

INTERNATIONAL EXCHANGE STUDENTS

- 1.0 **General.** The District is committed to allowing the admission of a limited number of international exchange students to the regular education programs offered in the District's high schools. However, to protect the interests of the District, its schools and students, the only international exchange students who shall be admitted are students from District-approved international exchange programs
 - 1.1 International exchange organizations are approved by the District. District approval must be obtained prior to seeking the admission of any international exchange student to a District school.
 - 1.2 International exchange students associated with District-approved exchange programs shall be considered wards of the families with whom they reside.
 - 1.3 This policy shall apply to non-immigrant students from other countries who are temporarily residing in Adams 12 Five Star Schools without their parents/legal guardians for the purpose of attending school. These students are those that would qualify for a J-1 visa. This policy shall not apply to resident aliens, political exiles or students from other countries residing in Adams 12 Five Star Schools with their parents/legal guardians. Students in the United States on a visitor visa are not entitled to enroll in Adams 12 Five Star Schools.
- 2.0 **Sponsoring Organizations.** All sponsoring exchange organizations must adhere to the District application procedure and complete the required forms, which may be obtained from the Schools of Choice/Enrollment Office. All programs are subject to district review and approval.
 - 2.1 All sponsoring exchange organizations meet the following minimum requirements in order to be considered for approval by Adams 12 Five Star Schools:
 - 2.1.1 The program must be approved by and in good standing with the Council for Standards for International Educational Travel (CSIET). Adams County civic organizations may be exempt from being approved by CSIET but must comply with all other requirements for international exchange organizations.
 - 2.1.2 The program must have a local representative who resides within the greater metropolitan Denver area and who will meet with school personnel, the student and the host family on a regular basis.
 - 2.1.3 The exchange organization must provide outbound exchange opportunities for American students just as it provides inbound exchange opportunities for students from other countries. The local representative must supply each high school with literature about its outbound programs and offer to talk with interested students about those programs.
 - 2.1.4 Orientation, both pre-departure and upon arrival in the United States, must be provided to help international exchange students adjust to a new culture and, perhaps, language. Ongoing contact and support from the local representative of the exchange organization must also be provided.
 - 2.1.5 Orientation must be provided to the host family in advance of the international exchange student's arrival. The family should be acquainted with the needs and

requirements of housing a visitor for a long period of time, advised of potential problems in hosting an exchange student, and provided with suggestions for coping with these problems. Ongoing contact and support from the local representative of the exchange organization must also be provided.

- 2.2 **Timelines.** An international exchange student agency may request permission to submit student applications directly to District high schools using the following procedures:
 - 2.2.1 An Adams 12 International Exchange Organization Application (Form A) must be completed and filed with superintendent's designee between September 1 and October 15 of the school year prior to placement of exchange students.
 - 2.2.2 Once a sponsoring agency is approved to submit student applications to schools the agency will remain on the list of approved agencies unless there is cause to remove agency for not following the expectations outlined in this policy.
- 3.0 The following procedures are established for the regulation of international exchange students:
 - 3.1 Individual building administrators shall establish yearly numbers, not to exceed four, and guidelines for international exchange students, deadlines for placement, for receipt of files and special course requirements as they deem necessary.
- 4.0 **Exchange Students.** All international exchange students must meet the following minimum requirements in order to be considered for approval by Adams 12 Five Star Schools:
 - 4.1 International exchange students must obtain a student visa. Adams 12 Five Star Schools does not issue I-20 forms.
 - 4.2 Students must be at least 16 years of age but not more than 19 before October 1 of the year of enrollment in an Adams 12 school.
 - 4.3 The student must be a secondary school student in his/her home country who has completed at least 2 years of high school or equivalent but who has not completed more than 11 years of primary and secondary study and must have not graduated from high school or its equivalent.
 - 4.4 The student must not have previously participated in an academic year or semester student exchange program in the United States or attended school in the United States in either F-1 or J-1 visa status.
 - 4.5 The student must reside with a legal adult resident of Adams 12 Five Star Schools. Every effort should be made to place international exchange students with host families where one or more students from that family attend the same school the exchange student will attend.
 - 4.6 International exchange students who are not sufficiently proficient in the English language to participate in the regular high school curriculum shall be considered for inclusion in the District's English Language Learner program on the same basis as any other student enrolled in the District.
 - 4.7 The student must have average or above-average grades in the student's home school and must not be receiving special professional assistant to function in the regular academic program.

