

I. OVERVIEW

The Superintendent's designee will publish procedures that will establish for the District relevant definitions, criteria for program approval and student acceptance, and procedures to implement this policy.

II. DEFINITIONS

A. Foreign exchange student: This term pertains to those students of foreign nationality who:

1. Visit this country for a specified period of time (usually limited to one year), and
2. Are enrolled in an American school as a foreign visitor on a J-1 visa through a sponsoring organization, and
3. Will be between the ages of 15 and 18 as of September 1 of the school year in attendance, and
4. Have adequate English proficiency (oral and written), and
5. Have above average academic standing in their foreign school program, as reflected in a transcript presented in English.

Each foreign exchange student must be accepted by (1) an approved sponsoring organization, if appropriate, (2) a host family, (3) a local chapter of the sponsoring organization, if appropriate, and (4) the District.

B. Sponsoring organization: These are foreign travel/study organizations approved for the subsequent school year by the District, and both recognized and listed in the latest issue of organizations approved by the Council on Standards for International Educational Travel (CSIET), or be a sponsoring organization and able to provide documentation that meets the following criteria:

1. That it is established with the Internal Revenue Service as a non-profit agency with 501 (c)(3) status:
2. That it shall have been in operation for five (5) continuous years within the state of Washington, e.g., submit a list of high school placements by year, including foreign exchange student name, host family (with name, address and telephone number);
3. That it shall have a representative contact within the state of Washington; and
4. That it provide its own USIA designation number.

The purpose of a sponsoring organization is to coordinate the placement of foreign exchange students and to be fully responsible for their selection, screening, placement with screened host families, for all of the financial, academic, and cultural needs which arise during the year; they shall have full responsibility for working with the student, the family, and the school to resolve emerging problems. They are responsible for the student's orientation to the United States as well as the community and local schools, and for ongoing monitoring, supervision and support of all aspects of the foreign exchange student's experience in our community.

### III. CRITERIA FOR APPROVAL OF SPONSORING ORGANIZATIONS

- A. Each spring, the District shall review all District approved sponsoring organizations for the purpose of authorizing or denying a continuation of District approved status for the following school year. At the same time other such organizations shall be accorded the opportunity to seek District approved status and the resulting cooperation.
  
- B. Sponsoring organizations seeking the cooperation of the District shall submit a formal letter of request to the Superintendent's designee. The letter of request seeking approved program status shall include the following:
  - 1. Documentation that the organization meets all the criteria set forth at II.B above.
  - 2. A complete description of the organization.
  - 3. The name, address and telephone number of a local representation of its community support group. (The local support group will be responsible for meeting all of the personal needs of the students and for working with the student, family, District and sponsoring organization to assure a positive experience for all involved.)
  - 4. Assurance that all foreign exchange students will be between 15 and 18 years of age as of September 1 of the following school year.
  - 5. Assurance that all foreign exchange students will be properly and thoroughly screened in accordance with USIA guidelines. These guidelines require that, "Students shall also be screened for demonstrated maturity, good character and ability to derive maximum benefit from the program experience."
  - 6. Assurance that its foreign exchange students have above average academic standing in their foreign high school, as demonstrated by a school transcript translated to English.
  - 7. Documentation that all students whom they sponsor shall have adequate speaking and reading proficiency in the English language. A proficiency test approved by the District may be administered if the District determines there is such a need. The results of this test will

be available prior to District approval and supersede all other test scores.

8. Procedures which provide that all students whom they sponsor shall have adequate financial support to cover all reasonable contingencies during their stay in the United States (i.e., clothing, basic needs, health and medical insurance).
  9. Assurance that the sponsoring organization will make adequate provision for the payment and support of all costs associated with the student's participation in all phases of student activities as a student in the District.
  10. Assurance that the organization will thoroughly screen all host families for the likelihood of appropriate home conditions and compatibility with assigned foreign exchange students.
  11. Assurance that each foreign exchange student, each host family and the District shall be provided by the sponsoring organization a copy of the most recent USIA "Criteria for Exchange Visitor Program."
  12. A statement that all additional procedures and requirements of the District will be implemented regarding their sponsored students for the subsequent school year.
- C. Each request will be reviewed by the appropriate members of the District office and building staff. Consideration will be given to the requesting sponsoring organization's compliance with the above District requirements, the organization's letter of request and past experience of the District with that organization. Notification of approval or denial shall be sent to the representative of the sponsoring organizations.

