

ATAD's Expectations of School Representatives



Association for Teen-Age Diplomats

The School Representative should be a school guidance counselor, administrator or faculty member who will give time and interest to the International Students and to the ATAD program. Different people in the school may be responsible for different expectations listed below.

EXPECTATIONS:

1. To advocate and act as liaison for International Students in your school with the school, Program Chair, and Host Family in matters pertaining to International Students' schooling.
2. To distribute ATAD program information to students, parents, and other educators.
2. To recommend/refer interested students and potential Host Families to ATAD.
3. To assist teachers or community organizations to involve International Students and American Overseas Returnees as resources.
4. To serve as the school contact to assist in arranging presentations for students, parents, and educators on foreign exchange opportunities.

GUIDELINES: (ATAD recognizes that the role of the Representative may vary from school to school.)

August/September

1. Provide International Students and Host Parents with information to include:
 - a. Student Handbook
 - b. Services provided by the school, if any (e.g. yearbook, admission to school events, lunches)
2. Assist guidance counselor with course selection if needed to ensure each International Student has appropriate and challenging courses. Most students should be expected to maintain a Regents level course load of at least five academic courses unless they have language difficulties.
 - a. All International Students are expected to take courses in American history and American literature.
 - b. ATAD International Students are not permitted to enroll in driver education courses.
3. Check with the school nurse regarding required immunizations. Make sure Host Parents understand and are aware of all requirements, including physicals for sports participation.
4. If the student needs language assistance, help to find appropriate contacts.
5. Notify the faculty of the identity of International Students and make sure they know that you will assist with problems. Make sure that you know the name, address, and telephone number of the ATAD Program Chair for each student.

Throughout the Fall:

1. Assist International Students in their adjustment to life in your school.
 - a. Some students may need to change to a more appropriate level of difficulty in courses such as math or foreign language. They need to be reassured that a difficult American literature or American history course will become easier with time and increased language ability.
 - b. International Students may need help in making friends, encouragement to try out for the play, to join the math club, etc. Most are not accustomed to the wide range of activities available and encouraged in American high schools.

2. Americans Overseas
 - a. Become familiar with and publicize ATAD Americans Overseas opportunities.
 - i. Distribute materials
 - ii. Encourage qualified applicants to apply
 - iii. Help with applications
 - iv. Keep students alert to due dates
 - b. The ATAD Vice President for Americans Overseas can assist you in arranging a school presentation. Speakers (both adult and student) and visual materials are available.

Throughout the School Year:

1. Maintain regular contact with the International Students, Host Families, and Program Chairs.
2. Provide the ATAD Program Chairs with a copy of the International Students' report cards.
3. Be alert to International Students' problems, especially around midterm exam time and holidays.
 - a. After an initial period of linguistic and/or academic adjustment, a student is expected to achieve at least a "C" grade average. Most students can do better than this in most courses.
 - b. If there are serious or repeated attendance, adjustment, or disciplinary problems, immediately notify the student's Host Parents and the ATAD Program Chair.
4. Talk with American students and families about hosting. Call ATAD with any suggestions of Host Families in your school. Hosting can be an excellent way for a student to prepare for an Americans Overseas experience.

At the Close of the School Year:

1. International Students are expected to take final exams.
2. Students have been informed that they must not expect to receive a diploma, but they should have a record of their school experience. Be sure that the International Student has a transcript and any necessary course descriptions to take home.