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## **International Exchange Program Guidelines for Academics**

International exchange students are not eligible to receive a high school diploma from Flagler County Schools. All students must pursue a full course of study of not less than one full academic year. An academic year consists of two semesters that consecutively follow each other during one school year. Please refer to the Flagler County Schools 2024-2025 calendar for additional information. No international exchange students will be accepted for one (1) semester.

### **Approval**

Flagler County Schools – The Office of Teaching and Learning will review each complete student agency packet, within ten (10) working days. After reviewing each complete student agency packet, a signed approved or denied permission form will be returned to the agency.

### **Number of International Exchange Students per School**

The enrollment of international exchange students at any high school will be limited to (5) five students with no more than (2) two students from any one sponsoring agency.

### **Zoned School**

An international exchange student will attend the school that serves the address of the host family. If the host family has a student attending a school of choice, then the exchange student will attend the same school of choice as the host family student(s). Therefore, it is imperative that the sponsoring agency verify the availability of openings at a school prior to placing a student with a host family. The sponsoring agency should verify availability with the International Student Exchange office at 386-586-7368 or [reavesj@flaglerschools.com](mailto:reavesj@flaglerschools.com).

## **Enrollment**

International exchange students will be assigned to their appropriate grade level but no higher than the 11th grade. Students who have already graduated or who are eligible to graduate from their home country school will not be eligible to enroll. No International Exchange Student will be allowed to enroll in the 12<sup>th</sup> grade. Students are expected to be present on the first day of school. Specific courses shall be provided in International Exchange Students on a space available basis.

## **Graduation**

International Exchange Students are **not** eligible to receive a Flagler County Schools high school diploma. No international exchange student will be enrolled in the 12th grade.

## **Transfers**

Flagler County Schools will not accept international exchange students who transfer from another school district or from a private school. School-to-school transfers within Flagler County Schools should be avoided, protecting instructional and social integrity.

## **Transcript**

Upon completion of the academic school year in Flagler County, the international exchange student shall be issued an official transcript of all classes completed. Students should speak to the school registrar and/or their school counselor to request their official transcripts.

## **Host Families**

Host families must accept all responsibilities for international exchange students including but not limited to, school conferences.

## **Employment**

Agency regulations prohibit students from either full-time or part-time employment while attending Flagler County Schools. International exchange students may accept sporadic to intermittent employment such as tutoring, yard work, pet sitting, babysitting, etc.

## **Code of Student Conduct**

International exchange students must comply with the current [Code of Student Conduct](#) for Flagler County students. Students and host families are required to acknowledge and sign receipt of the Code of Student Conduct guidelines from the school they will be attending.

## **Immunizations**

International exchange students must have their original home immunization records transferred to the Florida Certification of Immunizations Form DH 680. Host families should schedule an appointment with a physician or the Department of Health, as soon as possible upon their International Exchange Student's arrival. This completed form must be presented to the school registrar when the international exchange student registers for classes. Please refer to the link below to see which immunizations are required for attending Flagler County Schools.  
<https://www.flaglerschools.com/students-families/health-services/immunization-requirements>

## **Athletics/ School-Sanctioned Activities and Clubs**

Participation in athletics competition is governed by the FHSAA (Florida High School Athletic Association)

**Website Link:** <https://fhsaa.com/index.aspx>

Select "**About FHSAA**" then "**Eligibility & Compliance**" then "**International Student**"

Guidelines can vary from year to year. Any International Exchange Student wishing to participate in athletics competition should meet with the principal/athletic director to learn if he or she is eligible to participate, under current FHSAA guidelines. The International Exchange Student should investigate as soon as possible the school website, for athletic tryout dates, permission form deadlines and requirements. Please note: all dates vary according to each school. International Exchange Students who are interested in participating in athletics MUST complete the EL2, EL3 and GA4 forms on the FHSAA website and submit those documents with their application. Additionally, the FHSAA EL4 form which is a FHSAA school based form will be completed with the school athletic director when the student arrives in the United States. Once the student is registered at the high school, we recommend that the host parents and student contact the school's athletic director. Students may also be eligible to participate in school sanctioned activities and clubs. International Exchange Students should familiarize themselves with the school's website, where athletics, clubs and activities are listed.