

**Administrative Procedures for Policy #3160 (Students) of the Board of Education  
Regarding Acceptance and Enrollment of Foreign Exchange Students**

I. Definitions

- A. Council on Standards for International Education Travel - The Council on Standards for International Educational Travel (CSIET) is a private, not-for-profit organization whose mission is to identify reputable international youth exchange programs, to provide leadership and support to the exchange and educational communities so that youth are provided with meaningful and safe international exchange experiences, and to promote the importance and educational value of international youth exchange.
- B. Sponsoring organization – International youth exchange providers who work under the legal parameters of the U.S. Department of State to place foreign exchange students with American families in American schools.
- C. Local exchange organization representative – An employee of a sponsoring organization who lives within a 30-mile radius of the placement and supervises the placement of a student.
- D. Host family – An American family who obligates itself to provide housing, meals and care for the duration of a foreign exchange placement.
- E. Foreign exchange student – Foreign national secondary students afforded the opportunity for one year of study in a United States secondary school while living with an American host family.

II. Initial Parameters

- A. The Supervisor of Foreign Exchange Programs will be the liaison between exchange organization representatives and the schools.
- B. The Instructional Program and Curriculum Committee shall meet annually to set the number of foreign exchange students to be admitted to each high school for the following school year. Student enrollment data and availability of staff time will be factors considered when determining the number of foreign exchange students to be admitted at each high school.
- C. Calvert County Public Schools (CCPS) accepts only full-year exchange student placements.
- D. Foreign exchange students must be between the ages of 15 and 18-1/2 at the start of the program AND must not have completed secondary school in the home country.

III. Acceptance Process:

- A. As stated in Policy 3160, organizations sponsoring foreign exchange students must be approved by the Council on Standards for International Education Travel, must have a

local exchange organization representative residing within 30 miles of the placement to facilitate the placement and monitoring of students, and must be approved by the supervisor responsible for foreign exchange programs.

- B. Sponsoring organizations are limited to placing no more than two students in Calvert County Public Schools each school year.
- C. Sponsoring organizations must ensure that the local exchange organization representative is adequately trained and knowledgeable of U.S. Department of State and Homeland Security mandates.
- D. The local exchange organization representative may not be named for the sole reason of a specific placement.
- E. All communication associated with the placement shall occur between the local exchange organization representative and the supervisor responsible for foreign exchange programs.
- F. The local exchange organization representative may not also serve as the host family.
- G. Local exchange organization representatives will contact the supervisor responsible for foreign exchange programs and will submit by July 1 prior to the year of enrollment student files for each prospective exchange student applying for enrollment. Submitted files must include a copy of the student application and information on the host family.
- H. The application will be evaluated by the supervisor responsible for foreign exchange programs.
- I. The supervisor responsible for foreign exchange programs will contact the appropriate high school principal with information about those applications that have passed initial screening for his/her approval of the exchange student placement.
- J. The local exchange organization representative will be notified of the school system's final decision by the supervisor responsible for foreign exchange programs as to whether the placement has been approved or denied. No further information must be provided.
- K. The supervisor responsible for foreign exchange programs will forward appropriate information concerning the approved exchange student(s) to the guidance staff of the assigned school.

#### IV. Registration Process:

- A. Once the student arrives at the host family's home, the host family will contact the school that the exchange student has arrived. The school will provide information to the host family on how to complete the online registration process.
- B. At the time of enrollment, the following information must be provided:
  - 1. School records, translated into English.
  - 2. Immunization records – If any state mandated immunizations are lacking, the host family is responsible for insuring that the exchange student receives the missing immunizations.

3. Student passport with a J-1 visa
  4. Proof of Calvert County residence of the host family
- C. The host family will schedule an appointment with the school counselor to determine the student's course schedule. State Department Regulation 22 CFR Part 62.25 requires that all participants be enrolled and participating in a full course of study at an accredited educational institution. Participants must be enrolled in a full day schedule, including a full year course in English and U.S. History or Government.
- V. Other Requirements
- A. Exchange programs were established to share social and cultural experiences. The Calvert County Public School System will not award a Maryland State High school diploma to exchange students. However, class rings and yearbooks may be purchased by exchange students on the same terms as they are by other students.
    1. If placed in 12th grade, foreign exchange students should be granted an opportunity to participate in graduation exercises.
    2. For foreign exchange students participating in graduation, comment at the graduation ceremony and/or notation on the graduation program should be made designating foreign exchange students.
  - B. If a problem arises between an exchange student and his/her host family which would necessitate a change in host families or transfer to another school, the local exchange organization representative must consult with the supervisor responsible for foreign exchange programs to resolve the problem.
  - C. Foreign exchange students will comply with all rules and regulations established by CCPS and the school in which they are enrolled, as well as rules and regulations stemming from the exchange organization, and are subject to the outlined consequences if they do not.
  - D. The Department of State, per 22 CFR Part 62, requires that only one student be placed with a host family unless given express prior written consent of the Department of State. It is the position of CCPS that, in any case, only one student be placed with a host family.