

Formal Policy for Exchange Students at Clarence High School

Clarence High School will accept up to a maximum of two (2) exchange students per year from different countries. Any accredited and interested organization is welcome to send prospective student applications to the coordinator, Mrs. Christine Shafer, in the high school. All applications will be reviewed and all decisions will be final by the third (3rd) Monday in June in order to properly organize and plan prior to the new school year in September. **The deadline to accept up to two (2) students is the third (3rd) Monday in June with NO EXCEPTIONS.** Final decisions are made by the CHS Principal, Mr. Kenneth J. Smith.

All inquiries and correspondence may be sent to:

Mrs. Christine Shafer (CShafer@clarenceschools.org)
9625 Main Street
Clarence, NY 14031-2083
Fax (716) 407-9064
Phone (716) 407-9030

1. The student must be at least 16 years old and maintain sophomore or junior status only!! There is no senior status for exchange students, nor may they graduate with a high school diploma from Clarence High School.
2. The student must enroll up to one (1) year and live with a family in the Clarence community.
3. The student must be proficient enough in the English language to survive on his or her own within the academic setting. An oral interview is obligatory prior to accepting prospective exchange students.
4. Exchange students must attend and actively engage in at least the four (4) core academic courses at the appropriate levels. The student will be properly placed by the guidance department in English, Math, Science, Social Studies. If whenever possible, the exchange student should also be enrolled in one of the foreign languages outside his/her native language. Beyond this, it is under the discretion of the coordinator, the guidance department and the host parent as to the proper

- placement in elective courses or study halls (not to exceed one (1) daily) as necessary to each individual case.
5. Exchange students must follow general school policies and rules outlined in the Student Handbook given to all students by the first class meeting of the school year. The individual classroom expectations and policies must be met, as well. (attendance, behavior, academic)
 6. Exchange students must maintain an acceptable grade of “Pass/Satisfactory” or an overall average of 75% or higher. **Note, the first quarter or so may require a non-numerical grade due to the adjustment period with the language and culture**
 7. Exchange students must be willing to actively participate in extracurricular activities offered by the high school.
 8. Exchange students are NOT ELIGIBLE TO EARN EQUIVALENT ACADEMIC CREDIT TO GRADUATE or participate directly in the seniors’ graduation ceremony. This also means that the exchange student WILL NOT OBTAIN equivalent credits to complete a high school diploma from Clarence High School. It should be assumed that exchange students are here for the experience alone and that credit transferred depends on the foreign country. Guidance will issue information as to the successful completion of courses for the exchange student to take back, however, it must be understood that the grades issued at Clarence may not transfer equivalently depending on the foreign schools’ grading policy for exchange students. Such arrangements must be considered prior to the arrival of the exchange student.
 9. Exchange students must successfully complete an oral interview with the coordinator in the English language to demonstrate adequate English proficiency prior to acceptance into CHS. Without an oral interview BEFORE COMING TO THE UNITED STATES, no exchange student will be accepted into Clarence High School. **It is up to the exchange organization to make arrangements for such a phone interview between the coordinator and the prospective exchange student.**
 10. Exchange students must attend entrance meetings with the guidance department and the coordinator in order to formally enroll in CHS once accepted by the coordinator and the Principal. This must be done prior to the first day of academic classes!

11. Exchange students must consult the faculty coordinator assigned by CHS to help guide the student in both the school community and outer community. This relationship must be maintained on a regular basis so that the student may be successful and have the best experience possible while living in Western New York. This individual will also be in direct contact with the host family as deemed necessary.

It is suggested that the prospective exchange student have a minimum of three years of formal English language instruction prior to attending classes at CHS. English as a Second Language (ESL) classes are not made readily accessible to exchange students due to the fact that these students should be fully immersed within the American English language and culture to acquire it naturally, quickly and fluently.

*****The exchange student MUST be sponsored by an accredited organization approved for foreign exchange students. (Ex: Rotary Club, Aspect Foundation, AFS) This organization MUST be responsible for all paperwork and international credentials necessary for the student to reside in the United States. CHS will take no responsibility for such paperwork beyond the acceptance of the student to attend academic classes. Such an organization must also organize the arrangements with the host family and residence during the year. CHS will not be responsible in placing students in private homes. *****