

## **International Exchange Students**

It is the policy of North Kitsap School District to recognize the benefits derived from the placement of exchange students from throughout the world in high school secondary programs. These benefits accrue to the exchange student, to the host family, to the school population, and to the community as a whole. This policy is intended to establish procedures to ensure that the acceptance and placement of exchange students will be a beneficial and noteworthy experience for all involved. The school and staff will not be expected to divert significant time, effort, or resources on behalf of approved sponsoring organizations or exchange students, if such is thought to be in conflict with, or at the expense of, the regular school program.

### **Procedures for the Admission of Exchange Students**

The following procedures govern the admission of non-immigrant exchange students to North Kitsap School District:

#### J-1 Exchange Visitor Students

##### A. Approved Sponsoring Organizations

1. Those organizations sponsoring J-1 exchange visitor students, which are approved by all USIA designated exchange-visitor programs, and meet all other criteria contained in this policy, may place exchange students in North Kitsap for a maximum of one school year.

##### B. Sponsoring Organization Responsibilities:

1. To appropriately and thoroughly screen exchange candidates.
2. To ensure exchange students have sufficient verbal and written command of English to be able to reasonably benefit from a course of study.

##### C. Number of Students Enrolled

1. A sponsoring organization may not place more than two exchange students at the school.
3. The total number of J-1 exchange visitor students will not exceed one percent of the school's total enrollment, without the written consent of the school principal.
4. The total number of J-1 exchange visitor students from any given country will not exceed two. At the discretion of the building principal, this regulation may be waived.

##### D. Prior Notice

1. Sponsoring organizations will notify the school district and the principal of the appropriate school when a host family has been selected within the district boundaries *no later than May 10*. Specific student placement information should be provided at that time.

##### E. Required Placement Information: The following student placement information should be provided by the sponsoring organization, according to the time requirements stated above.

1. Evidence that the enrolling exchange visitor student has adequate English language proficiency to study effectively in a U.S. high school.

2. An official document from all academic institutions attended from grade 7 to the present, with an accompanying English translation, indicating courses studied and grades received.
3. Immunization record, indicating compliance with Washington State regulations.
4. Verification of health and accident insurance coverage, with a minimum limit of \$15,000.00 coverage.
5. The name of the sponsoring organization's local contact person, street address, and daytime telephone number.
6. The host family's name, street address, home and work telephone numbers.
7. The legal parent's name, street address, and telephone number.

#### F. Age Limitations

1. J-1 exchange visitor students must be at least 15 years of age, but may not have reached their 19<sup>th</sup> birthday, on the day of enrollment.

#### G. Course Assignment

1. Exchange visitor students will be enrolled as full time students.
2. Exchange visitor students will enroll in U.S. History and English.
3. The sponsoring organization's policies regarding course assignment will be given consideration in the assignment of classes.

#### H. Academic Considerations

1. Grades: Exchange visitor students will be graded and evaluated academically. They will not be included in any class rankings.
2. Credits: Exchange visitor students will be granted credits for successfully completed course work.
3. Diplomas: Exchange visitor secondary students, who successfully complete U.S. History and English and other assigned course work, will be awarded a certificate of attendance. Those who also fulfill all other requirements for graduation will be granted an official high school diploma.
4. Graduation: Exchange visitor students will be allowed to participate in commencement exercises.

#### I. Financial Responsibilities

1. The North Kitsap schools will provide no financial assistance or benefits to exchange visitor students.
2. Exchange visitor students will be responsible for school fees and expenses.

#### J. Rights and Privileges

1. Exchange visitor students will be subject to the same policies, rules of conduct, and attendance requirements as regular students, and will not be granted additional change-of class, change of teacher privileges not afforded regular students.
2. Exchange visitor students will be accorded all the rights and privileges of regular students, except as noted, during their period of enrollment.

K. Revocation or Suspension of Sponsoring Organization

1. Should the guarantee or documentation provided by a sponsoring organization prove to be invalid, further acceptance of exchange visitor students from that organization will be dependent upon proof of compliance with district policy. The burden of proof rests with the sponsoring organization.

North Kitsap SD does not accept F-1 Exchange Students

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