

## Admission of Foreign Exchange Students

1. Foreign exchange student applications must be received and approved by the district no later than August 15, the school year prior to enrollment. The superintendent or designee has discretion to deny registration to any foreign exchange student.
2. An effort will be made to achieve a balanced representation of international cultures in approving placement.
3. A two-way direct exchange with a local high school receiving a student and sending a student during a same year is desirable.
4. A maximum of two students per exchange program may be placed in Forest Grove High School each year; preferably from different nationalities or language backgrounds. Eight foreign exchange students may participate in the district during any school year. A program may petition the district to enroll more than two students at the district high school in a given year.
5. Approval for the participation of the exchange program and the number of students must be granted by the district prior to a host family commitment and the student's departure from home country.
6. The foreign program representative/advisor must live within a 30-mile radius of the school district.
7. The foreign program representative/advisor must visit the student and host family at least once each school quarter, providing a progress report to the school site administrative designee.
8. State department guidelines stipulate that a group-sponsored student must obtain school approval and family placement before leaving his/her home country.

### Application Process

1. Approved exchange organizations shall submit the Foreign Exchange Student application packet to the High School administrator no later than August 15 for first semester placement in September and December 1st for second semester placement in January.
2. The required materials (2 copies of each) are:
  - a. Forest Grove High School Foreign Exchange Student Application form;
  - b. Your organization's student application (brief version is acceptable);
  - c. Translated copies of student's transcript, with U.S. equivalent grading key;
  - d. A current ELTiS with score;
  - e. Immunization records, translated into English. Immunizations required by the state of Oregon for school attendance are: diphtheria, rubella, whooping cough, tetanus, polio and mumps. If immunizations are required after student arrives, health care provider must record immunizations on an official Oregon form;

- f. A copy of the School Acceptance Form also called Guarantee, Placement Acceptance, School Permission, etc. – we only need one copy of this.
3. Applications are generally processed within one to two weeks.
4. Candidates will be selected from foreign exchange programs at the discretion of the building administrator.
5. Home placement and/or transfer are the responsibility of the sponsor organization.
6. Accurate and current transcripts written in English must be provided to school officials prior to foreign student registration. Transcript must designate if student has received the equivalent of our high school diploma in his/her home country.

### **Host Family Eligibility/Expectations**

1. Designated program sponsors are responsible for the selection of host families. Organizational representative must personally interview each potential host family and visit the home before a family is approved to receive a foreign exchange student. Telephone interviews are not acceptable. The selection of the host family and home placement must be made prior to the student's arrival.
2. Sponsoring family should be in a position to contribute a significant share of the living expenses of the foreign student, including lunch and transportation.

### **Student Eligibility/Expectations**

1. Foreign exchange students will be held to the same code of conduct as all other students.
2. Exchange students must be 16 to 18 years of age at time of registration.
3. Students will be considered for placement if they meet the following guidelines:
  - a. Only students with a ELTiS raw score of 30 or standard score of 209 may be accepted. If it is determined that a student, after enrollment requires additional language assistance, the program representative must arrange for a tutor – ESL services are not provided.
  - b. Student shall not be over eighteen years of age on the first day of attendance. Student shall not have graduated from any secondary school program or the equivalent.
4. A foreign student will receive a copy of their transcript.
5. Students must be advised that Forest Grove High School diploma will be issued only if a student has contacted the school counselor at the time of enrollment and if the student meets all requirements to receive a diploma.
6. Exchange students must meet the regulations and expectations of local students, including the immunization requirements.
7. Exchange students will be encouraged to participate in all student activities and will be eligible to participate in interscholastic athletics, provided academic requirements and Oregon School Activities Association criteria are met.

8. The district will comply with federal and state law related to foreign students. Specifically, foreign students under I-20 status from the federal government are charged tuition for the intended period of study.
9. The high school principal reserves the right to terminate attendance if the student does not comply with the high school academic/behavioral standards that apply to that student.
10. Students shall have English Language competence and academic ability to effectively participate in the regular program of the high school in which they are enrolled.