

3142 PRO
INTERNATIONAL 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. Organizations sponsoring foreign exchange students that have been designated by the State of Washington Secretary of State as having approved exchange-visitor programs will be considered for acceptance by the district (Form DS-2019).
- C. Ephrata School District will not accept F-1 or M-1 visa students for enrollment. The J-1 visa is issued by organizations that have exchange-visitor designations by the U.S. Immigration and Naturalization Service (I.N.S.). The organization is required to abide by I.N.S. regulations for exchange-visitor programs and is responsible for the selection, placement and supervision of the foreign visitors for whom they provide form DS-2019. Those holding a J-1 visa are responsible to the organization that provided the form DS-2019 and are required to abide by its established guidelines and regulations. The school is not required to issue any visa documents to the visitor or to the Immigration and Naturalization Service for visitors entering with a J-1 visa.
- D. The participating school's principal shall determine the total number of J-1 exchange-visitor students in a school.
- E. A sponsoring organization may place a maximum of 3 (three) foreign exchange students in Ephrata High School per year. This requirement does not preclude groups of students from making short-term visitations as part of cultural or other exchanges.
- F. Organizations will be considered to place a student after following these guidelines:
 - 1. The school received a written statement by the student, including why he/she wishes to attend school in the Ephrata School District.
 - 2. The sponsor organization provided information regarding the host family and the placement of the host home is verified as being in the Ephrata School District. It is recommended that the student be placed with a single host family for the entire academic year.
 - 3. For consideration, the principal must be notified a minimum of one month prior to the student's arrival and placement in Ephrata High School.
 - 4. The principal of Ephrata High School (or designee) shall review each request for placement of a foreign exchange visitor. Notification of approval or denial shall be issued in writing to the program representative within 30 (thirty) days following initial notification of intent to place an exchange student.

5. The host family and sponsoring organization representative must ensure that the student receives appropriate scheduling and orientation at least one week before the beginning of school.
 6. No exchange-visitor student shall be enrolled in the Ephrata School District unless he/she has been accepted in advance in writing by the principal (or designee).
- G. Each organization will ensure that each foreign exchange visitor has met the following criteria:
1. Appropriate screening of foreign exchange visitors including the verification of English proficiency.
 2. Appropriate screening of host families. The program is responsible for the selection of the American host family. If a change of host families becomes necessary, the Ephrata School District will accept no responsibility to find a host family.
- H. Each organization will provide the Ephrata School District with the following:
1. Immunization and health records including a complete Certificate of Immunization (CIS) at the time of application.
 2. An English language translation of the transcript, showing all courses completed or a list in English for all courses successfully completed.
 3. Verification of health and accident insurance coverage for the exchange visitor.
 4. Documentation of English proficiency.
 5. Name, address and telephone number of the student's host family within the district.
- I. Each organization will provide the name of the local contact person with a telephone number and a business address.
- J. If a sponsoring organization or area representative fails to meet the responsibilities outlined herein, the sponsoring organization will be denied the opportunity to place a student(s) in any of Ephrata School District's schools the following year.

OPERATIONS

- K. Exchange visitors enrolled in the high school will be placed at the junior (eleventh grade) or senior (twelfth grade) level. Secondary students will be scheduled into a minimum of five classes each semester.
1. Each visitor will be required to take two (2) semesters of English.

2. Each visitor will be required to take two (2) semesters of social studies, with the recommendation that at least one (1) semester of American History be taken.
- L. No student will be accepted who is considered a graduate of a high school within his/her home country. No student visitor who has reached the age of 19 prior to enrollment will be accepted. Students without an average command of the English language will not be accepted.
 - M. Teachers will neither be expected nor required to devote an extraordinary amount of special instructional time to J-1 exchange visitors, other than normal academic help afforded to all students.
 - N. Students from sponsoring organizations will be subject to the same policies, rules of conduct, and attendance requirements that apply to regular students. Foreign exchange visitors shall be accorded all of the rights and privileges of a regular student during the period of enrollment.
 - O. Participation in extracurricular activities is encouraged to provide students a well-rounded educational experience and provide them with additional socialization opportunities. The student will be responsible for all fees normally charged to resident students. The visitor will also be responsible to meet all eligibility requirements as established by the Washington Interscholastic Activities Association (W.I.A.A.), and must complete WIAA Appeal Form 6 which states that varsity eligibility for exchange students is limited to one year only.
 - P. Sponsoring organizations shall pay for the student activity costs and /or fees as required by the district.
 - Q. Foreign exchange visitors will be provided a certificate of completion at the end of the school year. Foreign exchange students shall not be included in any class ranking lists nor shall a GPA be computed for them.

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Ephrata School District

Adopted by the Board 5/21/07