



## **PROCEDURES: INTERNATIONAL EXCHANGE STUDENTS**

The following procedures shall be in effect:

### **Approval**

- A. An organization which wishes to sponsor a foreign and/or domestic travel-study program shall submit a request which provides a complete program description, including the name, address, and telephone number of the local representative.
- B. Each request shall be reviewed by the appropriate building principal. Notification of approval or denial shall be issued in writing to the program representative not later than June 1.
- C. Program sponsors shall pay for the student activity costs and/or fees as required by the district.
- D. Sponsoring agencies will provide necessary student tutorial help.
- E. All sponsoring organizations shall register with and meet the requirements of the State Secretary of State's office.
- F. The total number of international exchange students in a school shall not exceed one half of one percent (.005xschool's F.T.E.) without the written consent of the participating school's principal. A sponsoring organization may place no more than four (4) international exchange students in a school building. No more than two (2) can be from the same country and/or speak the same language as their primary tongue. This requirement does not preclude groups of students from making short term visitations as part of a cultural or other exchange.
- G. Criteria and expectations for foreign exchange programs shall follow guidelines as established in the *Handbook of Foreign Study/Travel*, published by the State Superintendent of Public Instruction.

### **Operations**

- A. A student placement agreement shall be established between the district and host family prior to departure by the student from his/her home. The student's cumulative records shall be forwarded to the district prior to the approval for admission.

- B. The sponsoring organization must provide the following:
  - 1. Evidence that the enrolling student is proficient in the English language.
  - 2. Name, address and telephone number of the local program coordinator who shall provide for emergency, advisory, liaison and tutorial services.
  - 3. A transcript (translated into English) of the student's academic records.
  - 4. Certification that the student will receive adequate financial support for the duration of his/her stay in the district.
  - 5. Name, address and telephone number of the student's host family within the district.
- C. International exchange students shall not be included in any class ranking lists, nor shall a GPA be computed for them.
- D. Prior to enrollment, all students possessing a J-1 visa must present required paperwork (IAP-66-medical, transcript, host family information) to the school staff member designated to coordinate the exchange program.
- E. An international exchange student will be required to meet district and state graduation requirements in order to be eligible to receive a high school diploma.
- F. A student is expected to comply with school policies and rules.
- G. Eligibility of international exchange students for participation in extra-curricular athletics, music, and forensics and other such activities is determined by the rules and regulations of the Washington Interscholastic Activities Association.
- H. Except for unusual circumstances, tutorial assistance will not be provided.