

# INTERNATIONAL STUDENT EXCHANGE PROGRAM GUIDELINES

## Policy 422.1 Rule

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### 1. Sponsoring Organizations

Each organization shall be reviewed annually by the Principal/designee and Guidance Counselor for approval. Programs recommended for approval must be included on the Council on Standards for International Educational Travel (CSIET) advisory list and recommended based on prior exchange satisfaction. International exchange students sponsored by local service clubs with exchange programs that have prior approval from the district administration shall receive preference.

### 2. Students applying must be at least 16 years old age by the first day of the school year of proposed admission but not exceed age 18 years during the school year of placement.

### 3. Enrollment Procedure

a. School enrollment must be requested by May 15, preceding the school year of enrollment. Requests are to be submitted in writing to the high school principal and should contain the information listed in section 4 below.

b. The High School Principal and guidance counselor shall review the student's records prior to admittance.

c. Following the records review, the High School Principal and guidance counselor shall meet with the program coordinator to determine eligibility for admittance.

d. The host family shall arrange an enrollment meeting with the guidance counselor prior to the student's arrival and shall not accept a placement until the student has been accepted.

e. Because of its belief in the foreign exchange student program and its positive impact on the District, the Board authorizes the District to furnish the following items at District expense to foreign exchange program students: student passes to all home school activities, graduation announcements (limited to five), graduation cap and gown and a copy of the school yearbook. All other expenses are the responsibility of the foreign exchange student, his/her parents or sponsors.

### 4. Required Information

The sponsoring organization must provide the following information in writing at the time of the request for enrollment:

a. Method of student selection.

b. Method of determination of English proficiency (see #9 below)

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- c. Name of the person responsible for providing the required customs and immigration forms.
  - d. Housing arrangements and a selection process for host families based on clear criteria and careful screening.
  - e. Arrival and departure dates of the student.
  - f. Student records and experiences required for enrollment. Records include: (1) academic records; (2) health record; (3) immigration record; (4) record of extracurricular activities.
  - g. Request to participate in the high school athletic program, if applicable. (Wisconsin Interscholastic Athletic Association (WIAA) guidelines shall be followed).
  - h. Travel arrangements to and from the United States and while in the United States.
  - i. Insurance coverage (including health, accident and liability for the student), which is affiliated with the U.S. Insurance Underwriters.
  - j. Name, address and telephone number of host family with a statement of the family's responsibilities.
  - k. Purpose and financial status of the sponsoring organization.
  - l. Name, address and telephone number of the organization's area representative and his/her responsibilities.
  - m. The school principal/designee will be notified of any changes in host families.
  - n. Once enrolled, international exchange students have all the rights and privileges of resident students and are subject to the same rules and regulations.
5. Number of International Students  
The school reserves the right to limit the total number of international students for the year and the number from each country. The school's goal is to have a variety of countries represented, but not to exceed four international students per year.
6. To achieve a quality experience, classes for international students shall be selected with cooperation between the counselor and student keeping in mind the student's obligation to learn about American culture and the student's career and educational goals. The international student is expected to make a contribution to our community by sharing his/her culture.
7. If the international student fails to abide by school regulations or violates local, state or federal law, he/she shall not be allowed to continue to attend Slinger High School.

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8. An international exchange student of senior standing may participate in the high school graduation ceremonies and receive a diploma if the high school graduation requirements are met or receive a certificate of attendance if the requirements are not met. An international exchange student not of senior standing shall receive a certificate of attendance upon completion of the year and shall not participate in graduation ceremonies.
9. The sponsoring organization shall be responsible for English as a Second Language (ESL) support. The Slinger School District shall not be responsible for tutoring or translation support services.

### **Legal References:**

### **Cross References:**

**Adoption Date:** 9/24/2018