

STUDENTS

International Exchange Students

For purposes of this procedure, an international exchange student is defined as a student who has been issued a student visa allowing them to enroll in a school in the district. An international exchange organization is an organization registered with the Secretary of State's office in Washington State.

The number of international exchange students approved for enrollment is determined by the district each year based on the enrollment capacity of the school and the school's ability to accommodate the international student in a manner beneficial for all.

The district will only accept students from international exchange organizations registered with the Washington Secretary of State's Office, a list of which is usually available on the website of the Office of the Superintendent of Public Instruction at www.k12.wa.us. At all times the district reserves the right to work with international exchange organizations that have proven their commitment to high standards and responsiveness to student and district needs.

An international exchange organization wishing to enroll an international student must submit the request to the district no later than May 1. Each request will be reviewed by the building principal and a decision shall be issued to the organization no later than June 1. The district retains the discretion whether to accommodate a late applicant due to timing of the issuance of the student visa.

When placing students in the district, the international exchange organization is expected to adhere to the following requirements:

- A. Each year, obtain written school enrollment authorization for student placements before confirming a placement with a host family;
- B. Follow district policy on placement timing and requirements;
- C. Maintain a qualified and trained local representative with responsibility for each student including ongoing communication with the school and responding to school needs;
- D. Provide the name, address, telephone number, and email of the local program representative who will provide emergency, advisory and liaison services to the district;
- E. Provide the name, address, telephone number, and email of the student's host family to the district;
- F. Forward the student's translated cumulative records and transcripts to the district prior to the approval for admission;
- G. Arrange host family placements before exchange students leave their home country;
- H. Maintain ongoing contact with the host family and student;
- I. Screen and place exchange students based on their academic interests and abilities and not knowingly place exchange students based solely on their athletic abilities;

- J. Prepare exchange students, including providing an orientation to the U.S., Washington state, the school and academic expectations;
- K. Ensure that the student will receive adequate financial support for the duration of his/her stay in the district;
- L. Ensure that exchange students have medical and accident insurance that meets or exceeds U.S. Department of State guidelines;
- M. Ensure that exchange students arrive in their host homes and school placements by the first day of classes;
- N. Ensure the student is fully aware of the expectations of the school in which the student will enroll;
- O. Monitor student progress during the school year and respond to issues or problems as they develop;
- P. Provide any necessary student academic help and support services. In the event that tutoring, English language development, or special accommodations are needed, the organization must make arrangements and accept financial responsibility for such services; and
- Q. Inform the student of student activity costs and/or fees as required by the district.

International exchange students are expected to adhere to the following requirements when enrolled in Pasco schools:

- A. Be qualified to participate in regular classes and maintain a typical schedule;
- B. Understand that eligibility of international exchange students to participate in extra-curricular athletics, music, forensics, and other such activities may be limited and is determined by the rules and regulations of the Washington Interscholastic Activities Association;
- C. Attain passing grades by the end of the first semester;
- D. Know and follow all school policies and rules, and federal regulations related to the visa;
- E. Pay all normal expenses, including standard course and extra-curricular activity fees;
- F. Present required paperwork, including visa information, medical records, transcripts and host family information, to the school staff member designated to coordinate the international exchange program.

It is not the purpose of the international exchange experience to enable international exchange students to receive a Washington state high school diploma. Therefore, international exchange students will not be included in any class ranking lists, nor will a GPA be computed for them. The district will determine whether it is appropriate for the student to participate in graduation ceremonies according to policy and procedure 2410. Enrollment eligibility for international exchange students in public schools is for one school year only. Only students who meet district and state graduation requirements are eligible to receive a high school diploma.

No school is authorized to enroll an international exchange student with a F-1 visa or any other type of visa that requires the school to become the sponsoring organization and assume legal responsibility for the student.