

Administrative Procedure JECA-2-AP(1): ELIGIBILITY TO ENROLL - (Foreign Exchange Students)

Status: ADOPTED

Original Adopted Date: 06/20/2016 | **Last Revised Date:** 03/20/2023 | **Last Reviewed Date:** 03/20/2023

Foreign exchange students living within the boundaries of the school district who have obtained a J-1 visa and who are sponsored by an organization listed on the Council on Standards for International Educational Travel (CSIET) Advisory List will be allowed to enroll in the district without paying tuition. Compliance with district policies and procedures is required before the district will enroll a foreign exchange student.

A foreign exchange student is defined as a foreign national having a residence in a foreign country who has been granted a J-1 visa for temporary admission to the United States for the purpose of participating in an educational exchange program.

District Requirements for Consideration and for Filing an Application

1. The district will accept foreign exchange students from sponsoring agencies approved and published by the CSIET. The district will only enroll foreign exchange students with a J-1 visa.
2. Foreign exchange students must be proficient in both written and oral English. The district may deny enrollment to a foreign exchange student if it appears that the student will have significant communication problems. It is the responsibility of the sponsoring agency to verify the English proficiency of foreign exchange students in their program, and proof of English proficiency must be submitted to the district.
3. Foreign exchange students must be between the ages of 15 and 18 at the time of enrollment.
4. Foreign exchange students must live with a host family residing within the boundaries of the district.
5. The district may accept up to five foreign exchange students per year. The high school principal, in consultation with the superintendent or designee, has the discretion to accept less than five foreign exchange students each year.
 - Foreign exchange students must file their registration at the high school principal's office. Applications will be accepted between December 1st and June 10th for the upcoming school year. Applications will be reviewed in the order they are received.
 - No more than one student will be approved per agency prior to March 1st. No more than two students will be accepted per agency per school year. In order to promote a diverse foreign exchange student population, no more than two students will be accepted per home country.
 - In the event that student requests exceed available slots, students will be placed on a waitlist in the order received. Students must have applied by the June 10th deadline in order to be placed on the waitlist.
6. The exchange student or the sponsoring agency must supply the district with the following registration information:
 - A completed enrollment form.
 - A complete academic history of the student, including a completed academic transcript, translated into English if necessary; the number of years of school completed prior to enrollment; the number of years required in the student's home country for the completion of secondary school; and proof of English proficiency.
 - A signed medical release and proof of health insurance.
 - The host family's name, address and telephone number.
 - The placement representative's name, address and telephone number.
 - The confirmation of the visa status of the student.

- Foreign exchange student applicants may be asked to participate in a video interview as part of the application review process.
7. Foreign exchange students must also provide proof of immunization and meet other enrollment requirements as set forth in state law and Board policy.
 8. The superintendent or designee will make the decision to admit or deny enrollment to any foreign exchange student. Enrollment may still be denied even if all of the above information has been provided to the district.
 9. The district will not approve a slot for a host family pending their selection of a student. Only fully completed applications that include required student information will be considered.

General Rules

1. All foreign exchange students will take a full academic course load.
2. The district will assign foreign exchange students to grades and classes based upon the student's transcript information. The district may reassign students if it later determines reassignment to be in the student's best interest.
3. Unless otherwise required by law, the sponsoring agency, not the district, will provide additional services that the exchange student may require (e.g., tutors, special reading programs, etc.).
4. All foreign exchange students shall be subject to all rules, regulations and policies of the district. In addition to normal disciplinary sanctions, violations of these rules may result in removal or expulsion of the foreign exchange student from the high school, as well as referral to the sponsoring agency.
5. The district may grant the foreign exchange student a diploma if it determines that the student has met all the necessary requirements set forth by the Board of Education or if the student would have met all necessary requirements for graduation set forth in his or her home country. However, the foreign exchange student is not guaranteed the right to graduate from the district or to receive a diploma. If the foreign exchange student has met graduation requirements and received a diploma in his or her home country prior to attending classes in Waynesville R-VI School District, the student may be allowed to participate in the graduation ceremony, but a diploma will not be issued.

District Requirements of Sponsoring Agencies and Parents of Foreign Exchange Students

1. The sponsoring agency is responsible for obtaining all necessary records and information regarding the foreign exchange student and for submitting those records to the high school principal in accordance with district deadlines.
 2. The sponsoring agency is responsible for the placement of students with appropriate families and for dealing with any of the personal problems affecting the exchange students in relationship to their families and their residential assignments.
 3. The sponsoring agency is responsible for reporting to the high school principal any change in the placement of the foreign exchange students.
 4. The sponsoring agency and the parents of the foreign exchange student are jointly responsible for obtaining and maintaining all required legal documentation.
 5. The sponsoring agency and the parents of the foreign exchange student are jointly responsible for determining what, if any, credit is granted by any other school for academic work in the Waynesville R-VI School District.
 6. The sponsoring agency will be available to school personnel for consultation and advice on any matters and problems relative to their program and to those students who are enrolled in the district.
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