

Admission of Exchange Students

Objective: to provide regulations for the approval of foreign exchange programs and the enrollment of students from foreign countries on exchange programs authorized by the district.

Exchange organizations must be approved by the school principal or his/her designee prior to enrollment of any exchange student in that program. With a form provided for this purpose, exchange organizations must provide evidence which shows that the requirements listed in this regulation will be fulfilled. This form must be renewed annually.

Requirements for programs wishing to be approved are the following:

1. That a program representative has completed the District's Foreign Exchange Program Registration Form and has it approved and on file with the principal at Oregon City High School;
2. That the program is sponsored by a non-profit organization;
3. That the program enrolls, in a given school year, no more than one student at Oregon City High School with the exception of American Field Services who will be allowed two per year.
4. That the program representative inform the school principal by June 7 of each year regarding the student he/she wishes to enroll for the ensuing year.
5. That the program receive "Full Listing" in the CSIET's current Advisor's List.

Violation of these standards or the regulations set forth in this policy may result in the immediate suspension or revocation of the approved status of an exchange program for two years.

Exchange organizations must send all materials relating to prospective exchange students to the principal for review and determination of qualification for admission. No student will be approved or admitted without the necessary documentation. Documentation shall include the following:

1. Immunization records;
2. Health records;
3. Transcript of grades;
4. Evidence of insurance provided by the exchange program;
5. Autobiographical statement written by the prospective exchange student;

6. Two evaluations or recommendations from non-family adults in the home country;
7. Except for candidates from Canada, Great Britain, South Africa, Norway, Sweden, Finland, Denmark, Australia, New Zealand or Ireland, prospective exchange students must submit SLEP test scores of 49 or greater or TOEFL scores of 560 or greater.
8. Those students who are from one of the countries listed above must submit recommendations from two adults (non-family members) attesting to the prospective exchange student's skill in reading, writing, and speaking English.
9. In cases when a student demonstrates a significant difficulty communicating in English at the district, a SLEP test will be administered. If the student receives a score lower than 49, approval for attendance at the district may be revoked.
10. English as a Second Language (ESL) or other remedial English courses are not available to exchange students. All exchange students must enroll in at least five classes per grading period. These must include United States History and Language Arts. Exchange students seeking an honorary diploma must satisfy their Language Arts requirement by enrolling in one of the following: English 11, English 11 Advanced, English 12, or English 12 Advanced.
11. Any changes made in the home placement of the exchange student must be submitted to the school prior to the student's arrival in Oregon City. In the event there is a change of Host Families during the student's stay, the school's Attendance Secretary and Counseling Department will be notified by the program representative.
12. The student must reside with a host or sponsor family within district boundaries. In the event there is a change of Host Families during the student's stay, the school's Attendance Secretary and Counseling Department will be notified by the program representative.

Educational placement and awards

No exchange student will be permitted to receive an Oregon City High School diploma. Exchange students who, on the basis of age and grade level in their home countries, would qualify to be registered as a senior, may earn an honorary diploma and participate in graduation ceremonies.

No exchange student may be permitted to enroll as a teacher's assistant or in any other course for which he/she would earn less than .50 credit per grading period.

Additional information to be considered:

Approved exchange programs shall limit foreign exchange students to a maximum of one full academic year of attendance in accordance with J-1 Visa limitations. In order to qualify for the receipt of credit, the student must be enrolled for a minimum of one grading period.

All fees required of resident students are also required of exchange students.

Exceptions to the above regulations must have the approval of the principal or his/her designee.

FOREIGN EXCHANGE PROGRAM REGISTRATION APPLICATION

Instructions to the Local Program Representative: Please complete the following information and return this form to the Oregon City High School Principal, 1306 12th Street, Oregon City, Oregon 97045. Exchange students will not be accepted from your program unless this application has been received and approved by the Principal.

