

Section: STUDENTS

Procedure Title: International Exchange Students

A. Definitions:

For purposes of this procedure, an international exchange student is defined as a student who has been issued a J-1 or F-1 visa in order to enroll in a school in the district. An international exchange organization is an organization registered with the Secretary of State's office in Washington State.

B. Number of International Exchange Students

The district determines the number of international exchange students for placement in each school based on the capacity of the school to integrate the international student in a way that is beneficial for all. The district strives to find an acceptable number that recognizes the needs of schools and the opportunities provided by exchange programs. The district may consider the Council on Standards for International Educational Travel (CSIET) suggestion that schools work toward a goal of 1% for the total student population being comprised of exchange students. Kelso School District limits the total number of international exchange students to no more than 2 per country per school year.

C. Selection of International Exchange Organizations

- The district will only accept students from international exchange organizations registered with the Office of the Secretary of State of Washington state. A list of such organizations is available on the website of the Office of Superintendent of Public Instruction at www.k12.wa.us; and
- The district reserves the right to work with international exchange organizations that have proven their commitment to high standards and responsiveness to student and district needs.

D. Timing of Placement Process

- An international exchange organization wishing to enroll in an international exchange student in a school in the district shall submit the district a request which provides a complete program description, including the name, address, and telephone number of the local representative. The Kelso School District should receive the application by May 31 for students planning to begin school during first trimester the following fall.
- The district staff, in consultation with the appropriate building principal, shall review the application. The district will provide notification of approval or denial in writing to the program representative in a timely manner, but no later than June 15 for the first trimester.
- The district may, at its discretion, choose to accommodate a late applicant because federal J-1 Visa regulations permit the placement of exchange students up to August 20 of each year.

E. District Expectations of International Exchange Organizations.

Each international exchange organization must:

1. For the District:

- Each year, obtain written school enrollment authorization for student placements before confirming a placement with a host family;
- Follow district policy on placement timing and requirements;
- Maintain a qualified and trained local representative with responsibility for each student including ongoing communication with the school and responding to school needs;
- Provide the name, address and telephone number of the local program representative who shall provide emergency, advisory and liaison services to the district;
- Notify the district as soon as student and host family match-ups are confirmed and provide the name, address and telephone number of the student's host family to the district; and
- Forward the student's cumulative records to the district prior to the approval for admission. The cumulative record will include transcripts and the student academic records, in English.

2. For the Host Family:

- Arrange host family placements before exchange students leave their home country;
- Personally interview and screen all potential host families, matching student and family interests and personalities; and
- Maintain ongoing contact with the host family and student.

3. For the Student:

- Screen and place exchange students based on their academic interests and abilities and not knowingly place exchange students based solely on their athletic abilities;
- Prepare exchange students, including providing an orientation to the U.S., Washington state, the school and academic expectation;
- Ensure that the student will receive adequate financial support for the duration of his/her stay in the district;
- Ensure that exchange students have medical and accident insurance that meets or exceeds U.S. Department of State guidelines;
- Ensure that exchange students arrive in their host homes and school placements by the first day of classes;
- Monitor student progress during the school year and respond to issues or problems as they develop;
- Provide any necessary student tutorial help and support services. In the event that special accommodations are needed, the organization must make arrangements and accept financial responsibility for such services; and

- Inform the student of student activity costs and/or fees as required by the district.

F. School Expectation for International Exchange Students;

It is the responsibility of the international exchange organization to ensure that the international exchange student is fully aware of the expectations of the school that has accepted placement of that student.

