



## STUDENTS

### Exchange Students

The following procedures shall be in effect:

#### Approval

- A. An organization that wishes to sponsor a foreign and/or domestic travel-study program shall submit a request that provides a complete program description, including the name, address, and telephone number of the local representative.
- B. Each request shall be reviewed by the appropriate building administrator.
- C. Program sponsors shall pay for the student activity costs and/or fees as required by the district.
- D. Sponsoring agencies will provide necessary student tutorial help.
- E. All sponsoring organizations shall register with and meet the requirements of the State Secretary of State's office.
- F. Criteria and expectations for foreign exchange programs shall follow guidelines as established in the Handbook of Foreign Study/Travel, published by the State Superintendent of Public Instruction.

#### Operations

- A. A student placement agreement shall be established between the district and host family prior to departure by the student from his/her home. The student's cumulative records shall be forwarded to the district prior to the approval for admission.
- B. The sponsoring organization must provide the following:
  - 1. Evidence that the enrolling student is proficient in the English language.
  - 2. Name, address, and telephone number of the local program coordinator who shall provide for emergency, advisory, liaison, and tutorial services.
  - 3. A transcript (translated into English) of the student's academic records.
  - 4. Certification that the student will receive adequate financial support for the duration of his/her stay in the district.

5. Name, address, and telephone number of the student's host family within the district.
- C. Foreign exchange students shall not be included in any class ranking lists, nor shall a GPA be computed for them. Foreign exchange students will enter as 11th grade students.
- D. Prior to enrollment, all students possessing a J-1 visa must present required paperwork (IAP-66-medical, transcript, host family information) to the school staff member designated to coordinate the exchange program.
- E. Upon request, foreign exchange students may receive a letter of attendance from the school.
- F. A student is expected to comply with school policies and rules.
- G. Eligibility of foreign exchange students for participation in extracurricular athletics, music, and forensics and other such activities, is determined by the rules and regulations of the Washington Interscholastic Activities Association.
- H. Except for unusual circumstances, tutorial assistance will not be provided.
- I. Students from sponsoring organizations should be entered only at the beginning of a semester and for a minimum of one semester of attendance and a maximum of two.
- J. All exchange students must:
  - a. take courses for credit
  - b. take U.S. History, English and a class in the student's native language (if available)
  - c. maintain a minimum GPA of 2.0
- K. Immigration authorities and the International Communication Agency will be notified if the student and/or organization does not comply with the policy governing the admittance of foreign exchange students.
- L. If, in the judgment of the School District, a sponsoring organization did not meet its responsibilities as outlined above, it will be denied the opportunity to place a student(s) in the Enumclaw School District the following year.