Sponsoring Organization

Name of national or regional organization: _____

Name of exchange program (if difference than above): _____

Name of contact person : _____ Phone No. _____

Address: _____

Is this organization non-profit? Yes No

How many years has this service been provided under the current name? _____

Local Program Information

Name of local program representative: _____ Phone No. _____

Address: _____

Describe training (if any) provided to local program representatives: _____

List the responsibilities of the program representative towards the program and individual exchange students:

Is the local program representative paid for his/her services or does he/she receive a stipend? Yes No

List the goals and objectives of the program: _____

Local school references (principals, counselors, teachers, or other school professionals who have worked with your program in the last three years).

Name: _____ Phone No. _____

School: _____

Address: _____

Relationship to program: _____

Name: _____ Phone No. _____

School: _____

Address: _____

Relationship to program: _____

Name: _____ Phone No. _____

School: _____

Address: _____

Relationship to program: _____

Host Family Information

Who selects host families: _____

How are they selected? What criteria are considered? _____

Describe the training and orientation (if any) that are provided to host families: _____

Are host families paid for hosting? Yes No

Student Participation Information

Please specify criteria (if applicable) that are considered for prospective exchange students:

Minimum/maximum age required for program: _____

Academic performance level (i.e., GPA or equivalent): _____

English language proficiency level: _____

English language proficiency level: _____

Verbal _____
 Written _____
 Reading _____
 Other criteria: _____

Describe the application and screening process used to evaluate prospective exchange students: _____

Participates' approximate total cost for participation in the program: \$ _____

Describe the services that are included in the total price: _____

Estimate of additional money needed by the student for the duration of the stay: \$ _____

Indicate with an X (where appropriate) insurance coverages available to exchange students in your program:

Type of Insurance	Required at extra cost	Available at extra cost	Included
Health			
Baggage			
Accident			
Liability			
Theft			
Emergency Room			

Describe how the program addresses incompatible school or host family placement: _____

Describe the reciprocal program that is offered to Oregon City Students: _____

Required Signature

I attest that the information provided above is accurate to the best of my knowledge.

I attest that I have reviewed, and agree to comply with, the district policies and regulations that apply to exchange students (Additional copies of the regulations and policies are available from the Oregon City High School Principal.) I understand that violation of the regulations set forth in this policy may result in the immediate suspension or revocation of the approved status of an exchange program for two years,

I understand that this application must be renewed on a yearly basis and that a current application is required before any exchange student may be approved.

I understand that completion of this form does not guarantee the district approval of the program with which I am associated.

Name of program representative (please print)

Signature of program representative

Date

Office Use Only

Ap	De	Ini	Da

Documentation Required

Please attach the documents indicated below. No exchange student will be accepted without complete documentation. Incomplete applications will be returned. All documentation must be in English or accompanied with an English translation. Place an X in the appropriate blanks to ensure that all paperwork is included.

Immunization records verifying the following:

- Any student born in a country other than the following shall present documentation of initial screening for communicable tuberculosis. Note that such students shall also be required to obtain a TB test upon arrival in the United States and prior to enrollment in school. Under no circumstances will such a student be enrolled at school without completing this requirement.

Alderney	American Samoa	Australia
Austria	Azores	Belgium
Canada	Denmark	England
Faroe Islands	Finland	France
Germany	Gibraltar	Greece
Guam	Guernsey	Iceland
Ireland	Isle of Man	Italy
Jersey	Liechtenstein	Luxembourg
Malta	Marrianna Is. (Saipan)	Marshall Is. (Micronesia)
Monaco	NetherLands (Holland)	New Zealand
Northern Ireland	Norway	Palau
Portugal	Puerto Rico	Sark
Scotland	Spain	Sweden
Switzedand	Truk	United Kingdom
United States	Virgin Islands	Wales

- DTP/Td (Diphtheria, Tetanus, Pertussis OR Tetanus/Diphtheria) (5 doses)
- Polio (4 doses)
- MMR (Measles, Mumps, Rubella) (1 dose)
- Health records Transcript of grades
- Evidence of insurance provided by the exchange program Autobiographical statement written by the prospective exchange student
- Two evaluations or recommendations from non-family adults in the home country

Proof of competency in English:

Except for candidates from the countries or regions listed below, prospective exchange students must submit SLEP test scores of 49 or greater or TOEFL scores of 560 or greater:

Canada, Great Britain, South Africa, Norway, Sweden, Finland, Denmark, Australia, New Zealand, Ireland.

