for Understanding (214 comments). Collectively, comments from persons associated with these three sponsor organizations opposed: Obtaining FBI fingerprint-based criminal background checks for adult members of potential host families; the prohibition of single adults hosting exchange students; the prohibition of removing exchange students' government issued documents, personal computers, and telephones from their possession; and the change of required maximum distance of local coordinators from exchange students from 120 miles to one hour's drive. Sponsor organizations, industry associations, state law enforcement agencies, and other interested members of the public submitted the remaining 433 comments. The Department also hosted a public meeting on June 17, 2010, to discuss the Notice of Proposed Rulemaking. The Executive Directors of the Alliance and Council on Standards for International Educational Travel (CSIET) and a representative of the National Center for Missing and Exploited Children provided statements on behalf of their respective organizations. Eleven (11) other individuals spoke at the public meeting, including directors of three organizations, two local Rotary leaders, four exchange program volunteers, and one current exchange student. The Department received twelve (12) written comments from attendees following the public meeting.

Analysis of Comments

1. **Standard Host Family Application Form.** The Department proposed that a new regulatory provision be added at § 62.25(j)(2) to require the use of standard information fields on sponsors' host family application forms. The information set forth at Appendix F to Part 62, "Information to be Collected on Secondary School Student Host Family Applications," includes all data fields that, at a minimum, must be collected.

The Department received 93 comments, 85 of which supported this change indicating that it is important that all sponsors collect the same information on potential host families. The eight parties opposing this proposal argued that sponsor organizations are sufficiently able to determine information to be collected on the Host Family Application without guidance from the Department. The Department disagrees with these eight parties. Based on the Department's administration of this program, the collection of uniform information by all sponsors will establish a consistent, program-wide base for evaluating potential host families. Having considered all points of view on this issue, the Department hereby adopts, without change, this proposed language set forth at § 62.25(j)(2).

2. **Requiring Photographs of the Host Family Home.** The Department proposed that a new regulatory provision be added at § 62.25(j)(2) to require sponsors to photograph the exterior and grounds, kitchen, student's bedroom, bathroom, and family or living room of the potential host family's home as part of the host family application. The Department received 81 comments, 38 of which supported this change. Parties supporting this proposal explained that requiring photographs of the host family home would provide an objective visual means of evaluating the suitability of the home and is currently a standard practice of many sponsors. Many of the parties who did not support this requirement submitted comments that were general in nature, *i.e.*, merely voicing opposition to the proposal but without an explanation. A few comments stated that requiring photographs was an invasion of privacy. The Department disagrees with comments opposed to this proposed change and has determined that the safety of students outweighs any privacy issues that could be raised. The Department hereby adopts, without change, this proposed language set forth at § 62.25(j)(2).

3. **Personal Character References for Host Family Applicants.** As a procedural safeguard, the Department proposed that a new regulatory provision be added at § 62.25(j)(5) to eliminate host family members, and sponsor representatives from serving as character references for potential host families. The Department received 45 comments, 37 of which supported this change. Parties who did not support this requirement submitted comments that were general in nature, *i.e.*, merely voicing opposition to the proposal but without an explanation. The

Department believes that the obtainment of personal character references from family members and persons affiliated with the sponsor organization does not provide a sufficiently impartial recommendation of a family's suitability to host. Having considered all points of view on this issue, the Department hereby adopts, without change, the proposed language set forth at § 62.25(j)(5).

4. Measuring Host Family Financial Resources. The Department proposed that a new regulatory provision be added at § 62.25(j)(6) to prohibit the placement of exchange students with host families receiving financial needs-based government subsidies for food or housing and to require that program sponsors collect the range of annual household income of potential host families on the host family application. The Department received 150 comments, 43 of which supported the collection of host family financial information. No comments were received opposing prohibiting a family that receives needs-based government subsidies for food or housing from hosting exchange students. Parties opposed to the proposed change regarding collection of information on host family income expressed the following concerns: Host families would not want to disclose their annual income levels; the requirement of such disclosure could discourage families from hosting; and income level is not a determinant of whether a family will be a good host family. The Department disagrees with those comments opposed to collecting household income information and has determined that the benefits of knowing a potential host family's range of income is an important factor in assessing a family's financial ability to care for an exchange student and outweighs any concerns that such information collection would discourage some families from hosting. Having considered all points of view on this issue, the Department hereby adopts, without change, the proposed language set forth at § 62.25(j)(6).

5. Criminal Background Checks. The Department proposed that a new regulatory provision be added at § 62.25(j)(7) to require that all potential host family adults (age 18 or older) complete an FBI fingerprint-based criminal background check before the family is able to host an exchange student. The Department received 882 comments, 160 of which supported this change. Opponents of the proposed FBI fingerprint-based criminal background check requirement suggested it would "criminalize" host families participating in the program and could potentially

reduce by as much as 30% the number of families willing to host. This estimate was calculated by sponsors and industry trade associations involved in the program through surveys of current host families. Opponents also suggested that this proposal could not be executed in a timely, cost effective, or convenient manner as there is no existing mechanism for such checks to be performed directly by placement organizations. Supporters of this proposed requirement explained that the extra level of protection that FBI fingerprint-based criminal background checks of host family adults would provide exchange students far outweighs the inconveniences that such checks would impose on host families.

The Department notes that the proposal to require FBI fingerprint-based criminal history checks for all adult members of potential host families is responsive to public demands for the increased protections and reflects a trend at both the state and federal levels towards requiring FBI fingerprint-based criminal background checks for volunteers working with children. Specifically, the Congress created the Child Safety Pilot Program to be administered by the National Center for Missing and Exploited Children (*see* the National Child Protection Act/ Volunteers for Children Act) to provide a national means to complete FBI fingerprint-based criminal background checks on volunteers working with children, a category that includes adult members of potential host families.

Given the National Center for Missing and Exploited Children's limited authorization and resources to perform these checks, a number of cost, administrative, and statutory issues need to first be addressed before this proposal can be adopted. Accordingly, the Department will conduct further fact-finding and analysis on this matter and will not adopt at this time the proposed language set forth at § 62.25(j)(7). The existing requirements for criminal background checks remain. As a matter of clarification, sponsors must verify that each member of the host family household eighteen years of age and older, as well as any new adult member added to the household, or any member of the host family household who will turn eighteen years of age during the exchange student's stay in that household, has undergone a criminal background check (which must include a search of the Department of Justice's National Sex Offender Public Registry). *See* <http://www.nsopk.gov>.

