

SUBJECT: ADMISSION OF EXCHANGE STUDENTS

The Board of Education recognizes the cultural enrichment achieved by welcoming Foreign Exchange Students into the high school program. The Board, therefore, encourages Churchville-Chili High School participation in the Foreign Exchange Student Program. A foreign exchange student shall be defined as a citizen and resident of another nation who is between the ages of 16 and 18 years at the time of enrollment who has formally applied for admission or who has been admitted to a District school for a specific period of time through an approved exchange program for the purpose of study in a prescribed curriculum.

General Provisions

- a) All organizations who wish to place foreign exchange students in our district must have documentation that the organization has met the standards established by the Council on Standards for International Educational Travel (CSIET) and appears in the current *Advisory List of International Educational Travel and Exchange Programs*.
- b) The Churchville-Chili School District will accept up to four (4) foreign exchange students in each school year, provided space is available.
- c) Foreign exchange students will be allowed to attend school and will be provided bus transportation to and from school free of charge.

Program Responsibilities

The foreign exchange program shall be responsible for assuring that all matters associated with the exchange are facilitated. This includes, but is not limited to:

- 1) filing a current copy of program guidelines with the Office of Instruction;
- 2) working with the appropriate governmental agencies to ensure that the prospective foreign exchange student has fulfilled all requirements for entry into the United States on a J-1 visa;
- 3) assuming all financial and legal responsibility for the foreign exchange student;
- 4) providing the Office of Instruction with a copy of the student application packet, which the foreign exchange student agency used to accept the student, by June 30 of the current school year;

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Program Responsibilities (Cont'd.)

- 5) assuming responsibility for all matters associated with living arrangements for the foreign exchange student such as selecting and orienting the host family involved in the foreign exchange program including an in person interview by the building principal of the host family prior to approval;
- 6) notifying, in writing, the high school principal of the need to award and transfer any academic credit back to the student's home country after completion of the foreign exchange year in the Churchville-Chili Central School District and informing the principal of any unique procedures' features involved in the process; and
- 7) informing the foreign exchange student of the policies of the Churchville-Chili Central School District at the time of the student's acceptance by the foreign exchange student agency.
- 8) Any organization meeting the requirements set forth in this policy wishing to place a foreign exchange student in the Churchville-Chili High School must have a local coordinator who must reside within fifty (50) miles of the high school and be available to assist with problems on short notice.
- 9) The local coordinator and host family must meet with the high school principal or designee not later than August 15 to verify the student's course schedule upon entering the Churchville-Chili High School in the ensuing school year.

Guidelines Governing Acceptance of Foreign Exchange Students

- a) The students must have demonstrated in their home school a level of scholastic achievement to indicate the possibility of success in the Churchville-Chili High School.
- b) Students who have earned the equivalent of a high school diploma in their native land will not be accepted in this program.
- c) Proficiency in the English language is required. If a foreign exchange student is placed in the District and it is determined that the student is deficient in the English language proficiency, the sponsoring organization will do one of the following, according to the decision of the school district:
 - 1) Terminate the student's placement
 - 2) Provide, at their expense, tutorial assistance until the student reaches proficiency, as determined by the District

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Guidelines Governing Acceptance of Foreign Exchange Students (Cont'd.)

- d) The student's records and credentials must be available to school officials by June 30 for admission the following September.
- e) A written recommendation from a sponsoring organization and/or school official shall be submitted for review by the Superintendent of Schools and/or his/her designee. This recommendation shall attest to the student's scholarship and character in alignment with District expectations. The Superintendent/designee reserves the right to request additional material to assist in the review process.
- f) The student will be in compliance with all laws governing legal aliens or other laws which pertain to his/her status.
- g) The student must reside with a host family whose place of legal residence is within the Churchville-Chili Central School District.
- h) The foreign exchange student(s) and/or their host family(ies) will be fully responsible for any and all school fees and expenses.
- i) The foreign exchange student must be in good health and provide a current immunization record that meets New York State immunization requirements.
- j) The District reserves the right to deny admission to any student and/or host family not meeting all the requirements set forth in this policy.

Guidelines Governing Foreign Exchange Students

- a) The student must enroll for a full course of study.
- b) The student will conform to established standards of acceptable behavior and will conform to the rules and regulations of the Churchville-Chili Senior High School.
- c) Foreign exchange students will not be granted a diploma by the Churchville-Chili Central School District. The student will be granted a certificate upon completion of an approved course of study.

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SUBJECT: ADMISSION OF EXCHANGE STUDENTS (CONT'D.)

Guidelines Governing the Termination of Progress

A student's program may be terminated at any time by school officials for failure to abide by established guidelines, including:

- a) Failure of two or more courses of study;
- b) Failure to conform to established rules and regulations;
- c) Failure to conform to the regulations established by Council on Standards for International Educational Travel (CSIET); and/or
- d) Excessive absences.

Adopted: 11/27/2001

Revised: 8/28/2007, 6/26/2012, 5/28/2019

Reviewed by Assistant Superintendent for Instruction and Superintendent with no recommended changes 5/4/2023; reviewed & approved by BOE on 6/13/2023.