

Student Foreign Exchange Program

Springfield Public Schools recognizes the value of and supports foreign study for high school students. However, the school district does not directly manage foreign study programs for individuals, nor sponsor study programs operated or arranged by private individuals or agencies. It may sponsor short-term school-to-school exchanges at district discretion.

The purpose and spirit of the school district foreign exchange program is to provide the opportunity, on a temporary basis, for students to share cultural backgrounds from different countries of the world. Therefore, we try to have as many different countries and cultures represented within the limits of the numbers of students accepted each year. Foreign students return to their home high school after one year of study to share the experiences and perceptions of our cultural pluralism and way of life. The expectation is that there will be a planned and purposeful sharing, not only with relatives and friends, but also with teachers, school administrators and fellow students after returning home. Experiences to be shared include the daily school routine, recreational and other activities, instructional content, the full educational program as they see it and perhaps most important, friendships and how the exchange student views a somewhat different human experience as it relates to the home culture. Our expectations are similar for Springfield students who participate in an exchange program.

To ensure that these expectations have the best chance of being achieved, Springfield School District will attempt to select mature exchange students capable of relating experiences upon return to their homeland. We accept only students who have not graduated from high school. Those accepted for enrollment in the exchange program must be functionally proficient in English listening, speaking, reading and writing, and have the maturity and ability to interpret the experience for consideration by others. The objective is, in part, building international goodwill and understanding.

Foreign exchange programs are available for Springfield students wishing to study abroad and for students from foreign countries desiring to study for an academic semester or year in a Springfield high school. For those interested in learning more about foreign exchange programs, the following references may be helpful:

Advisory List of International Travel and Exchange Programs
Council on Standards for International Educational Travel (CSIET)
3 Loudoun Street S.E.
Leesburg, VA 22075

Oregon Youth Exchange and Study Abroad Opportunities
Oregon International Council
999 Locust Street N.E.
Salem, OR 97303

1. Springfield Students Who Wish to Study in a Foreign Country

It is recommended that parents of students considering an exchange program review the guidelines established by CSIET in making a decision to apply for a particular program. Copies of those standards, as well as additional suggestions, are available from the school district Curriculum Office, 525 Mill Street, Springfield, Oregon 97477.

Academic Credit

- a. Independent Study--Springfield students may receive academic credit from their home high school after participation in a foreign study if they enroll in the school’s “Alternate Education Program” for independent study prior to leaving Springfield. An application form may be obtained at the home school site. In part, the alternative education program requires students to organize a plan of instruction according to provisions of the district’s “Alternate Education Program” agreement. The agreement must be signed by the student, parent and teacher, and approved by the principal. The agreement is maintained on file with the student’s records.
- b. Other Credit Options--Students who complete educational programs in a foreign school may submit transcripts to be evaluated for credit by the school in which they enroll when returning to Springfield. If credit is granted by the foreign institution, a Springfield school official will evaluate the academic transcript in the same manner used for other students transferring to Springfield from another school district.

2. Foreign Students Who Wish to Apply for Study in a Springfield School for the Academic Year

- a. Students Arriving with an F-1 Student Visa.

Springfield Public Schools is not authorized to accept F-1 Students.

- b. Students arriving with a J-1 Visa.

The J-1 visa is a non-immigrant visa designed to promote mutual understanding between the people of the United States and the people of other countries through bona fide educational and cultural exchange. Sponsors are designated by the United States Information Service.

- (1) The exchange program for students with a J-1 visa is for a full academic year.
- (2) Preference will be given to students who are participating in a program that adheres to CSIET standards. (see Appendix A)
- (3) The prospective foreign exchange student must complete the Springfield “Foreign Student Application” form. The form may be obtained from and returned to the Instruction Office, 525 Mill Street, Springfield, OR 97477.
- (4) Student applications are reviewed and approved by the Foreign Exchange Committee (High School Principals and Instruction Department staff) according to the completeness of application and accompanying information. The committee also reviews applications to ensure that a variety of foreign countries are represented in the program. Timeline for application process is as follows:

ACADEMIC YEAR BEGINNING IN SEPTEMBER:	COMMITTEE REVIEW OF APPLICATIONS:
Applications are accepted beginning the first Monday in January through May 15.	Committee meets and reviews applications after May 15 for academic year beginning in September.

- (5) Each high school (Thurston High and Springfield High) will be allowed to accept a total of up to 50 students as space allows. The District reserves the right to limit the number of exchange students. Gateways Learning Center will not accept foreign student applications.
- (6) Students accepted as foreign exchange students into Springfield Public Schools that find to be in need of additional language services will have the agency representative billed for those services.
- (7) Completion of a student exchange program does not result in the award of a District 19 high school diploma. Students may participate in the graduation ceremony and may receive a certificate of participation.

c. Requirements for Foreign Students:

Although the application form is more specific, the following are some general requirements.

The student must:

- (1) Be functionally proficient in English. If the district approves a student for the foreign exchange program and later discovers the student requires support through district second language classes, the agency representing the student will be charged for those classes.
- (2) Offer proof of medical insurance;
- (3) Comply with the same requirements of attendance, class participation and conduct as all other regularly enrolled student;
- (4) Meet Oregon immunization requirements;
- (5) Cooperate with reasonable requests from teachers regarding integration of his/her culture and language in the classroom;
- (6) Be of high school age (Under the age of 18 on the first day of school) at the time of application and not have completed high school elsewhere;
- (7) Must enroll for a daily schedule of classes which parallels a regular student schedule;
- (8) Have medical treatment release forms signed by parents;
- (9) Demonstrate the ability to succeed academically in Springfield School District by providing a transcript from their current secondary school.

3. Cultural Visitations--Exchange Programs of Six Weeks or Less.

a. Springfield Students Desiring to Visit a School in a Foreign Country

Program information and the award of academic credit for Springfield students desiring a cultural visitation abroad is the same as prescribed in Section I.A., 1 & 2 for exchange programs of one semester or one year duration.

b. Foreign Students Desiring to Visit a Springfield School (Tourist Visa)

- (1) Foreign students may apply for a cultural visitation through the Instruction Office, 525 Mill Street, Springfield, OR 97477.
- (2) Preference will be given to students who are members of a foreign student exchange program. Individuals who are not members of a foreign student exchange program must be accompanied by a host brother or sister.

- (3) The foreign student must provide evidence of medical insurance, immunization records, medical treatment release authorization and assurances of cooperation with the school staff. Additional information may be requested at the discretion of the Foreign Exchange Committee.
- (4) A volunteer host-teacher or contact person must be identified and is responsible for monitoring student progress, planning school activities and serving as liaison among the program officials, school administration, and parents.

4. Summer Cultural Visitations.

- a. The district does not sponsor summer excursion-only programs and leaves the selection of any such program to parents.
- b. Teachers conducting excursions during the summer months do so as private agents or as employees of an outside agency. In these cases, teachers must provide the school district with written verification that parents of participating students understand that the district is neither in association with nor a sponsor of the summer excursion. Recruiting, advertising, meeting and fundraising shall not be a part of classroom time during the regular school year. The sponsoring individuals may have access to schools according to regular district procedures related to outside agencies.
- c. Teachers conducting exchanges in which foreign students visit Springfield Public Schools during the academic year and Springfield students visit the foreign school in the summer as part of a school-to-school academic exchange program must seek district approval of such program prior to district-sponsored participation. The following will be considered in the approval process:
 - (1) Program adherence to CSIET standards;
 - (2) Evidence of liability insurance by the sponsoring organization;
 - (3) If the program is essentially academic in nature; (i.e., Students will attend school in the foreign country as part of the program. Will students also be offered opportunities for cultural excursions as part of the academic program?)
 - (4) The teacher may not be paid for participating in this program. They may receive air and ground travel expenses from the sponsoring organization;
 - (5) Participating students must demonstrate functional proficiency in the language of the country to be visited. Participating teachers must be able to demonstrate an advanced level of proficiency in the language of the country to be visited;
 - (6) Evidence of a school partnership must be provided including the foreign school name, address, phone and contact person;
 - (7) The teacher to student ratio may not exceed 1:15;
 - (8) Programs not approved will fall under rule 4.B. above.

5. Admission of Foreign Students Outside of the Exchange Student Approval

- a. Space Available/No Show

If a foreign student has been formally approved for the exchange program by Springfield School District, and that student fails to arrive for classes, consideration will be given to another student who submitted an application and is also qualified for admission as an exchange student.

b. Guardianship

Springfield School District will not allow admission to a foreign student whose family has granted temporary guardianship to a Springfield family solely for the purpose of enrolling a student in Springfield School District. Guardianship is a legal matter which must be done through the court system.

c. Confirmation of Residency

A foreign student is considered a legal resident of their home country according to US Immigration Services. Therefore, a foreign student living in the home of a Springfield resident does not establish residency.

d. Transfer of Exchange Students

Springfield School District does not allow a transfer between districts.

e. Transfer from Private Schools

A foreign exchange student that has been approved to attend a private school will not be allowed to later transfer to a school in Springfield School District. The exchange agency has made a commitment and secured a Visa for study in another school and it may not be transferred.

f. Tuition

If Springfield School District has completed the approval process for foreign exchange students and a foreign student wishes to attend on a tuition basis, the following conditions apply:

- (1) The foreign exchange student must meet all the criteria required for other foreign students in the application process;
- (2) The tuition must be paid in advance for the entire school year;
- (3) There must be space available;
- (4) Work-study options are not available for tuition students.

6. Discipline of Foreign Exchange Students

Foreign exchange student must meet all requirements expected of Springfield students. Failure to meet academic, attendance or behavior expectations may result in the cancellation of the exchange program, termination of enrollment and notification to U.S. immigration authorities, who have the authority to cancel the Student Visa.

APPENDIX A

CSIET Standards for Long-Term International Educational Travel Programs

These standards are intended for use in evaluating both inbound and outbound youth exchange programs of eight or more weeks' duration. For programs of shorter duration, please refer to CSIET Standards for Short-Term Programs.

Agent: Individual or organization authorized to represent or act on behalf of the organization in administering one or more aspects of the program, for example, an overseas partner.

Organization: Entity that sponsors international educational travel activities.

Program: Organized international educational travel activity that begins with participant recruitment and selection, includes the components outlined in the standards that follow, and terminates when the participant returns to his or her point of origin or otherwise severs the relationship with the program sponsor. Programs applying for CSIET listing must have a minimum of one current exchange participant in each cycle that is being evaluated for each program (i.e., long-term inbound and outbound; and short-term inbound and outbound).

Volunteer

1. A representative who is compensated for out-of-pocket expenses only. If a representative receives regular compensation, such as a per student placement fee, this individual cannot be considered a volunteer.
2. A host family that provides room and board gratis to a student.

Federal Waivers: The CSIET Board of Directors has ruled that if the State Department or an agency of the U.S. government provides an exception that may affect compliance with CSIET standards, the organization to whom the waiver has been granted may operate under that exemption upon written presentation of such waiver to the CSIET Evaluation Committee.

Important Note: Organizations that apply to CSIET for listing are provided with a list of "Materials to be Submitted" to demonstrate compliance with CSIET Standards. If you wish to obtain the complete set of Standards with "Materials to be Submitted" please contact CSIET for a free copy.

STANDARD 1: EDUCATIONAL PERSPECTIVE

- A. Programs shall be designed to fulfill educational purposes related to an international experience.
- B. The organization sponsoring the program shall have clearly established goals and learning objectives to fulfill the educational purposes of its programs.

STANDARD 2: ORGANIZATIONAL PROFILE

- A. The structure and administration of the organization shall be clearly defined.
- B. The organization shall have the personnel needed to administer its programs effectively.

1. The organization is accountable for the full scope of the programs it administers, including actions taken and representations made by its agents, and maintains responsibility for its students both within the United States and abroad.
 2. The organization shall maintain direct, hands-on control of the placement and supervision of inbound students and the hiring, firing and remuneration of local representatives. It may not enter into a relationship with another entity that appears to exercise such control.
- C. The organization shall be organized under the laws of one of the 50 states of the United States or the District of Columbia.
- D. The organization shall demonstrate success in international educational travel through at least one full year since its incorporation.

Supplemental Guideline: Date of Incorporation

The CSIET Board of Directors has determined that the intent of this Standard is to ensure that programs have participants on exchange for the Evaluation Committee to review in the current cycle. Accordingly, compliance with Standard 2D could be demonstrated if the applying organization documents one year of incorporation by the final Evaluation Committee meeting of the current cycle.

STANDARD 3: FINANCIAL RESPONSIBILITY

- A. The organization shall be capable of discharging its financial responsibilities to all participants.
- B. The organization shall have sufficient financial backing to protect all monies paid by participants and to ensure fulfillment of all responsibilities to participants.
- C. The organization shall have an independent Certified Public Accountant annually prepare an audited or review financial statement.

STANDARD 4: PROMOTION

- A. The organization’s promotional materials shall professionally, ethically and accurately reflect its purposes, activities and sponsorship.
- B. The organization shall not publicize the need for host families via any public media with announcements, notices, advertisements, etc., that:
 - (1) Are not sufficiently in advance of the student’s arrival;
 - (2) Appeal to public pity or guilt;
 - (3) Imply in any way that a student will be denied participation if a host family is not found immediately;
 - (4) Identify photos of individual students and include an appeal for an immediate family.

Following are guidelines for public media advertisements:

CSIET has found the following words or phrases to be unacceptable: “Urgently needed,” “Don’t let me be homeless” and “This is an emergency.”

CSIET has found the following words or phrases to be acceptable: “Open your hearts and homes” and “Host a foreign exchange student.”

It is permissible to use a picture of a student, a first name, age, country of origin and a composite or generic listing of interests in an advertisement in order to demonstrate the personal nature of the program and the types of interests that students have. It is not permissible to identify that specific student as needing a home, nor is it permissible to refer to a student’s athletic ability or accomplishments. Written waivers must be obtained for the use of any student photographs.

- C. The organization shall not promote or recruit for its programs in any way that compromises the privacy, safety or security of participants, families or schools. Specifically, programs shall not include personal student data or contact information (including address, phone or email addresses) on websites or other promotional materials.
- D. All promotional materials/activities shall distinguish the program and the sponsoring organization from others operating under:
 - (1) Affiliated or related corporate structures; or
 - (2) The same or similar names or symbols.
- E. The organization shall fully disclose all fees, including school tuition, host family reimbursements, and other required or optional costs to prospective students and their natural families before enrollment. (If host families provide room and board gratis to the students, publicity should state that fees cover “selection and placement in host families” and not imply in any way that the fees paid by the students cover “room and board.”)
- F. Neither the organization nor its agents shall promote its programs as providing opportunities for school athletic participation, high school graduation, driver’s education instruction, household domestic service, child care, employment or other activities that might compromise the student, program, or school. Standard 4F specifically prohibits the organization and its agents (this includes foreign partners) from promoting its programs as providing any of the aforementioned activities. The word “promote” as it is used in Standard 4F includes any specific focus on or prominence of pictures and/or text depicting these activities. No prominent pictures and/or text will be considered to be in compliance.)
- G. The organization shall not state or imply in its promotional materials/activities that persons who are compensated other than out-of-pocket expenses are volunteers.

STANDARD 5: STUDENT SELECTION AND ORIENTATION

- A. The organization shall screen and select student participants on the basis of criteria appropriate to the program.

Supplemental Guideline: Athletic Participation in the United States

The following statement must be included on either the student application or other written rules documents: “Athletic eligibility or participation is not guaranteed.” This guideline will take effect for exchange students beginning their program in January of 2007.

- B. Screening procedures for home stay programs shall include personal interviews with student applicants.
- C. Selection shall be completed sufficiently in advance of the student's departure to ensure adequate time for preparation and orientation.
- D. Students shall be given a suitable orientation before departure and after arrival in the host country, including information on how to identify and report cases of suspected student abuse.
- E. All inbound students enrolled in a U.S. high school must have adequate English language proficiency to function successfully.
- F. All inbound and outbound students enrolled in school must have adequate academic preparation to function successfully.

STANDARD 6: STUDENT PLACEMENT

- A. For programs that include a home stay, the organization shall:
 - (1) Select host families on the basis of criteria appropriate to the program.
 - (2) Personally interview all prospective host families in their home.
 - (3) Match students and host families on the basis of criteria appropriate to the program
 - (4) Complete placement arrangements sufficiently in advance of the student's departure from home to ensure adequate time for preparation and orientation of the host family (Whenever possible, a student should be placed with a host family who has made a long-term commitment to host the student prior to the student's departure from his/her home country. In cases where this is not possible, a student may be placed with a short-term host family until long-term arrangements can be made.

All short-term families must be selected and oriented according to the same criteria as are long-term families. The short term nature of the host family placement must be fully disclosed in advance to the student, his/her natural parents, and the school principal and be acceptable to them. Short-term families may, of course, also be utilized when a host family placement has not worked out and a new family must be found).
 - (5) Provide suitable orientation and training to the host family (When a family expresses an interest in hosting a student and a representative makes the initial home visit to explain the program, this is not to be considered the "host family orientation."

CSIET suggests that host family orientation include information on the student's expectations about family and school life, customs, religion, and mores of the student's native country, the academic program in which the student will be enrolled, potential problems in hosting exchange students, and suggestions on how to cope with such problems).
 - (6) Vet all adult members of the U.S. host family residing in the home through a national criminal background check in the United States.
- B. Organizations shall not knowingly be party to a placement (inclusive of direct placements) based on athletic abilities, whether initiated by a student, a natural or host family, a school, or any other

interested party. A direct placement is one in which either the student or the sending organization in the foreign country is party to an arrangement with any other party, including school personnel, for the student to attend a particular school or live with a particular host family. Such direct placement must be reported to the particular school and the National Federation of State High School Associations prior to the first day of classes.

Supplemental Guideline: Direct Placement Reports

Direct placement reports should be sorted by U.S. state and include the following information:

- (1) U.S. state;
- (2) Name of student;
- (3) Country of origin;
- (4) Local representative name and number;
- (5) Name and city of U.S. host school; and
- (6) Nature of the direct placement.

Reports should be emailed to: CSIETREPORT@NFHS.ORG

- C. For programs that include accommodations other than a home stay, the organization shall:
- (1) Arrange accommodations on the basis of criteria appropriate to the program;
 - (2) Ensure the adequacy of the accommodations with respect to location, cleanliness, safety, nutrition and supervision; and
 - (3) Confirm the accommodations sufficiently in advance of the student's departure from home.
- D. For programs that include enrollment in U.S. high schools, the organization shall:
- (1) Secure written acceptance from the school principal or other designated responsible school administrator prior to the exchange student's departure from his or her home country.
 - (2) Provide the school with the following information about the student:
 - a) Academic history, including:
 - i) Academic records, translated into English or other language as appropriate;
 - ii) Number of years of school completed prior to arrival and number of years required in home country for the completion of secondary school.
 - b) Level of English language proficiency (for inbound students only);
 - c) Appropriate background information;
 - d) Expectations regarding school experience.

STANDARD 7: OPERATIONS

- A. The organization shall ensure adequate care and supervision of students.

Supplemental Guideline: Outbound Student Registry:

Programs must register U.S. students traveling abroad with the U.S. consulate or embassy.

- B. Local representatives of the organization shall maintain regular personal contact with students and host families. (Contact should be initiated by the organization's representative at least once a month be it by telephone, a visit to the home, personal contact at a gathering or other means. E-mail alone is not considered sufficient personal contact. Regular monthly contact is to include separate communication with the student and the host family in order to provide each with the opportunity to discuss issues they might not raise in the presence of the other. CSJET expects that there be formal documentation of this contact such as a monthly form, written journal, written log, etc. This is not to imply that representatives have to record every interaction. Rather it is to provide a record for the organization's office of the pattern of student and host family adjustments, activities, and relationships through at least monthly contact with each student and host family.)

The organization shall notify the student, host family, and/or other supervisor of accommodations regarding the travel itinerary sufficiently in advance of the student's departure from the home country.

- D. The organization shall provide adequate support services at the local level to assist with program-related needs and problems, for example, counseling services, travel, medical care, language problems, changes in host family, emergencies.
- E. The organization shall maintain an effective system of screening (including a national criminal background check for U.S. representatives with direct in-person contact with student participants), selecting, training and supervising program representatives and group leaders.
- F. The organization shall provide all students with an identification card that includes the student's name; the host family's name, address and telephone; the local representative's name, address and telephone; the address and telephone of the organization's appropriate national office.
- G. For programs involving school enrollment, the organization shall maintain regular communication with school authorities.
- H. The organization shall provide an opportunity to the student, host family and school to participate in a post-exchange evaluation.
- I. The organization shall have in place adequate plans and procedures for dealing with emergency situations that may arise during the program.
- J. The organization shall respond in a timely and appropriate fashion to complaints received from students, families, schools or others concerned with the program and its quality.
- K. For programs utilizing electronic or automated program databases to demonstrate compliance with CSJET Standards, such entries must identify the date and user recording the data. Programs shall also maintain a back up system. To prevent online access to sensitive student information by unauthorized persons, program databases need to be secured by an initial screening prior to issuance of a unique username and password (Standard 7K will take effect for exchange students beginning their program in January of 2007).

STANDARD 8: STUDENT INSURANCE

- A. The organization shall guarantee that every student is covered with adequate health and accident insurance. Such insurance shall:
 - (1) Protect students for the duration of their program;
 - (2) Provide for the return of the student to his/her home in the event of serious illness, accident or death during the program.
- B. The organization shall provide students, host families, and appropriate supervisor(s) with detailed printed information regarding the terms and limits of insurance coverage and procedures for filing a claim.
- C. Compensated officials and employees of the organization shall not receive compensation from the sale of insurance to its participants.

STANDARD 9: ADHERENCE TO GOVERNMENT REGULATIONS

- A. The organization shall comply with all appropriate government regulations regarding international exchange or any other activity under its auspices.
- B. It shall be the responsibility of the organization to notify the council of any change in status with respect to government designation, acknowledgment, acceptance, endorsement and/or sanction.