6. Host Family Composition. The Department proposed that a new regulatory provision be added at

§ 62.25(j)(9) to prohibit single adults without a school-aged child living in the home or without a child who visits the home frequently from hosting exchange students. The Department received 1,190 comments, 77 of which supported this change. Supporters of this proposed change believe that the placement of an exchange student or students with a single adult without a school-aged child who lives in or frequently visits the home necessarily increases potential risk to the exchange student as there is no additional person in the home with whom the student can communicate, should the relationship with the host parent become strained or abusive. However, parties opposing this proposal argued that the exclusion of single adults without school-aged children in the home or who frequently visit is discriminatory and would unnecessarily eliminate approximately ten percent (10%) of current host families many of whom, sponsors reported, provide excellent experiences for their exchange students and who tend to repeatedly volunteer to participate in this exchange program. This potential reduction of host families was provided by trade associations involved in this program through a survey of current host families.

The Department notes that numerous public comments submitted by sponsor organizations outlined best practices regarding the placement of exchange students in single adult host homes, including additional screening measures for single adults. Having considered competing points of view, the Department finds that the language set forth at § 62.25(j)(9) should be amended to impose additional screening procedures for exchange student placements involving single adult parents with no school-aged children in the home, including a secondary level of review by an organizational representative other than the individual who recruited and selected the applicant. Such secondary review should include demonstrated evidence from the individual's friends or family who can provide an additional support network for the exchange student and evidence of the individual's ties to the community. Finally, both the exchange student and his or her natural parents must agree in writing to any placement with a single adult host parent without a school-aged child in the home. These additional screening procedures for single adult homes will be monitored by the Department over an experimental period of not more than three years, following which the success of this approach will be further reviewed and

any necessary adjustments will be considered for adoption.

7. Local Coordinator Training Course. The Department proposed that a new regulatory provision be added at § 62.25(d)(1) to require that all local coordinators complete a training program, to be developed and administered by the Department. The Department received 108 comments, 65 of which supported this proposal. The Department notes that local coordinators, who serve as representatives (as either employees or volunteers) of program sponsors and who have responsibility for obtaining school enrollment and locating and recruiting host families, are the critical component in a successful exchange program. Local coordinators exercise a degree of independent judgment when determining whether a potential host family is capable of providing a comfortable and nurturing home environment for an exchange student, whether that family is an appropriate match for the student, and whether it has adequate financial resources to undertake hosting obligations. Opponents of this proposed change explained that the local coordinator training programs currently offered by sponsors are sufficient and that a Department-administered training course is redundant. The Department disagrees with those comments and determines that a uniform and program-wide local coordinator training course will better ensure that all agents and employees placing exchange students on behalf of a sponsor are equally educated and informed of their responsibilities. Having considered all points of view on this issue, the Department hereby adopts, without change, the proposed language set forth at § 62.25(d)(1).

8. Number of Students and Host Families for Whom a Local Coordinator May Be Responsible. The Department sought public comment on whether limiting the number of student and host family placements that a local coordinator may oversee would enhance the quality of host family placements. The Department received 61 comments, 17 of which supported this proposal. Opponents of the proposal opined that such a ratio was a decision best left to, and most accurately set by, the sponsor organization. The Department agrees with the 44 parties opposing this proposal, and, having considered all points of view on this issue, does not adopt this requirement.

9. Athletic Participation in the United States. The Department proposed that a new regulatory provision be added at § 62.25(h)(2). This provision would

prohibit exchange student selection and placement based on athletic ability. The Department received 37 comments, 35 of which supported this proposal. Comments in support of this requirement noted that this proposal is an existing CSIET provision and that the adoption of this standard would establish a uniform policy across the Secondary School Student program industry. The two parties opposed to this requirement provided no explicit reasons. Having considered all points of view on this issue, the Department hereby adopts, without change, the proposed language set forth at § 62.25(h)(2).

10. Prohibition of Payments to Host Families. The Department proposed that a new regulatory provision be added at § 62.25(d)(6) to prohibit payments to host families for hosting exchange students. The Department received 141 comments, 122 of which supported this proposal. Parties who supported the proposal cited the established Secondary School Student program practice of not paying host families to ensure that host families are involving themselves in the program with the correct motives, i.e., for the experience, and not for compensation. The parties who opposed this requirement suggested that host families were providing a service for which the family should be compensated. The Department disagrees with the 19 parties opposing this proposal and maintains its position that hosting an exchange student must remain a volunteer activity. Having considered all points of view on this issue, the Department hereby adopts, without change, the proposed language set forth at § 62.25(d)(6).

11. Separate Orientation for Host Families. The Department proposed that a new regulatory provision be added at § 62.25(d)(9). This provision would clarify that sponsors must conduct the host family orientation at the end of the host family application process, i.e., after the host family has been fully vetted and accepted into the program. The Department received 519 comments, 75 of which supported this proposal. Parties opposed to this proposed change argued that the host family orientation is often used as the initial recruitment session. The Department disagrees with those comments opposed to requiring a separate host family orientation and has determined that a separate orientation, to be conducted following the recruitment, screening, and selection of host families, will better ensure that the host family fully understands and accepts the obligations it assumes when

choosing to host an exchange student. Having considered all points of view on this issue, the Department hereby adopts, without change, the proposed language set forth at § 62.25(d)(9).

12. Additional Visit to Host Family Homes. The Department proposed that a new regulatory provision be added at § 62.25(d)(12) to require that a visit to the host family home be conducted, within two months of placement, by an organizational representative of the sponsor other than the local coordinator who screened and selected the host family and made the placement. The Department received 91 comments, 31 of which supported this proposal. Opponents focused on additional administration and cost burdens for sponsors required for a second organizational representative to make these visits. The Department disagrees with those comments opposed to this proposed change and has determined that the enhanced monitoring outweighs any possible administrative inconveniences. The Department also recognizes that some sponsors will need to adjust their current business models to satisfy this new requirement but has determined that this requirement is a minimal cost to sponsors. Having considered all points of view on this issue, the Department hereby adopts, without change, the proposed language set forth at § 62.25(d)(12).

