

SUBJECT: STUDENT FOREIGN EXCHANGE PROGRAMS

ORIGINATING OFFICE: ASSISTANT SUPERINTENDENT, PERSONNEL SERVICES

EFFECTIVE: JANUARY 14, 1992

REVISED: **MARCH 4, 2008**

Foreign students may be admitted to the schools of the District under the following guidelines:

1. Prior notification to and approval by the principal are required for admission of any foreign exchange student.
2. Foreign exchange students shall be accepted only from organizations whose exchange program has been approved by the Department of State.
3. The student shall be a secondary student or recent graduate between the ages of 15 and 19 years who has sufficient command of the English language to function well in an English speaking academic and community environment.
4. The sponsor shall provide the school with a current copy of the United States Information Agency document, "Criteria for Exchange-Visitor Teenager programs."
5. The sponsor shall provide the school written verification of minimum acceptable insurance for the student of medical and accident coverage of \$15,000 per injury or illness, and preparation and transportation of remains to home country (at least \$5,000).
6. The school will not accept any responsibility for tuition, nor for any payment to the student for support or living obligations.
7. The sponsor shall provide written verification of appropriate host family placement for the entire academic year.
8. No more than one exchange student shall be placed with any one host family at any one time.
9. The student may not accept or undertake full-time employment while enrolled in school.

10. The sponsor shall maintain continuous personal contact with the school. Such contact shall include at least one visit to the student's counselor during each grading period.
11. Before the opening of school in September, prior to any acceptance of any student, the sponsor shall submit to the school a copy of its annual report.
12. The District reserves the right to refuse any or all foreign exchange students.
13. The District will approve all J-1 foreign exchange student applications that can be accommodated at each comprehensive site.
14. Foreign exchange students will be accepted up to the beginning of the second term at each comprehensive site that can accommodate such requests.

Exceptions to any of the above regulations may be considered by the school principal, and if approval is granted under any special circumstances those stated conditions shall be attached to the approval form and submitted to the superintendent prior to formal District approval.