#### IV. CRITERIA FOR ACCEPTANCE OF FOREIGN EXCHANGE STUDENT

- A. All student placements will be approved by the District, the host family before the student departs his or her foreign home. All student academic files will be presented to the District at the end of the school year preceding fall enrollment. This shall also occur before the student leaves his or her foreign home.
- B. School Program: Building administration will establish the program of academic instruction together with the foreign exchange student. Foreign exchange students will not participate in taking achievement tests (e.g., CTBS), nor will they be placed in class ranking lists.
- C. Placement in a building: Students will be placed in a building only with the concurrence of the District, the building principal, the local chapter of the sponsoring organization, if appropriate, and the host family. Such placements will be governed by the following limitations. These limitations have been established in order to maximize the chances for a positive and

noteworthy experience for the foreign exchange student as well as the rest of the school building population.

1. A maximum of six (6) to eight (8) foreign exchange students per building will be allowed in any given year.
  2. A maximum of two (2) students from any given sponsoring organization will be placed in one building during a given year, subject to the building limitation at paragraph 1 above.
  3. A maximum of two (2) foreign exchange students from the same country will be allowed in one building for any given year.
  4. Under special circumstances this procedure can be modified on a case by case basis by the superintendent or designee when circumstances beyond the control of the Foreign Exchange Student or Host Family warrant an exception.
- D. Application Procedure: All student files will be received at the school building or the District office before the student departs home for the United States and, in all cases, prior to the start of school. Earlier submission enables more flexibility in scheduling. Each student's file will include specific data required from the sponsoring organization. This includes documentation of high academic standing, a transcript in English, English proficiency, financial resources, demonstrated maturity, good character and ability to derive maximum benefit from the experience. This will allow time to confirm the availability or non-availability of space for a specific student. In no case will the student leave his/her foreign home prior to review of his/her student file and acceptance by the District.
- E. The District will consider renewal of a student's position beyond the initially specified period only in the following circumstances; (1) if the student performed in all areas of school and community life with success, and (2) if there are rare, extenuating circumstances where return to the foreign home would be detrimental to the exchange student. In such cases, a request for renewal must be submitted prior to the end of the school year which was initially approved, and must address the above issues. Such requests will be processed along with other requests for acceptance of other foreign exchange students for the following year.
- F. High School Diploma: A high school diploma will be awarded from the District only if the request has been made at the time the student's file is first presented for acceptance by the District. At that time the student must present documentation in English that the same requirements placed on our own high school students have been met or exceeded elsewhere in a foreign group program or other American school program. Review of requests for diplomas to be awarded to foreign exchange students will be conducted according to the same criteria imposed on District residents,

and a response to the request shall be made to the student before departure from their foreign home, if at all possible.

Participation in Commencement: A foreign exchange student wishing to participate in the commencement/graduation ceremony shall meet the following criteria: (1) The student shall be enrolled in the twelfth grade. (2) The student shall have fulfilled the state, District, and school-of-attendance graduation requirements upon completion of the academic year of their attendance. Any underclassman or twelfth grade foreign exchange student who does not satisfy the above may be awarded a "certificate of attendance" at an appropriate awards or recognition program other than commencement.

- G. The District will not accept a foreign exchange student on an F-1 visa; no district official is permitted to sign an I-20.
- H. Final acceptance by the District will be indicated to the foreign exchange student, the sponsoring organization, if appropriate, and the respective high school by the designee.

#### V. DISTRICT COOPERATION

- A. It is essential that all approved sponsoring organizations be accorded the same degree of District support and cooperation.
- B. The District shall rely upon building counseling center personnel to provide coordination and representation at the building level on behalf of the District. Each building principal should identify a member of the administrative/counseling staff to assume the role of building coordinator of foreign/domestic travel/study programs.
- C. The District further agrees to make space available to approved sponsoring organization representatives for meetings with interested students and/or parents. Such meetings shall not be scheduled or held in conflict with regular classes and should be made available to students on an optional basis only.
- D. It is not the District's responsibility to provide any form of special tutorial help in English proficiency, academic assistance or financial assistance.

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