13. Local Coordinator Distance from Exchange Students. The Department proposed that a new regulatory provision similar to that which has been successfully incorporated into the Au Pair category regulations be added at § 62.25(d)(5) to require that no secondary school student placement be made beyond one hour's drive of the home of the local organizational representative responsible for monitoring the student. The Department received 54 comments, 22 of which supported this proposal. Opponents of this change explained that such a requirement would serve only to the limit number of exchange student placements in rural locations, especially the Mountain West region. The Department agrees with those comments opposed to this proposed change. Having considered all points of view on this issue, the Department does not adopt this requirement.

14. Restrictions on Local Coordinators. The Department proposed that a new regulatory provision be added at § 62.25(d)(10) to limit the functions and responsibilities of a local coordinator. Such limitations would prohibit a local coordinator from performing the duties of both a host family and a local coordinator/area

supervisor for an exchange student; or performing the duties of both a host family for one sponsor and a local coordinator for another. A local coordinator would also be prohibited from performing the duties of a local coordinator for a student if the coordinator also holds a position of direct authority over the student that is not related to or arising from the coordinator's placement of a student with a host family. Many local coordinators are teachers and principals in the schools where a student is placed. The Department received 62 comments, 31 of which supported this proposal. Opponents specifically argued that school officials (both teachers and principals) best know the school and student environment in which exchange students will be immersed and to exclude such a cohort needlessly eliminates some of the most important volunteers in the Secondary School Student program. The Department adopts, without change, the proposed language set forth at § 62.25(d)(10)(i) and (ii) but finds that the language set forth at § 62.25(d)(10)(iii) should be amended so that principals and teachers are not excluded from serving as local coordinators. However, a teacher cannot serve as a local coordinator for a student in his/her class. A principal cannot serve as a local coordinator for a student in his/her school. The Department also notes that students are placed in U.S. boarding schools.

15. Removing Exchange Student Property. The Department proposed that a new regulatory provision be added at § 62.25(d)(8) to prohibit the removal of exchange students' government issued documents, personal computers, and telephones from their possession. The Department received 550 comments, 68 of which supported this proposal. Comments opposed to this proposed requirement argued both that students often do not understand the importance of safekeeping their government issued documents and that confiscating cell phones and computers is a time-tested and acceptable disciplinary action for host parents. Comments supporting this proposed requirement explained that exchange students should always have access to their telephones and computers to maintain contact with parents, authorities, or friends in case of a problem, thus viewing such access as a safeguard for the student. Federal law prohibits the removal of official governmental documents from foreign nationals. The Department agrees with the comments opposed to these proposed requirements regarding the removal of cell phones and computers

and has determined that the language set forth at § 62.25(d)(8) should be amended to delete the prohibition against removing an exchange student's personal computer or cell phone. However, under no circumstance is a sponsor or a host family permitted to prohibit a student from communicating with his/her natural parents and families by telephone and e-mail.

16. Limits to Advertising. The Department proposed that new regulatory provisions be added at § 62.25(m)(3) and (4) to prohibit sponsors from including personal data, contact information, or photographs of potential exchange students on web sites or in other promotional materials and would require sponsors to ensure that access to student profiles be password protected and available only to potential host families who have been fully vetted and selected for program participation. The Department received 103 comments, 27 of which supported this proposal. Parties supporting this proposal stated that prohibiting the use of photographs and personal information of potential exchange students for recruiting un-vetted host families would better ensure the safety of exchange students as it makes such information more difficult for predators to access. Opponents stated that use of photographs in a restricted and limited manner is essential for host family recruiting. Opponents also described this type of "photo-listing," or using a photograph with a student's first name but no last name, address, or contact information to be a safe and responsible practice and one widely used in the U.S. adoption of children process. The Department disagrees with those comments opposing this proposed change and notes that the family selection process in the U.S. adoption system is much more lengthy and comprehensive than the selection of exchange student host families, and is therefore an inexact comparison. Having considered all points of view on this issue, the Department hereby adopts, without change, the proposed language set forth at § 62.25(m)(3) and § 62.25(m)(4).

Finally, in drafting the Proposed Rule, the language contained in section 62.25(n) Reporting Requirements, paragraph 3 was amended to clarify the information the report was to contain. The Department views this as a clarification and not a change in requirements. Currently, a sponsor cannot prepare a report on changes in student placement with more than one host family or school without having the data, requested in the proposed rule, readily available. Likewise, a sponsor

cannot perform requisite monitoring of a student without having this information on each student in their exchange program. In addition, consistent with the current process required for completion of the Placement Reports, this report is being requested in electronic format to enable the data submitted from all sponsor organizations to be compared and analyzed. The Department received no comments on this section of the proposed requirement and hereby adopts the proposed language set forth at 62.25(n)(3) as stated. For additional clarification, a final sentence was added to reflect the date by which the report is required. The sentence reads: This report is due by July 31 for the previous academic school year.

Administrative Procedure Act

The Department of State is of the opinion that the Exchange Visitor Program is a foreign affairs function of the U.S. Government and that rules implementing this function are exempt from section 553 (Rulemaking) and section 554 (Adjudications) of the Administrative Procedure Act (APA). The U.S. Government policy and longstanding practice have supervised and overseen foreign nationals who come to the United States as participants in exchange visitor programs, either directly or through private sector program sponsors or grantees. When problems occur, the U.S. Government is often held accountable by foreign governments for the treatment of their nationals, regardless of who is responsible for the problems. The purpose of this rule is to protect the health and welfare of foreign nationals entering the United States (often on programs funded by the U.S. Government) for a finite period of time and with a view that they will return to their countries of nationality upon completion of their exchange programs. In support of its position that this Final Rule involves a foreign affairs function of the U.S. Government, the Department of State represents that failure to protect the health and welfare of these foreign nationals will have direct and substantial adverse effects on the foreign affairs of the United States. Given this foreign affairs function exemption, the Department of State considers that it is under no legal obligation to provide public notice and comment with respect to proposed regulations. Nonetheless, in this instance, the Department of State offered reasonable opportunity for public notice and comment.

Regulatory Flexibility Act/Executive Order 13272: Small Business

As discussed above, the Department believes that this rule is exempt from the provisions of 5 U.S.C. 553, and that no other law requires the Department to give notice of rulemaking. Accordingly, the Department believes that this rule is not subject to the requirements of the Regulatory Flexibility Act (5 U.S.C. 601, *et seq.*) or Executive Order 13272, section 3(b).

