

STUDENTS

Guidelines for the Acceptance of J-1 Visa Students into Kennewick School District

- I. The Kennewick School District Administration Office will maintain a list of approved programs. Criteria for approval include the following:
 - A. The program will be a USIA designated program and adhere to all USIA regulations governing foreign exchange programs.
 - B. The program will be approved by the Council on Standards for International Education Travel.
 - C. The program will provide the school district with the following information:
 1. Corporate structure
 2. Financial responsibility
 3. Student insurance coverage
 4. Criteria for family and student selection
 5. Evidence of tax-exempt status
 - D. Approval of a program must be granted by March for student placement the upcoming school year.
 - E. A program requesting approval will be placed on probation for two years.

- II. Those programs receiving approval will adhere to the following:
 - A. A local representative will live within 30 miles of the Tri-Cities area.
 - B. Provide the school district with a list of emergency telephone numbers/addresses in the event the local representative is unavailable.
 - C. There will be two review periods. The first will be for applications received by April 10th. The second will be for applications received by May 15th. Final submission of student application(s) **are due** to the District by **May 15th**. The only exception to this procedure will be for second semester only student applications. The final submission will be due by September 15th.
 - D. Programs will be notified of approval/rejection by April 15th of applications received prior to April 10th. Final approvals/rejections will be made prior to May 31st. For second semester only students, final approval/rejection will be made prior to October 1st. (Please note that the selections committee does not convene between June 10th and September 1st).

- III. District policy regarding exchange student programs:
 - A. Foreign exchange students must be at least 16 years of age prior to the first day of school.
 - B. No more than ten Foreign Exchange Programs will be allowed to place students in Kennewick Schools. Application for admission must be made by December 15th for admission for the following school year.

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- C. Each program will be allowed to place a maximum of two students per high school. The total number of foreign exchange students per high school will not exceed ten.
 - D. The host parent **must** live in the attendance boundary of the receiving school.
 - E. Any change in status of the foreign exchange student must be reported, in writing, to the Assistant Superintendent of Secondary Education.
 - F. Each school will accept no more than two student per language and/or culture, as per USIA regulations.
 - G. The Assistant Superintendent of Secondary Education reserves the right to reject a student on the basis of:
 - 1. Too many students from a single country/culture/language in that school.
 - 2. Evidence of a lack of reasonable basic preparation in English language skills.
 - 3. Representative's failure to adhere to district policies and guidelines.
 - 4. Any reason that places the school or school program in jeopardy.In the event of rejection, the district will respond in writing to the local representative.
 - H. All foreign exchange students will be required to comply with Washington State Immunization regulations prior to their arrival in the USA; program representatives are responsible for that compliance.
- IV. Foreign exchange students admitted are expected to conduct themselves within the accepted standards for school performance and behavior.
- A. Students will be placed in the grade level comparable to their home school.
 - B. Enrollment in Special Education **will not be permitted**.
 - C. Participation in co-curricular, e.g., athletics, music, etc., must meet the guidelines established by the Washington Interscholastic Activities Association.
 - D. Students will be required to take a full schedule of classes that include English and U.S. History each semester.
 - E. Rules of conduct in school and at school functions will be observed.
 - F. Students may be requested to assist with tutoring foreign languages, presentations of special programs, etc.
 - G. Students who successfully complete their courses will be granted a Certificate of Attendance and will be recognized during the Commencement ceremonies.

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