JFABB

ADMISSION OF FOREIGN EXCHANGE STUDENTS

Academic Requirements

- No student will be admitted who has already graduated from the equivalent of twelfth grade or who will reach the age of twenty-one years on or before September 15 of that school year.

- The student must have average or above-average grades in school at home and must not require special education services in order to function in the regular academic program.

- The student must have sufficient knowledge of the English language to enable effective oral and written communication and to function in a regular educational setting without special assistance. If a student's English proficiency is found to be insufficient to function in the regular instructional program without special assistance, the exchange program or private sponsor must provide a tutor or make other educational arrangements for the student at their expense. If the program or sponsor fail to do so, the student will be withdrawn and INS will be notified.

- The District will not provide foreign students with admission to special education programs, English as a Second Language programs, post-secondary options or other special programs.

- Students are expected to take a full class load per term including one language arts or English class and one American history or government class and are expected to maintain passing grades in all classes.

General Requirements

- Foreign students will be treated as regular students. They are responsible for complying with all District policies and regulations.

- Foreign students are expected to pay for all lunches, books, athletic and student activity fees and other fees, yearbook costs, and all other expenses normally borne by students in the District. Foreign students are not entitled to free or reduced prices for lunches.

- The eligibility requirement of the NHIAA will be followed.

- The sponsor, host family and local program representative must maintain personal contact with the school, must be available and willing to meet with school personnel when problems or circumstances require and must assume full and final responsibility for resolving problems including the early return of the student if personal, family or school difficulties cannot be resolved.

- If a student's grades, conduct or discipline are deemed unsatisfactory by the school, the student may be withdrawn.

Admission Process

Approvals for admission must be obtained from the District between April 15th and July 31st for the following school year or between October 15th and December 15th for the second semester, except under unusual circumstances.

All applications will be screened by the superintendent or designee before they are forwarded for review and approval of the principal of the school where admission is being requested.

The student must attend the school in the attendance area in which the host family or sponsor lives, unless an appropriate transfer is approved by the District. Should a large number of foreign students be scheduled for a particular school, a transfer to another school may be recommended by the District in order to create a balance in foreign student enrollment.

Upon the student's arrival in the District, the adult sponsor (host family and/or local representative of the exchange program) and student must come to the school to complete the enrollment process. Students must arrive in sufficient time for attendance on the first day of school.
Students requesting admission must submit:

1. Birth certificate or other proof of age.

2. Recent official transcript with English translation reflecting courses taken and grades earned.

3. Records showing any required immunizations.

4. Evidence of medical insurance that will cover the student while residing in the District.

5. A letter of application written in English by the student that provides pertinent information about the student, including student's name, age, birth date, home address and telephone number, level of education, reasons for wanting to attend school in the District, and the projected duration of enrollment.

6. The names, addresses and telephone numbers of the exchange student's own parents/guardians, the host family, and the local exchange program representative.

7. Proof of English proficiency, including evidence that the student has successfully completed a minimum of three years of instruction in English and a letter of recommendation from the English language teacher documenting the level of proficiency or evidence that the student has passed a test of English language proficiency, such as the SLEP, TOEFL or FSI.

8. A notarized temporary custody agreement between the student's parents and the host family and/or exchange program.

Private sponsors must submit:

1. Proof of residence; or

2. Affidavit of support, including the following supporting evidence:
    a. A statement from an officer of a bank or other financial institution in which deposits are recorded giving details regarding the date the accounts were set up.
    b. A statement from the employer on letterhead stationery showing the date and nature of employment, the salary paid and whether the position is temporary or permanent.
    c. If self-employed, a copy of the last income tax return filed.

Only programs designed by the United State Information Agency will be considered for placement of foreign students on J-1 visas.

The program must have a local representative residing in or near the District who will meet with the student, host family, and school personnel on a regular basis.

Orientation, both pre-departure and upon arrival in the United States, must be provided to help foreign students adjust to a new culture. Ongoing contact and support from the local representative of the exchange program must also be provided.

Orientation must be provided to the host family in advance of the foreign student's arrival. The family should be acquainted with the needs and requirements of housing a visitor for a long period of time, advised of potential problems in hosting a foreign student and provided with suggestions for coping with these problems. Ongoing contact and support from the local representative of the exchange program must also be provided.

Legal Reference:

> ***Legal References Disclaimer****: These references are not intended to be considered part of this policy, nor should they be taken as a comprehensive statement of the legal basis for the Board to enact this policy, nor as a complete recitation of related legal authority. Instead, they are provided as additional resources for those interested in the subject matter of the policy.*

Board Approved: 09/12/2011
10/30/2023