However, the Department has examined the potential impact of this rule on small entities. Entities conducting student exchange programs are classified under code number 6117.10 of the North American Industry Classification System. Some 5,573 for-profit and tax-exempt entities are listed as falling within this classification. Of this total number of so-classified entities, 1,226 are designated by the Department of State as sponsors of an exchange visitor program, designated as such to further the public diplomacy mission of the Department and U.S. Government through the conduct of people to people exchange visitor programs. Of these 1,226 Department designated entities, 933 are accredited degree granting academic institutions, none of which we believe to be a small entity under the terms of the Regulatory Flexibility Act and the remaining 293 are for-profit or tax-exempt entities. Of the 293 for-profit or tax-exempt entities designated by the Department 131 have annual revenues of less than \$7 million dollars, thereby falling within the purview of the Regulatory Flexibility Act. Of these 131 entities 61 conduct secondary school student activities. This Rule will involve additional costs for these 61 entities. These costs arise from the additional staff time needed to photograph host family homes, additional screening procedures for single adult family homes, ensuring that an orientation is conducted after a potential host family has been fully vetted and accepted and an additional home visit to the host family by an organizational representative within two months of placement of the student in the home. The Department estimates these additional requirements will involve approximately four additional hours of staff time, per student and at an estimated \$20 per hour will cost \$80 additional per student participant. These 61 small entities program some 3,750 students annually. Thus at an additional \$80 per student these 61 entities will incur \$300,000 in additional administrative costs.

Although, as stated above, the Department is of the opinion that the

Exchange Visitor Program is a foreign affairs function of the United States Government and, as such, that this rule is exempt from the rulemaking provisions of section 553 of the APA, given the projected costs of this rule (discussed under the Executive Order 12866 heading below) and the number of entities conducting student exchange programs noted above, the Department has determined that this rule will not have a significant economic impact on a substantial number of small entities.

Unfunded Mandates Reform Act of 1995

This rule will not result in the expenditure by State, local and tribal governments, in the aggregate, or by the private sector, of \$100 million in any year and it will not significantly or uniquely affect small governments. Therefore, no actions were deemed necessary under the provisions of the Unfunded Mandates Reform Act of 1995.

Executive Order 13175—Consultation and Coordination With Indian Tribal Governments

The Department has determined that this rulemaking will not have tribal implications, will not impose substantial direct compliance costs on Indian tribal governments, and will not pre-empt tribal law. Accordingly, the requirements of Section 5 of Executive Order 13175 do not apply to this rulemaking.

Small Business Regulatory Enforcement Fairness Act of 1996

This rule is not a major rule as defined by 5 U.S.C. 804 for the purposes of Congressional review of agency rulemaking under the Small Business Regulatory Enforcement Fairness Act of 1996 (5 U.S.C. 801–808). This rule will not result in an annual effect on the economy of \$100 million or more; a major increase in costs or prices; or significant adverse effects on competition, employment, investment, productivity, innovation, or on the ability of United States-based companies to compete with foreign-based companies in domestic and export markets.

Executive Order 12866

The Department is of the opinion that the Exchange Visitor Program is a foreign affairs function of the United States Government and that rules governing the conduct of this function are exempt from the requirements of Executive Order 12866. However, the Department has nevertheless reviewed this regulation to ensure its consistency with the regulatory philosophy and

principles set forth in that Executive Order.

The Department has identified potential costs associated with this rule beginning with the requirement that sponsors collect photographs documenting the exterior and interior of a potential host family home. Although many sponsors currently collect such photographs as part of the host family application and vetting process, not all designated sponsors do so. Those sponsors that do collect this photographic documentation find that the cost of doing so is not substantial as the photographs are taken by the local coordinator with digital cameras, uploaded electronically, and attached to the host family application that is in turn sent to the sponsor for evaluation and further vetting. For program sponsors not currently following this practice, the cost of doing so will be associated with the purchase of a digital camera for those local coordinators that do not own or have access to one (or a telephone with camera capability). The Department does not believe this will be a substantial cost to sponsors. No comments received cited cost as an objection to photo use.

The Department also identifies the costs associated with the implementation of enhanced training for local coordinators, the individuals acting as agents of program sponsors in screening, selecting, and monitoring host family placements. The Department will develop a training program for all local coordinators at a projected one-time development cost to the Department of \$100,000. An additional cost of this rule is the time required for these individuals to take this training. While some local coordinators receive payment for placing exchange students, others do not. In determining costs for required training, the Department places a value of \$20 per hour on the time spent in taking this required training and thus finds that if all volunteers and agents (estimated at 4,000 individuals) spend three hours each taking the proposed training, then the aggregate cost would be approximately \$240,000. Finally, the Department notes that there will be an increased cost arising from the requirement that each host family home be visited within the first or second month of the student's placement in the home by a representative of the sponsor other than the local coordinator who screened and selected the host family and arranged the placement. The Department recognizes that the sponsor will utilize its existing local coordinator network and that the identifiable cost of this proposal will be related to the

additional cost of travel for this sponsor representative, which the Department anticipates to not be substantial.

The Department has examined the costs and benefits associated with this rule and declares that educational and cultural exchanges are both the cornerstone of U.S. public diplomacy and an integral component of U.S. foreign policy. The Secondary School Student exchange programs conducted under the authorities of the Exchange Visitor Program promote mutual understanding by providing foreign students the opportunity to study in U.S. high schools while living with American host families. Not only are the students themselves transformed by these experiences, but so too are their families, friends, and teachers in their home countries. By studying and participating in daily student life in the United States, Secondary School Student program participants gain an understanding of and an appreciation for the similarities and differences between their culture and that of the United States. Upon their return home, these students enrich their schools and communities with different perspectives of U.S. culture and events, providing local communities with new and diverse perspectives. Secondary School Student exchanges also foster enduring relationships and lifelong friendships which help build longstanding ties between the people of the United States and other countries. In reciprocal fashion, American secondary school students are provided opportunities to increase their knowledge and understanding of the world through these friendships. Participating schools gain from the experience of having international students in the classroom, at after-school activities, and in their communities. Although the benefits of these exchanges to the United States and its people cannot be monetized, the Department is nonetheless of the opinion that these benefits outweigh the costs associated with this rule.