Each international exchange student must:

- Be of age 16 as of September 1 of enrollment year and be a current/active high school student in home country.
- Be qualified to participate in regular classes and maintain a typical schedule. This means the student must have an acceptable level of proficiency in the English language, a commitment to treat coursework as important, and the social skills to enjoy participation in social and extra-curricular activities;
- Understand the eligibility of international exchange students to participate in extra-curricular athletics, music, forensics, and other such activities may be limited and is determined by the rules and regulations of the Washington Interscholastic Activities Association;
- Attain passing grades by the end of the first trimester;
- Know and follow all school policies and rules, and federal regulations related to the visa;
- Meet district and state graduation requirements in order to be eligible to receive a high school diploma. Each international exchange student must also understand that it is not the purpose of the international exchange experience to enable international exchange students to receive a Washington state high school diploma. Therefore, international exchange students shall not be included in any class ranking lists, nor shall a GPA be computed for them. The district will determine whether it is appropriate for the student to participate in graduation ceremonies or to receive a high school diploma.
- Pay all normal expenses, including standard course and extra-curricular activity fees;
- Present required paperwork, including visa information, medical records, transcripts and host family information, to the school staff member designated to coordinate the international exchange program; and
- Understand that enrollment eligibility for international exchange students in public schools is for one school year only.

G. School Responsibilities

- Schools are expected to provide international exchange students with all rights and privileges accorded to resident students - except the right to a diploma; and
- The school shall make every effort to integrate international exchange students into the school's social fabric. In turn, schools shall encourage international exchange students to participate enthusiastically in school activities, to make friends, to make a personal contribution to the school, and to help spread the

word about their country and themselves, informally and by making presentations in classes and to community groups and talking to media when asked.

H. International Exchange Students with F-1 Visa

An independent host family who accepts responsibility for the student's medical care, housing arrangements, finances, return travel costs, and language proficiency. (These students are issued F-1 visas.) To request admission of a foreign student who is not sponsored by a foreign exchange student's organization, the host family shall:

1. Contact the Superintendent's/Designee's office to obtain the appropriate forms and guidelines for admission;
2. Provide the superintendent/designee of the requested school district with the following documents:
 - a. A written letter of application from the student or legal guardian indicating the student's desire to attend the requested school, student's transcripts, and proof of financial responsibility for the student. The letter should include information on the length of time the student plans to attend the school and the course of study he/she will be taking; and
 - b. An "Acceptance of Responsibilities as Host of Foreign Student" form which must be signed and notarized.

Upon receipt of these documents, the principal of the requested school shall make a recommendation based on the guidelines listed below. If approved, the Superintendent/Designee shall sign the "I-20 A-B" immigration form and assign the school's code number. The "I-20 A-B" form is mailed to the student who must present the I-20 to an American Consular Officer abroad in order to apply for a non-immigrant student visa.

NOTE: School approval of a student's "I-20 A-B" form does NOT guarantee the student's admission to the United States.

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KELSO SCHOOL DISTRICT NO. 458
601 Crawford Street
Kelso, Washington 98626

ACCEPTANCE OF RESPONSIBILITIES AS
HOST OF INTERNATIONAL EXCHANGE
STUDENT

We, the host family, agree that as a condition of KELSO SCHOOL DISTRICT NO. 458's approval of IMMIGRATION AND NATURALIZATION SERVICE form I-20 A-B, we accept responsibility for the medical care, housing arrangements, finances, return travel costs, and language proficiency of:

Name of Student

while the student is enrolled in KELSO SCHOOL DISTRICT NO. 458 and recognize that KELSO SCHOOL DISTRICT NO. 458 has no legal responsibility to provide the student with necessary medical care, housing arrangements, return travel costs, or other financial assistance. We further understand that KELSO SCHOOL DISTRICT NO. 458 does assume that prior to registration the foreign student is proficient in the English language and, if that is not the case, we, the host family, understand that KELSO SCHOOL DISTRICT NO. 458 will expect the host family to exercise best efforts to assist the student in achieving proficiency as soon as possible. Nonimmigrant students will not be granted a high school diploma; however, a certificate of attendance may be awarded. Nonimmigrant students may participate in graduation ceremonies if they complete a full year of work at the senior level.

Dated this _____ day of _____, 20_____.

Signature of Host Parent

Printed Name of Host Parent

Signature of Host Parent

Printed Name of Host Parent

Address

Home Phone

Work Phone

Notary Public of the State of Washington