- 4.8 To request admission, the international exchange organization must submit the following documents to the requested school:
 - 4.8.1 A completed International Exchange Student Application (Policy 5280, Form B);
 - 4.8.2 A copy of the face page of the host family agency application;
 - 4.8.3 Three years of official transcripts and/or records of prior education from the student's home school, an English translation of these documents and an interpretation of the grading system from the student's home school in English. Evidence that the student has successfully completed a minimum of three years of instruction in English, which includes speaking and listening as well as reading and writing;
 - 4.8.4 Evidence of required immunizations, a physical examination and appropriate insurance must be provided before a student will be approved;
 - 4.8.5 Proof of English language proficiency: evidence the student has passed a test of the English language proficiency, such as the SLEP, TOEFL or FSI, at a level of proficient or higher. For the SLEP test, that is a rating of 48 or higher.
- 4.9 **Timelines.** An agency and/or parent may request attendance at a District high school using the following procedures:
 - 4.9.1 An Adams 12 International Exchange Student Application (Form B) must be completed and filed with the International exchange counselor for the appropriate high school between January 1 and the last business day on or before February 28. Agencies/parents will be notified of the school's decision to accept or deny the application no later than the week of spring break the school year prior to attendance.
 - 4.9.2 A written application or a letter of application from the potential international exchange student to the school. This application/letter should provide pertinent information about the student (e.g. name, age, birth date, home country, level of education), the student's reasons for wanting to attend school in Adams 12 Five Star Schools. The name, address and phone number(s) of the international exchange student's own parents/guardians, the host family and the local international exchange program representative; and
 - 4.9.3 Two character references translated into English, one must be from the student's English language teacher documenting the type of instruction the student has had and the student's level of proficiency and one from someone who has been acquainted with the student for at least one year.
- 5.0 **Status & Academic Standards for International Exchange Students.**
 - 5.1 International exchange students will be treated as regular students. They are responsible for complying with district policies regarding attendance, academic standards, responsibilities and rights and discipline.
 - 5.2 International exchange students are expected to take five classes per term including one language arts/English class and one American/U.S. History and/or government class and are expected to maintain passing grades in all classes.

- 5.3 International exchange students shall be enrolled for one full school year and will be classified as juniors or seniors at the discretion of each school. In general, the district does not accept semester-only placements. Permission for semester-only placements must be granted by the Superintendent's designee. International exchange students will earn grades and receive credit for courses successfully completed but will not be included on the cumulative academic class ranking.
 - 5.4 International exchange students are not eligible to receive an Adams 12 diploma but will be formally recognized with an honorary certificate of attendance.
 - 5.5 Exchange students are not eligible to receive scholastic awards but may be eligible to receive extracurricular awards.
 - 5.6 The eligibility requirements of the Colorado High Schools Activities Association (CHSAA) will be followed. Interested parties should refer to the CHSAA bylaws, article 18, section 1870-international students.
 - 5.7 International exchange students are expected to pay for all lunches, book, athletic, student activity and other fees, yearbook costs and all other school-incurred expenses that are expected of other students in the district. District or group activity funds will not be allowed for these expenses and there will be no fee waivers or reduced prices.
- 6.0 **Suspension, Revocation, Dismissal.**
- 6.1 Exchange organizations, private sponsors host families and/or international exchange students found to be in violation of any of the Adams 12 Five Star School policies are subject to having their relationship with the district terminated.

CROSS REFERENCE:
DISTRICT ELL PLAN
POLICY 5275

FORM A

INTERNATIONAL STUDENT EXCHANGE ORGANIZATION
APPROVAL APPLICATION
APPLICATION WINDOW: SEPTEMBER 1 TO OCTOBER 15

Name of Organization _____

National Director _____

Address _____

City/State/Zip _____

Phone Number _____

Email _____

Area Coordinator _____

Address _____

City/State/Zip _____

Phone Number _____

Email _____

Local Representative _____

Address _____

City/State/Zip _____

Phone Number _____

Email _____

Type of Visa Issued for Students _____

Is this organization designated as a teenage-exchange-visitor program by the State Department of the United States? Yes _____ No _____

Is this organization approved by the Council for Standards on International Educational Travel (CSIET)? Yes _____ No _____

FORM A

If this organization is not designated by the State Department and/or is not approved by CSIET, please describe the status and history of this organization as an international exchange program. In addition, please indicate where the organization is headquartered and incorporated and whether the program has profit or nonprofit status:

Is this organization known by any other names? If so, which? _____

What countries are involved in this organization's international student exchange program?

Which cities and states in the USA are involved?

How long has this program operated in Colorado? _____

Does this organization place students recruited by other organizations? _____

What are the goals and objectives of this international student exchange program and how are they achieved?

Please provide the names, addresses and phone numbers of two (2) persons who may be contacted as references. The references should include a school administrator and a host family.

Reference 1:

School Administrator _____

Name of School _____

City/State _____

Contact Person _____

Phone _____

Email _____

Reference 2:

Host Family _____

Contact Person _____

Phone _____

Email _____

FORM A

INBOUND STUDENTS

Program Design

How are host families in Adams 12 Five Star Schools recruited for this program and what are the criteria for acceptance? *Please submit a copy of the host family application and interview forms along with this application.*

How are students from other countries recruited for the program and what are the criteria for acceptance in the program? *Please submit a copy of the student application form.*

How does this program assess English language proficiency? What criteria does your program use to determine a student's capability to use effective oral and written communication, to use instructional materials printed in English and to function in the regular educational program?