Executive Order 12988

The Department has reviewed this regulation in light of sections 3(a) and 3(b)(2) of Executive Order 12988 to eliminate ambiguity, minimize litigation, establish clear legal standards, and reduce burden.

Executive Orders 12372 and 13132

This regulation will not have substantial direct effects on the States, on the relationship between the national government and the States, or on the distribution of power and responsibilities among the various levels of government. Therefore, in

accordance with section 6 of Executive Order 13132, it is determined that this rule does not have sufficient federalism implications to require consultations or warrant the preparation of a federalism summary impact statement. The regulations implementing Executive Order 12372 regarding intergovernmental consultation on Federal programs and activities do not apply to this regulation.

Paperwork Reduction Act

The information collection requirements contained in this rulemaking are pursuant to the Paperwork Reduction Act, 44 U.S.C. Chapter 35 and OMB Control Number 1405-0147, Form DS-7000.

List of Subjects in 22 CFR Part 62

Cultural exchange program.

■ Accordingly, 22 CFR part 62 is to be amended as follows:

PART 62—EXCHANGE VISITOR PROGRAM

■ 1. The Authority citation for part 62 is revised to read as follows:

Authority: 8 U.S.C. 1101(a)(15)(J), 1182, 1184, 1258; 22 U.S.C. 1431-1442, 2451 *et seq.*; Foreign Affairs Reform and Restructuring Act of 1998, Pub. L. 105-277, Div. G, 112 Stat. 2681 *et seq.*; Reorganization Plan No. 2 of 1977, 3 CFR, 1977 Comp. p. 200; E.O. 12048 of March 27, 1978; 3 CFR, 1978 Comp. p. 168; the Illegal Immigration Reform and Immigrant Responsibility Act (IIRIRA) of 1996, Pub. L. 104-208, Div. C, 110 Stat. 3009-546, as amended; Uniting and Strengthening America by Providing Appropriate Tools Required to Intercept and Obstruct Terrorism Act of 2001 (USA PATRIOT ACT) (Pub. L. 107-56), Section 416, 115 Stat. 354; and the Enhanced Border Security and Visa Entry Reform Act of 2002, Pub. L. 107-173; 116 Stat. 543.

■ 2. Section 62.25 is revised to read as follows:

§ 62.25 Secondary school students.

(a) *Purpose.* This section governs Department of State designated exchange visitor programs under which foreign secondary school students are afforded the opportunity to study in the United States at accredited public or private secondary schools for an academic semester or an academic year, while living with American host families or residing at accredited U.S. boarding schools.

(b) *Program sponsor eligibility.* Eligibility for designation as a secondary school student exchange visitor program sponsor is limited to organizations:

(1) With tax-exempt status as conferred by the Internal Revenue Service pursuant to section 501(c)(3) of the Internal Revenue Code; and

(2) Which are United States citizens as such term is defined in § 62.2.

(c) *Program eligibility.* Secondary school student exchange visitor programs designated by the Department of State must:

(1) Require all exchange students to be enrolled and participating in a full course of study at an accredited academic institution;

(2) Allow entry of exchange students for not less than one academic semester (or quarter equivalency) and not more than two academic semesters (or quarter equivalency) duration; and

(3) Ensure that the program is conducted on a U.S. academic calendar year basis, except for students from countries whose academic year is opposite that of the United States. Exchange students may begin an exchange program in the second semester of a U.S. academic year only if specifically permitted to do so, in writing, by the school in which the exchange student is enrolled. In all cases, sponsors must notify both the host family and school prior to the exchange student's arrival in the United States whether the placement is for an academic semester, an academic year, or a calendar year.

(d) *Program administration.* Sponsors must ensure that all organizational officers, employees, representatives, agents, and volunteers acting on their behalf:

(1) Are adequately trained. Sponsors must administer training for local coordinators that specifically includes, at a minimum, instruction in: Conflict resolution; procedures for handling and reporting emergency situations; awareness or knowledge of child safety standards; information on sexual conduct codes; procedures for handling and reporting allegations of sexual misconduct or any other allegations of abuse or neglect; and the criteria to be used to screen potential host families and exercise good judgment when identifying what constitutes suitable host family placements. In addition to their own training, sponsors must ensure that all local coordinators complete the Department of State mandated training module prior to their appointment as a local coordinator or assumption of duties. The Department of State training module will include instruction designed to provide a comprehensive understanding of the Exchange Visitor Program; its public diplomacy objectives; and the Secondary School Student category rules and regulations. Sponsors must demonstrate the individual's successful completion of all initial training

requirements and that annual refresher training is also successfully completed.

(2) Are adequately supervised. Sponsors must create and implement organization-specific standard operating procedures for the supervision of local coordinators designed to prevent or deter fraud, abuse, or misconduct in the performance of the duties of these employees/agents/volunteers. They must also have sufficient internal controls to ensure that such employees/agents/volunteers comply with such standard operating procedures.

(3) Have been vetted annually through a criminal background check (which must include a search of the Department of Justice's National Sex Offender Public Registry);

(4) Place no exchange student with his or her relatives;

(5) Make no exchange student placement beyond 120 miles of the home of the local coordinator authorized to act on the sponsor's behalf in both routine and emergency matters arising from that exchange student's participation in the Exchange Visitor Program;

(6) Make no monetary payments or other incentives to host families;

(7) Provide exchange students with reasonable access to their natural parents and family by telephone and e-mail;

(8) Make certain that the exchange student's government issued documents (i.e., passports, Forms DS-2019) are not removed from his/her possession;

(9) Conduct the host family orientation after the host family has been fully vetted and accepted;

(10) Refrain, without exception, from acting as:

(i) Both a host family and a local coordinator or area supervisor for an exchange student;

(ii) A host family for one sponsor and a local coordinator for another sponsor; or

(iii) A local coordinator for any exchange student over whom he/she has a position of trust or authority such as the student's teacher or principal. This requirement is not applicable to a boarding school placement.

(11) Maintain, at minimum, a monthly schedule of personal contact with the exchange student. The first monthly contact between the local coordinator and the exchange student must be in person. All other contacts may take place in-person, on the phone, or via electronic mail and must be properly documented. The sponsor is responsible for ensuring that issues raised through such contacts are promptly and appropriately addressed.

