

1 The board embraces the cultural diversity that foreign exchange students bring to the school
2 system. Foreign exchange students expose the school community to new perspectives and
3 customs, facilitate cross-cultural understanding, and prepare all students for a future with
4 increasing global interconnectivity. Foreign exchange students may be accepted for admission
5 into the school system only through approved foreign exchange student programs in accordance
6 with this policy.

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8 **A. APPROVAL OF FOREIGN EXCHANGE STUDENT PROGRAMS**

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10 The superintendent or designee may approve a foreign exchange student program upon
11 receipt of documentation that the program:

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13 1. has met the standards established by the Council on Standards for International
14 Educational Travel (CSIET) and appears on the current CSIET J-1 Advisory List;
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16 2. has a local representative residing in or in close proximity to the geographical
17 area served by the school system; and
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19 3. has educational goals and operating procedures compatible with those of the
20 school system.

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22 The superintendent or designee may revoke the approval of any program that does not
23 maintain compliance with the requirements of this policy and any accompanying
24 administrative procedures.

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26 **B. RESPONSIBILITIES OF FOREIGN EXCHANGE STUDENT PROGRAMS**

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28 Approved foreign exchange student programs will be responsible for facilitating all
29 matters associated with the exchange, including, but not limited to:

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31 1. screening and selecting students who are suitable for the program;
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33 2. ensuring that the student has fulfilled all requirements for entry into the United
34 States on a J-1 visa;
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36 3. assuming all financial and legal responsibility for the student;
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38 4. assuming responsibility for all matters associated with the student's living
39 arrangements, such as selecting and orienting the student's host family and
40 providing ongoing support for the host family and student;
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42 5. preparing the student for the exchange, orienting the student to the community
43 and the school system, monitoring the student's progress throughout the school
44 year, and responding to any issues that may arise; and

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46 6. communicating with the student’s principal or designee, including providing the
47 principal or designee with written notification of (1) any changes related to the
48 host family or the foreign exchange student program’s local representative and (2)
49 any need to transfer academic credit back to the student’s school of origin and the
50 process for doing so.
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52 **C. ADMISSION OF FOREIGN EXCHANGE STUDENTS**
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54 Foreign exchange student applications must be submitted to the superintendent or
55 designee by July 31 prior to the school year in which the student wishes to enroll. The
56 applications will be reviewed on a first-come, first-served basis. Foreign exchange
57 students may be admitted for either a year-long course of study or a semester course of
58 study. Tuition will be waived for all foreign exchange students admitted into the school
59 system pursuant to this policy.
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61 The board may admit a foreign exchange student only if the following conditions are met.
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- 63 1. The student’s admission application must be complete and include:
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65 a. the host family’s name and address, which must be located within the
66 geographic area served by the school system;
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68 b. the student’s current official transcript translated in English;
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70 c. results of a recent physical examination and proof of required
71 immunizations translated in English;
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73 d. proof of insurance for accident and medical coverage;
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75 e. a copy of any special rules or requirements of the foreign exchange
76 program; and
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78 f. any other information or forms required by the school system.
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80 2. The student must have adequate command of the English language, as measured
81 by a nationally normed English language assessment, to function in a regular
82 classroom. The student’s English language ability must be documented as part of
83 the application process.
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85 3. The student must not have previously attended school in the United States in
86 either F-1 or J-1 visa status. Students will not be accepted as transfers from any
87 other school system in the United States.
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- 89 4. The student must possess a valid J-1 visa prior to attending school.
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91 5. The board must have determined that space is available at the school to which the
92 student will be assigned. Generally, school assignment will be based on the
93 address of the student’s host family. If a different school assignment is approved,
94 the host family must agree to provide the student transportation to and from
95 school. Foreign exchange students will not be permitted to transfer schools after
96 initial enrollment.
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98 **D. SELECTION OF COURSES AND EXTRACURRICULAR ACTIVITIES**
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100 Each school that enrolls foreign exchange students will designate a faculty member to act
101 as the Foreign Exchange Student Advisor serving as a liaison between each foreign
102 exchange student and the school. The Foreign Exchange Student Advisor will facilitate
103 the selection of the student’s courses and extracurricular activities in consultation with
104 the foreign exchange student program’s local representative, the host family, school
105 personnel, and the student.
106

107 Students will be allowed to participate in interscholastic athletics and other
108 extracurricular activities if they meet all applicable eligibility requirements (see policy
109 3620, Extracurricular Activities and Student Organizations) and are not otherwise
110 prohibited by restrictions of the foreign exchange student program.
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112 As the fundamental purpose of the exchange program is cultural exchange, foreign
113 exchange students are not eligible to receive diplomas. Students who were enrolled as
114 12th graders may participate in high school graduation exercises and associated
115 ceremonies and be awarded honorary certificates.
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117 The superintendent or designee shall develop any necessary administrative procedures to
118 implement this policy.
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120 Legal References: Mutual Educational and Cultural Exchange Act of 1961, as amended, Public
121 Law 87–256, 22 U.S.C. 2451, *et seq.*; 22 C.F.R. Part 62
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123 Cross References: Extracurricular Activities and Student Organizations (policy 3620),
124 Immunizations and Health Requirements for School Admission (policy 4110)
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126 Adopted: