

INTERNATIONAL EXCHANGE (Continued)**A. Purpose and Scope**Admission

In order to approve the admission of a international exchange student, the Superintendent or designee must receive a written request for enrollment by May 20 of the preceding school year unless special circumstances exist.

Tracy Unified School District Board shall set the amount of international exchange students that shall be accepted for the upcoming school year with recommendations from Superintendent or designee.

All international exchange students must meet state and district immunization requirements.

B. General

1. Athletics

International exchange students shall be eligible for participation in interscholastic sports in accordance with state bylaws of the California Interscholastic Federation as well as applicable section bylaws. (CIF bylaws, Article 2, Section 212)

2. Transfer of Credits

Students who seek graduation credits for academic work completed in a foreign country must provide the Superintendent or designee with official transcripts, translated into English, which indicate:

- a. Classes successfully completed
- b. The amount of time each class met and the total number of class periods held during the grading period, and
- c. A descriptive or numerical evaluation of the student's academic performance.

At his/her discretion, the Superintendent or designee may assign pass or fail grades whenever the above transcript provides descriptive evaluations rather than letter or numerical grades.

INTERNATIONAL EXCHANGE (Continued)**3. Diploma**

International exchange students may be considered for a diploma if they have satisfactorily completed the district's graduation requirements.

Each international exchange student wishing to be granted a Tracy Joint Union High School diploma must meet the same standards for graduation as all other Tracy Joint Union High School graduates.

At the discretion of the principal or designee, ~~foreign~~ international exchange students who do not meet requirements for a regular or an honorary diploma may, at the end of their visit, be given a letter certifying the time period for which they were enrolled.

Honorary Diploma

International exchange students who are not eligible for a regular diploma may receive an honorary diploma, provided they have completed at least one semester of full-time enrollment and achieved at least a 2.0 grade point average.

4. Other**Discipline**

The exchange student shall have the same rights and responsibilities as all other students at Tracy Joint Union High School. Therefore, exchange students will abide by all district policies.

Attendance

The exchange student is required to follow the compulsory attendance laws of the state and district. The district policy numbers 5112 and 5113 shall be followed. Grades may be affected by poor attendance or excessive tardies as dictated by law and district policy as applied to all students.

Academic Standards

The exchange student must be enrolled in a minimum of five classes (25 credits) but no more than seven classes (35 credits) a semester. The exchange student is expected to

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meet the same standards as all other students in a class. Grades for exchange students are to be given on the same basis as grades for all other students.

Activities

The exchange student will be permitted to participate in dances other school sponsored activities, the graduation ceremony, and all related senior activities unless such privileges are withdrawn for disciplinary purposes. The exchange student will have the same appeal rights as afforded all students.

Transcripts

The counselor and the high school administration shall determine the student's status and courses on the transcript which satisfy requirements toward graduation. The student's academic status will be provided in writing to the student and host parents. If a student should disagree with the decision of the counselor and the high school administration, he/she may appeal to the Director of Student Services (Superintendent's designee). (Translation of transcripts is a mutual concern of the school, the student, and the sponsoring program.)

Immunizations

Exchange student must meet all California immunization requirements. A waiver may be allowed if some immunizations are missing, and the taking of these would be against the student's beliefs, and/or contraindicated medically.

Meeting of School Officials, Exchange Student, & Host Parents

In order to help ensure mutual understanding of and compliance with these requirements a meeting shall be called by school officials in which the exchange student, the host parents, and school officials shall be in attendance. It is anticipated that this meeting shall be in the evening and ~~help~~ **held** no later than the second week of school.

C. Forms Used and Additional References

None

D. Procedures

INTERNATIONAL EXCHANGE (Continued)Admissions

Before a student may be registered in Tracy's High Schools, he/she must have approval by the Director of Student Services. This will ensure that the student is with a recognized exchange, is living with a family within the school district, and is capable of having a successful year of high school study. There must also be a school transcript for the student prior to enrollment. It is to the benefit of both school personnel and the student to have this enrollment accomplished as early as possible. As soon as a student knows who his/her host family will be and a school transcript is available, school officials shall arrange to register the student for classes at Tracy's High Schools; school selection shall be by space availability. The student's natural parents shall be encouraged to write a letter explaining their expectations for their son or daughter's stay at Tracy's High Schools.

E. Reports Required

None

F. Record Retention

None

G. Responsible Administrative Unit

Educational Services
School Principal
Student Services

H. Approved by the Administrator of the Division

Assistant Superintendent of Educational Services