(12) That a sponsor representative other than the local coordinator who recruited, screened and selected the host family visit the exchange student/host family home within the first or second month following the student's placement in the home.

(13) Maintain, at a minimum, a monthly schedule of personal contact with the host family. At least once during the fall semester and at least once during the spring semester, (i.e., twice during the academic year) the contact by the local coordinator with the host family must be in person. All other contacts may take place in person, on the phone, or via electronic mail and must be properly documented. The sponsor is responsible for ensuring the issues raised through such contacts are promptly and appropriately addressed.

(14) That host schools are provided contact information for the local organizational representative (including name, direct phone number, and e-mail address), the program sponsor, and the Department's Office of Designation; and

(15) Adhere to all regulatory provisions set forth in this Part and all additional terms and conditions governing program administration that the Department may impose.

(e) *Student selection.* In addition to satisfying the requirements of § 62.10(a), sponsors must ensure that all participants in a designated secondary school student exchange visitor program:

(1) Are secondary school students in their home countries who have not completed more than 11 years of primary and secondary study, exclusive of kindergarten; or are at least 15 years of age, but not more than 18 years and six months of age as of the program start date;

(2) Demonstrate maturity, good character, and scholastic aptitude; and

(3) Have not previously participated in an academic year or semester secondary school student exchange program in the United States or attended school in the United States in either F-1 or J-1 visa status.

(f) *Student enrollment.* (1) Sponsors must secure prior written acceptance for the enrollment of any exchange student in a United States public or private secondary school. Such prior acceptance must:

(i) Be secured from the school principal or other authorized school administrator of the school or school system that the exchange student will attend; and

(ii) Include written arrangements concerning the payment of tuition or waiver thereof if applicable.

(2) Under no circumstance may a sponsor facilitate the entry into the United States of an exchange student for whom a written school placement has not been secured.

(3) Under no circumstance may a sponsor charge a student private school tuition if such arrangements are not finalized in writing prior to the issuance of Form DS-2019.

(4) Sponsors must maintain copies of all written acceptances for a minimum of three years and make such documents available for Department of State inspection upon request.

(5) Sponsors must provide the school with a translated "written English language summary" of the exchange student's complete academic course work prior to commencement of school, in addition to any additional documents the school may require. Sponsors must inform the prospective host school of any student who has completed secondary school in his/her home country.

(6) Sponsors may not facilitate the enrollment of more than five exchange students in one school unless the school itself has requested, in writing, the placement of more than five students from the sponsor.

(7) Upon issuance of a Form DS-2019 to a prospective participant, the sponsor accepts full responsibility for securing a school and host family placement for the student, except in cases of voluntary student withdrawal or visa denial.

(g) *Student orientation.* In addition to the orientation requirements set forth at § 62.10, all sponsors must provide exchange students, prior to their departure from their home countries, with the following information:

(1) A summary of all operating procedures, rules, and regulations governing student participation in the exchange visitor program along with a detailed summary of travel arrangements;

(2) A copy of the Department's welcome letter to exchange students;

(3) Age and language appropriate information on how to identify and report sexual abuse or exploitation;

(4) A detailed profile of the host family with whom the exchange student will be placed. The profile must state whether the host family is either a permanent placement or a temporary-arrival family;

(5) A detailed profile of the school and community in which the exchange student will be placed. The profile must state whether the student will pay tuition; and

(6) An identification card, that lists the exchange student's name, United States host family placement address

and telephone numbers (landline and cellular), sponsor name and main office and emergency telephone numbers, name and telephone numbers (landline and cellular) of the local coordinator and area representative, the telephone number of Department's Office of Designation, and the Secondary School Student program toll free emergency telephone number. The identification card must also contain the name of the health insurance provider and policy number. Such cards must be corrected, reprinted, and reissued to the student if changes in contact information occur due to a change in the student's placement.

(h) *Student extra-curricular activities.* Exchange students may participate in school sanctioned and sponsored extra-curricular activities, including athletics, if such participation is:

(1) Authorized by the local school district in which the student is enrolled; and

(2) Authorized by the state authority responsible for determination of athletic eligibility, if applicable. Sponsors shall not knowingly be party to a placement (inclusive of direct placements) based on athletic abilities, whether initiated by a student, a natural or host family, a school, or any other interested party.

(3) Any placement in which either the student or the sending organization in the foreign country is party to an arrangement with any other party, including receiving school personnel, whereby the student will attend a particular school or live with a particular host family must be reported to the particular school and the National Federation of State High School Associations prior to the first day of classes.

(i) *Student employment.* Exchange students may not be employed on either a full or part-time basis but may accept sporadic or intermittent employment such as babysitting or yard work.

(j) *Host family application and selection.* Sponsors must adequately screen and select all potential host families and at a minimum must:

(1) Provide potential host families with a detailed summary of the Exchange Visitor Program and of their requirements, obligations and commitment to host;

(2) Utilize a standard application form developed by the sponsor that includes, at a minimum, all data fields provided in Appendix F, "Information to be Collected on Secondary School Student Host Family Applications". The form must include a statement stating that: "The income data collected will be used solely for the purposes of determining that the basic needs of the exchange

student can be met, including three quality meals and transportation to and from school activities." Such application form must be signed and dated at the time of application by all potential host family applicants. The host family application must be designed to provide a detailed summary and profile of the host family, the physical home environment (to include photographs of the host family home's exterior and grounds, kitchen, student's bedroom, bathroom, and family or living room), family composition, and community environment. Exchange students are not permitted to reside with their relatives.

(3) Conduct an in-person interview with all family members residing in the home where the student will be living;

(4) Ensure that the host family is capable of providing a comfortable and nurturing home environment and that the home is clean and sanitary; that the exchange student's bedroom contains a separate bed for the student that is neither convertible nor inflatable in nature; and that the student has adequate storage space for clothes and personal belongings, reasonable access to bathroom facilities, study space if not otherwise available in the house and reasonable, unimpeded access to the outside of the house in the event of a fire or similar emergency. An exchange student may share a bedroom, but with no more than one other individual of the same sex.