How does the organization handle the situation where a student is unable to function in the regular program because the student's English is found to be insufficient?

What type of orientation and ongoing support does this organization provide for international exchange students, their host families and schools? *Please provide copies of any handbooks or other support materials.*

What program personnel are available for assistance to international exchange students, their host families and their host school in case of questions, problems or emergencies?

What training do local representatives receive to prepare and assist them in their work with international students, host families and schools?

Program Design

What provisions are made for health care of an inbound international exchange student sponsored by this program?

What accident/health insurance is provided for inbound international exchange students sponsored by this program?

What are the policies regarding inbound international exchange student conduct and school performance?

FORM A

Program Costs

What are the itemized and total program costs in US dollars for an inbound exchange student sponsored by this program? (Including travel, insurance, program fees, etc.)

ITEM	COST
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
TOTAL COST	USD _____

What is the cost of this program to an Adams 12 host family?

Does an Adams 12 host family receive a stipend for hosting an inbound student?

What arrangements are in place in the event a student must be sent home before the conclusion of the program?

FORM A

Local Representative Affirmation Agreement

PROFICIENCY OF ENGLISH LANGUAGE

If an international exchange student's English proficiency is found to be insufficient to function in the regular program without special language assistance, the student shall be considered for inclusion in the District's English Language Learner Program on the same basis as any other student enrolled in the District.

STUDENT'S APPLICATION

Copies of each student's complete application made to the student exchange organization and a completed Adams 12 international exchange student application (Form B) must be submitted to the school prior to enrollment in the school.

CHANGES IN HOST FAMILIES

I will inform the school of attendance if there are any changes in host families after initial placement.

I hereby acknowledge I have read, understood and agreed to abide by the attached Adams 12 Five Star Schools policies and procedures governing the enrollment on International Exchange Students. This is **not** an approval or guarantee of acceptance as an approved international student exchange organization nor of any specific student or number of students.

Name of Local Representative

Signature of Local Representative

Date

District Use Only

Approval Granted

Signature of District Administrator

Date

FORM B
INTERNATIONAL EXCHANGE STUDENT APPLICATION
APPLICATION WINDOW: JANUARY 1 TO FEBRUARY 28

ITEM I

Student Information:

Family Name (Surname) First (Given) Name

Date of Birth:

Month Day Year

Date of Arrival in U.S.:

Date Stay Will be Completed:

Expected Grade Enrolled In:

Adams 12 School of Enrollment:

Proficiency of English Language

Oral:

(Excellent, Fair, Poor)

Written:

If an international exchange student's English proficiency is found to be insufficient to function in the regular program without special language assistance, the student shall be considered for inclusion in the District's English Language Learner Program on the same basis as any other student enrolled in the District.

Type of Visa:

ITEM II

Host Family Information

Adams 12 Resident?

Yes

No

FORM B

ITEM III

Organization Information:

Name of Organization

Phone Number: _____

Address: _____

City/State/Zip: _____

Email: _____

Local Representative/Sponsor Signature: _____

Local Representative/Sponsor Name: _____

Local Representative/Sponsor Phone Number: _____

Local Representative/Sponsor Email: _____

FORM B

ITEM IV

International Exchange Student Terms

International exchange students will be classified as juniors or seniors at the discretion of each school.

International exchange students must take American/U.S. History and an English Class.

International exchange students **do not** earn a diploma.

Although international exchange students **do not** earn a diploma they may participate in the graduation ceremony where they will receive an honorary certificate of attendance.

International exchange students who plan on attending college in the U.S. would have to take their GED **after** the year is over along with taking the TOEFL and ACT. If they take their GED during the school year, they can no longer be considered a student as they will have attained their high school graduation equivalency.

International exchange students are encouraged to participate in school sponsored sports, clubs, performances and organizations.

Requests for documentation (transcripts, grade reports, certificates) to schools/consulates in other countries are to be made by the 3rd Friday in March.

The student, parent/guardian, host family and agency representative must sign below to indicate that he/she is aware of the international exchange student terms.

Student Name

Parent/Guardian Name

Student Signature/Date

Parent/Guardian Signature/Date

Host Family Name

Agency Representative Name

Host Family Signature/Date

Agency Representative Signature/Date

FORM B

ITEM V

Enrollment Authorized _____

Counselor Signature

Date

Principal Signature

Date

ITEM VI

Documents Provided:

Passport & Visa _____

Face Page of Host Family Agency _____

Application _____

Three (3) years of official transcripts (translated into English) _____

Immunizations: _____ Physical Examination _____

Insurance _____ Proof of English Language Proficiency (SLEP, TOEFL, FSI or other) _____

Written application or a letter from the student to the school _____

Two character references translated into English _____

Deadlines:

Items I-IV: Due May 15

Item VI: Due August 15