Code: **JECBA**
Adopted: 3/26/90, 1/13/92
Revised/Readopted: 3/12/01, 5/20/02
Orig. Code(s): BP 5105, BP 6600-D

Admission of Exchange Students

The district believes that student exchange among the nations of the world is an important contribution toward international understanding and a beneficial educational experience for all.

Albany high schools will accept only exchange students from organizations approved by the district. Recognition by and possession of "exchange visitor" designation from the United States Information Agency, Department of State, and inclusion on the current Council on Standards for International Educational Travel (CSIET) advisory list of international educational programs, is desirable. Each approved organization will demonstrate compliance with the U.S. Department of State, 22 CFR 62.25, Secondary School Students Guidelines.

Organizations applying for program approval, regulations and subsequent placement of exchange students will submit applications to the district by March 15 annually. Such organizations will:

1. Have local representatives who work cooperatively with district officials;

2. Ensure that both students and the potential host families have been adequately screened. Inappropriate selection of a host family or student may cause denial of application;

3. Provide adequate orientation to both students and the host families and ensure that all individuals concerned understand the terms of placement. This will include knowledge of and acceptance of the U.S. State Department Guidelines and district policy and rules;

4. Ensure that all financial arrangements be made prior to enrollment, and that each family and student understand what fees are required and who is responsible for payment;

5. Agree to provide counseling and language tutoring to exchange students when the district deems such services necessary;

6. Maintain adequate and regular communications with the host family and student throughout the term of the placement and react immediately to assist the student with home or school problems;

7. Provide and support opportunities for Albany high school students to be exchange students in other nations. Such recruitment by approved organizations will be through the High School Foreign Exchange Clubs and otherwise during nonschool time;

8. Provide evidence that the above criteria has been met;

9. Additional criteria may be developed by the committee and will be communicated to the organizations.

The district will:

1. Maintain an Exchange Student Committee to determine the programs and exchange students who will attend the high school the following year. Committee members will be selected from school personnel.

   Initial organizational applications or requests for renewal of a program will be approved or rejected based on any of the above criteria as determined by the committee. Programs will be notified of acceptance or rejection of application by April 1. Programs will be accepted or rejected based on the application submitted. The decisions of this committee will be final;

2. Accept no more than 10 exchange students in the district high schools and no more than five in either school annually; exceptions may be made as deemed appropriate by the Board. Each approved exchange organization is limited to one student per school each year. Exceptions may be made if 10 students have not applied by the application deadline date each year, at the discretion of the committee;

3. Accept individual exchange students for a period of no less than a semester nor no more than two consecutive semesters;

4. Inform the exchange program representative of the acceptance or rejection of any applicant;

5. Waive tuition payment for approved exchange students. However, the exchange student will be responsible for other school expenses including student body fees, lunches, annuals, college courses and all other expenses incurred;

6. Encourage foreign student exchange clubs in each high school as an extension of the curriculum;

7. Provide appropriate educational and also counseling and advisory services when the district deems necessary;

8. It is understood that the committee has the authority to accept or reject organizations and/or students and to terminate such approval at any time. If termination is to be during a school year when an exchange student is in residence, the superintendent's approval will be required.

Exchange students who seek enrollment in the district will:

1. Apply for admittance to the district prior to May 1 for fall enrollment, or October 1 for enrollment beginning second semester. All applications received prior to these dates will be given equal consideration. Late applications will be considered at the discretion of the committee;

2. Provide prior to admittance:

   a. Visa;
   b. Passport or proof of age;
   c. Documentation for state required immunization;
   d. Immigration Certificate of Eligibility.

3. Complete power of attorney form and return to district;

4. Register at appropriate high school with a J-1 Visa and IAP-66. Students will be assigned a regular class load as approved by the advisor and administration;

5. Be given the opportunity to receive either an honorary diploma or standard diploma under the following conditions:

    a. Regular diploma:

        i. That decision must be made and announced prior to the end of the student's second week of enrollment;
        ii. The student will be subject to the same procedure as a regular transfer student, e.g., his/her records will be evaluated and the classes needed to graduate with a regular diploma will be specified;
        iii. Satisfactory completion of specified courses.

    b. Honorary diploma:

        i. The student will enroll in the regular program without necessarily meeting the requirements for graduation;
        ii. The student will be encouraged to take the classes expected of all students and/or reasonable extensions of classes he/she may have taken previously;
        iii. The student will be encouraged, but not required, to take U.S. History.

Academic and conduct expectations:

1. Exchange students placed in Albany high schools are expected to perform at adequate academic levels and to conduct themselves reasonably and appropriately at all times. These behaviors are essential to the success of the exchange program.

2. Each exchange student will:

    a. Maintain at least a "C" average in all classes. Efforts will be made to accommodate the needs of exchange students with regard to language, social and academic adjustments. However, costs for special tutoring or college classes will be the responsibility of the sponsoring program;

    b. Follow the attendance policies and comply with the Student Rights & Responsibilities standards expected of all students;

    c. Maintain a positive and cooperative attitude toward staff and students;

    d. Participate in the high school Foreign Student Exchange Club;

    e. Provide educational experiences as reasonably requested;

f. Not drive a motorized vehicle while within the responsibility of the school district.

Termination of an exchange student's affiliation with the district may occur upon discovery of fraudulent statements, misrepresentation or infractions of the terms under which acceptance was granted. Termination may also occur if, in the district's opinion, the student does not comply with the requirements stated above. Return of the student to his/her home will be the responsibility of the sponsoring organization.

The administration will develop administrative regulations and procedures necessary to implement this policy.

END OF POLICY

Legal Reference(s):

ORS 339.133
ORS 433.267

OAR 581-022-1130

Illegal Immigration and Immigration Reform Act of 1996, 8 U.S.C. Sections 1101, 1221, 1252, 1324, 1363, 1367.