

## **Admission of Foreign Exchange Students**

The district may accept students from other countries who are participating in exchange programs officially recognized by the Board and who meet the following requirements:

### **District Approval of Programs**

1. A district application for program approval must be completed and on file.
2. The program must be on the approval list of the National Secondary Principal's Association or specifically approved by the Board.
3. A program representative responsible for the exchange student must live within 20 miles of the district boundaries and be responsible for any emergencies that should arise with the student.
4. The local program's record of student placement should reflect a realistic ratio between students inbound and students outbound.
5. The program must accept full responsibility for the student, including those obligations related to Visa and immigration.
6. The sponsor shall ensure that every student selected to participate in its program has health and accident insurance coverage from the time of departure from home until the student returns to his/her home.

### **Foreign Exchange Student Placement**

1. All students placed in the district must have a designated back-up host family.
2. No more than 50 percent of the placements may be placed in the district by any one program or more than two students of the same nationality in one school. District regulation will allow two students per approved local program. In the event that any program does not use their allotted placements, they may be used by another program.
3. Students must be competent in the English language (i.e., reading, writing, speaking and comprehension skills); therefore, programs must show evidence of language skills. Students placed in the district must function with a reasonable degree of language proficiency.
4. The program must first obtain permission from the principal of the school to **place each individual student**. Only after this permission has been granted can the student be enrolled at the high school.

5. Complete records necessary for enrollment, including previous school transcripts, must be provided at the time of school registration.
6. Students will not be allowed to take an overload of academic subjects nor take night classes outside of the school curriculum.
7. Students may engage in part-time employment not to exceed 10 hours per week.
8. Selection of students shall be limited to secondary school students between the ages of 15 and 19.
9. Placement arrangements shall be made with a single host family for the entire academic year. Selection of the host family shall be made as far in advance as possible, but in no event less than three weeks prior to departure from the student's home. "Welcoming families", "receiving families", "arrival families" or "temporary families" shall not be used. The Rotary program is excepted.
10. Student placement must be approved by the district no later than July 31. Mid-year placement must have superintendent advance approval.

### **Limitations**

1. The total number of exchange students at the high school level will be limited to 1 percent of the student body unless specific advance approval is given by the superintendent.
2. Students must be registered before the first day of school. Students arriving after that date **will not** be accepted unless prior arrangements have been made through the principal.
3. Regular diplomas will be granted to one-year exchange students if they meet all of the district requirements for graduation. Those that do not meet district requirements will be issued an appropriate certificate.
4. A transcript record for each student will be provided upon request.
5. Only two exchange students per year per country is allowed.

The district reserves the right to refuse admission to any foreign exchange student if it determines that placement will adversely affect the overall education program. Exchange programs that do not maintain standards supportive of district policy and guidelines may not be approved.

Students will not be accepted for any length of time past the limits of the exchange program. Foreign students no longer in a program will not be accepted for a second year without the superintendent's prior approval.

Exceptions to the above guidelines may only be made by the superintendent.

## **Foreign Exchange Student OSAA Eligibility**

1. Foreign exchange students are eligible to participate provided they meet all eligibility requirements of the OSAA.
2. This procedure applies only to foreign exchange students on exchange programs approved by the Council on Standards for International Educational Travel (CSIET). Exception: Oregon Rotary Club programs.