(5) Ensure that the host family has a good reputation and character by securing two personal references from within the community from individuals who are not relatives of the potential host family or representatives of the sponsor (i.e., field staff or volunteers), attesting to the host family's good reputation and character;

(6) Ensure that the host family has adequate financial resources to undertake hosting obligations and is not receiving needs-based government subsidies for food or housing;

(7) Verify that each member of the host family household 18 years of age and older, as well as any new adult member added to the household, or any member of the host family household who will turn eighteen years of age during the exchange student's stay in that household, has undergone a criminal background check (which must include a search of the Department of Justice's National Sex Offender Public Registry);

(8) Maintain a record of all documentation on a student's exchange program, including but not limited to application forms, background checks, evaluations, and interviews, for all selected host families for a period of

three years following program completion; and

(9) Ensure that a potential single adult host parent without a child in the home undergoes a secondary level review by an organizational representative other than the individual who recruited and selected the applicant. Such secondary review should include demonstrated evidence of the individual's friends or family who can provide an additional support network for the exchange student and evidence of the individual's ties to his/her community. Both the exchange student and his or her natural parents must agree in writing in advance of the student's placement with a single adult host parent without a child in the home.

(k) *Host family orientation.* In addition to the orientation requirements set forth in § 62.10, sponsors must:

(1) Inform all host families of the philosophy, rules, and regulations governing the sponsor's exchange visitor program, including examples of "best practices" developed by the exchange community;

(2) Provide all selected host families with a copy of the Department's letter of appreciation to host families;

(3) Provide all selected host families with a copy of Department of State-promulgated Exchange Visitor Program regulations;

(4) Advise all selected host families of strategies for cross-cultural interaction and conduct workshops to familiarize host families with cultural differences and practices; and

(5) Advise host families of their responsibility to inform the sponsor of any and all material changes in the status of the host family or student, including, but not limited to, changes in address, finances, employment and criminal arrests.

(l) *Host family placement.* (1) Sponsors must secure, prior to the student's departure from his or her home country, a permanent or arrival host family placement for each exchange student participant. Sponsors may not:

(i) Facilitate the entry into the United States of an exchange student for whom a host family placement has not been secured;

(ii) Place more than one exchange student with a host family without the express prior written consent of the host family, the natural parents, and the students being placed. Under no circumstance may more than two exchange students be placed with a host family, or in the home of a local coordinator, regional coordinator, or volunteer. Sponsors may not place students from the same countries or

with the same native languages in a single home.

(2) Prior to the student's departure from his or her home country, sponsors must advise both the exchange student and host family, in writing, of the respective family compositions and backgrounds of each, whether the host family placement is a permanent or arrival placement, and facilitate and encourage the exchange of correspondence between the two.

(3) In the event of unforeseen circumstances that necessitate a change of host family placement, the sponsor must document the reason(s) necessitating such change and provide the Department of State with an annual statistical summary reflecting the number and reason(s) for such change in host family placement in the program's annual report.

(m) *Advertising and Marketing for the recruitment of host families.* In addition to the requirements set forth in § 62.9 in advertising and promoting for host family recruiting, sponsors must:

(1) Utilize only promotional materials that professionally, ethically, and accurately reflect the sponsor's purposes, activities, and sponsorship;

(2) Not publicize the need for host families via any public media with announcements, notices, advertisements, etc. that are not sufficiently in advance of the exchange student's arrival, appeal to public pity or guilt, imply in any way that an exchange student will be denied participation if a host family is not found immediately, or identify photos of individual exchange students and include an appeal for an immediate family;

(3) Not promote or recruit for their programs in any way that compromises the privacy, safety or security of participants, families, or schools. Specifically, sponsors shall not include personal student data or contact information (including addresses, phone numbers or email addresses) or photographs of the student on Web sites or in other promotional materials; and

(4) Ensure that access to exchange student photographs and personally identifying information, either online or in print form, is only made available to potential host families who have been fully vetted and selected for program participation. Such information, if available online, must also be password protected.

(n) *Reporting requirements.* Along with the annual report required by regulations set forth at § 62.15, sponsors must file with the Department of State the following information:

(1) Sponsors must immediately report to the Department any incident or allegation involving the actual or alleged sexual exploitation or any other allegations of abuse or neglect of an exchange student. Sponsors must also report such allegations as required by local or state statute or regulation. Failure to report such incidents to the Department and, as required by state law or regulation, to local law enforcement authorities shall be grounds for the suspension and revocation of the sponsor's Exchange Visitor Program designation;

(2) A report of all final academic year and semester program participant placements by August 31 for the upcoming academic year or January 15 for the Spring semester and calendar year. The report must be in the format directed by the Department and must include at a minimum, the exchange student's full name, Form DS-2019 number (SEVIS ID #), host family placement (current U.S. address), school (site of activity) address, the local coordinator's name and zip code, and other information the Department may request; and

(3) A report of all situations which resulted in the placement of an exchange student with more than one host family or in more than one school. The report must be in a format directed by the Department and include, at a minimum, the exchange student's full name, Form DS-019 number (SEVIS ID #), host family placements (current U.S. address), schools (site of activity address), the reason for the change in placement, and the date of the move. This report is due by July 31 for the previous academic school year.

A new Appendix F is added to Part 62, as follows:

Appendix F to Part 62—Information To Be Collected on Secondary School Student Host Family Applications

Basic Family Information:

a. Host Family Member—Full name and relationship (children and adults) either living full-time or part-time in the home or who frequently stay at the home)

b. Date of Birth (DOB) of all family members

c. Street Address

d. Contact information (telephone; e-mail address) of host parents

e. Employment—employer name, job title, and point of contact for each working resident of the home

f. Is the residence the site of a functioning business? (e.g., daycare, farm)

g. Description of each household member (e.g., level of education, profession, interests, community involvement, and relevant behavioral or other characteristics of such household members that could affect the

successful integration of the exchange visitor into the household)

h. Has any member of your household ever been charged with any crime?

Household Pets:

a. Number of Pets

b. Type of Pets

Financial Resources:

a. Average Annual Income Range: Less than \$25,000; \$25,000–\$35,000; \$35,000–\$45,000; \$45,000–\$55,000; \$55,000–\$65,000; \$65,000–\$75,000; and \$75,000 and above.

