

### 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 maximum number of international exchange students in the District shall not exceed 1/100 student enrollment. This requirement does not preclude groups of students from making short-term visitations as part of cultural or other exchanges.
- 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 foreign 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 foreign 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 foreign exchange students for participation in extra-curricular athletics, music, 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.