Those students who are from one of the countries listed above must submit recommendations from two adults (non-family members) attesting to the exchange student's skill in reading, writing, and speaking English.

Signatures Required

Host family:

I understand that neither Oregon City High School nor the Oregon City School District will assume the costs incurred by the exchange student for living costs, including transportation (excluding normal school bus transportation), school lunch, recreation, and all other costs relating to the involvement with Oregon City Public Schools while residing in our home.

I verify that no one living in my home has a criminal record.

Name of host parent (please print)

Signature of host parent

Date

Exchange program representative:

I verify that the information provided above is accurate to the best of my knowledge and that this prospective exchange student satisfies Oregon City School District requirements for enrollment at Oregon City High School; and

I understand that completion of this form does not guarantee Oregon City School District approval of the above student,

Name of program representative (please print)

Signature of program representative

Date

FOREIGN EXCHANGE PROGRAM REGISTRATION

Regulations of the district outline the following requirements for programs wishing to enroll foreign exchange students in the Oregon City Schools:

1. Completion of this registration form;
2. Verification that the program is non-profit and approved by the superintendent;
3. Has proficiency in the English language as a program requirement for applicants;
4. The enrollment of no more than one student from any one program in a given year in an individual school with the exception of American Field Services who will be allowed two per year,
5. The program representative will inform the District by June 7 of each year regarding the student they wish to enroll for the ensuing year; and
6. The exchange program provides opportunities for Oregon City students to participate in similar study experiences abroad with a corresponding waiver of tuition.

Please complete the following information and return this form to the Deputy Superintendent to register your program with the district.

Name of Program:

SPONSORING ORGANIZATION

Name _____ Telephone _____

Address _____

Non-profit Yes No

Number of years providing this service under current name: _____

Local references (participants, parents, teachers)

Name _____ Telephone _____

Address _____

Name _____ Telephone _____

Address _____

Name _____ Telephone _____

Address _____

Local representative(s)/contacts:

Name _____ Telephone _____

Address _____

Training Provided for them: _____

What are they specific responsibilities? _____

Goals and objectives of the program: _____

Participants qualifications (age, academic grades, language proficiency, etc.): _____

Screening Process: _____

Total price of program: \$ _____

Services included in the total price: _____

Estimate of extra money needed by the student for the duration of the stay: \$ _____

Who selects the host families? _____

Criteria for selection? _____

What orientation is provided for them? _____

Are families paid for hosting? Yes No

Insurance

Type of Insurance	Required at Extra Cost	Available at Extra Cost	Included
Health	_____	_____	_____
Baggage	_____	_____	_____
Accident	_____	_____	_____
Liability	_____	_____	_____
Theft	_____	_____	_____
Emergency Return	_____	_____	_____

Describe the reciprocal program that is offered to Oregon City students: _____

Signature of Program Representative

Telephone Number

FOREIGN EXCHANGE STUDENT APPLICATION FOR ENROLLMENT

Student Name _____ Birthdate _____

Permanent Address _____ Age _____ Sex _____

Nationality _____ Number of year of school completed _____

Present grade _____

Check knowledge of spoken English language Good Fair Poor None

Check knowledge of written English language Good Fair Poor None

School student will attend _____

Expiration date of passport _____

Names and address of parents _____

Full time Student Visitor Length of stay _____

Dates of expected stay _____ Request for transfer to _____

Please attache copies of the following documents:

_____ Immunization records (English translation) _____ Health Records

_____ Transcript of grades (English translation)

_____ Evidence of insurance (supplied by exchange program)

Name of Exchange Program _____ Telephone No. _____

Address _____

Representative's name _____ Telephone No. _____

Address _____

Is the program bonded? Yes No

Host (sponsoring) family name _____ Telephone No. _____

Address _____

I (we) accept full financial responsibilities and guardianship for the above named student, and agree to contribute a significant share of the living costs, including transportation, school lunch, recreational, and all other costs relating to the involvement with Oregon City Public Schools while residing in our home.

Signed:

Signature of Host Family

Date