Note: The form must include a statement stating that: "The income data collected will be used solely for the purposes of ensuring that the basic needs of the exchange students can be met, including three quality meals and transportation to and from school activities"

b. Describe if anyone residing in the home receives any kind of public assistance (financial needs-based government subsidies for food or housing)

c. Identify those personal expenses expected to be covered by the student

Diet:

a. Does anyone in the family follow any dietary restrictions? (Y/N)

If yes, describe:

b. Do you expect the student to follow any dietary restrictions? (Y/N)

If yes, describe:

c. Would you feel comfortable hosting a student who follows a particular dietary restriction (ex. Vegetarian, Vegan, etc.)? (Y/N)

d. Would the family provide three (3) square meals daily?

High School Information:

a. Name and address of school (private or public school)

b. Name, address, e-mail and telephone number of school official

c. Approximate size of the school student body

d. Approximate distance between the school and your home

e. Approximate start date of the school year

f. How will the exchange student get to the school (e.g. bus, carpool, walk)?

g. Would the family provide special transportation for extracurricular activities after school or in the evenings, if required?

h. Which, if any, of your family's children, presently attend the school in which the exchange visitor is enrolled?

If applicable list sports/clubs/activities, if any, your child(ren) participate(s) in at the school

i. Does any member of your household work for the high school in a coaching/teaching/or administrative capacity?

j. Has any member of your household had contact with a coach regarding the hosting of an exchange student with particular athletic ability?

If yes, please describe the contact and sport.

Community Information:

a. In what type of community do you live (e.g.: Urban, Suburban, Rural, Farm)

b. Population of community

c. Nearest Major City (Distance and population)

d. Nearest Airport (Distance)

e. City or town website

f. Briefly describe your neighborhood and community

g. What points of interest are near your area (parks, museums, historical sites)?

h. Areas in or near neighborhood to be avoided?

Home Description:

a. Describe your type of home (e.g. single family home, condominium, duplex, apartment, mobile home) and include photographs of the host family home's exterior and grounds, kitchen, student's bedroom, student's bathroom, and family and living areas.

b. Describe Primary Rooms and Bedrooms

c. Number of Bathrooms

d. Will the exchange student share a bedroom? (Y/N)

If yes, with which household resident?

e. Describe the student's bedroom

f. Describe amenities to which the student has access

g. Utilities

Family Activities:

a. Language spoken in home

b. Please describe activities and/or sports each family member participates in: (e.g., camping, hiking, dance, crafts, debate, drama, art, music, reading, soccer, baseball, horseback riding)

c. Describe your expectations regarding the responsibilities and behavior of the student while in your home (e.g., homework, household chores, curfew (school night and weekend), access to refrigerator and food, drinking of alcoholic beverages, driving, smoking, computer/Internet/E-Mail)

Would you be willing voluntarily to inform the exchange visitor in advance of any religious affiliations of household members? (Y/N)

Would any member of the household have difficulty hosting a student whose religious beliefs were different from their own? (Y/N)
Note: A host family may want the exchange visitor to attend one or more religious services or programs with the family. The exchange visitor cannot be required to do so, but may decide to experience this facet of U.S. culture at his or her discretion.

How did you learn about being a host family?

References:

Dated: October 21, 2010.

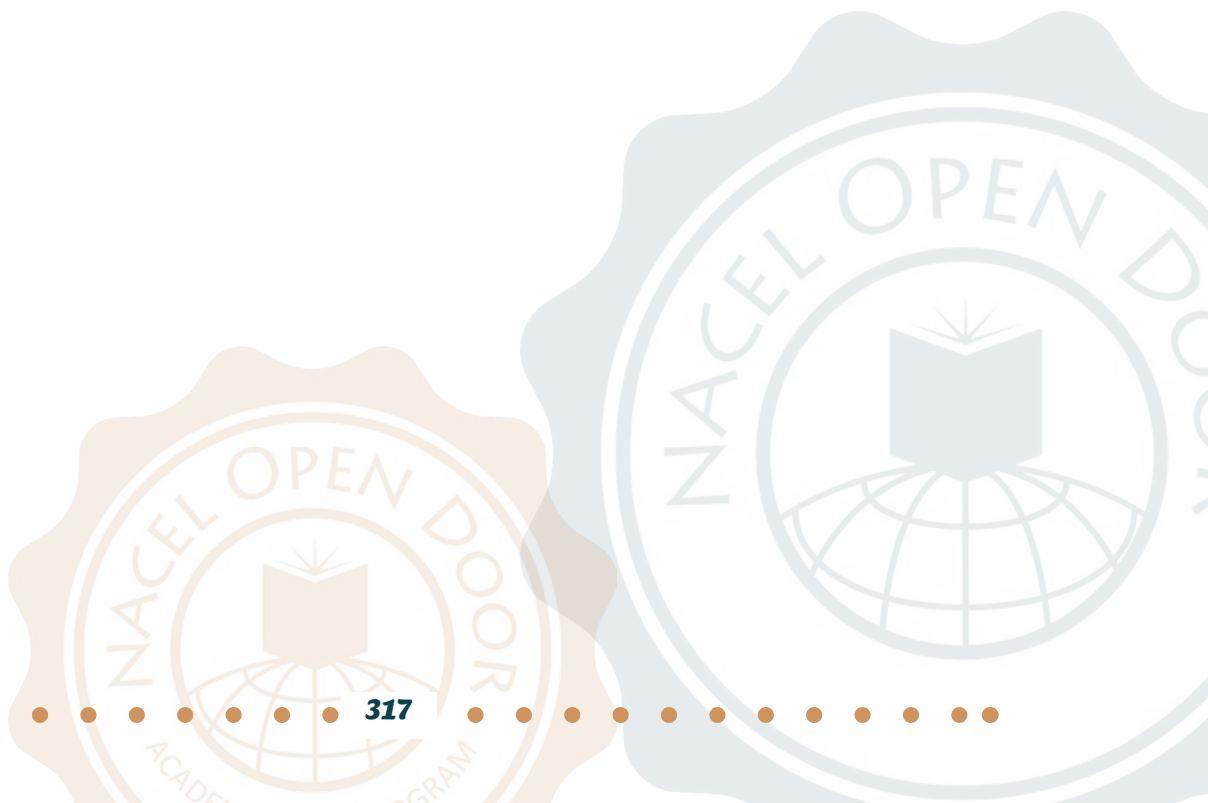
Sally J. Lawrence,

Director, Office of Designation, Bureau of Educational and Cultural Affairs, Department of State.

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