

POLICY

Queen Anne's County Public Schools

Policy Number:

Page 1 of 2

POLICY TITLE: Enrollment and Placement of Foreign Exchange Students
ADOPTION/EFFECTIVE DATE: July 11, 2012
POLICY/PROCEDURE MANUAL SUMMARY CATEGORY: Students

A. Purpose: To set forth the conditions for enrolling and placing foreign exchange students in a Queen Anne's County Public School High School.

B. Policy Statement: Queen Anne's County Public Schools believe that an international student exchange provides an understanding between nations by offering students a personal opportunity to appreciate and respect the customs, culture and language of all foreign peoples and serves as an expression of international goodwill for the school system.

C. Definitions: A foreign exchange student is a student who holds a J-1 Visa and is placed through an approved exchange program.

D. Implementation: The Superintendent shall develop Administrative Regulations to implement this policy.

Administrative Regulations:

A. Sponsoring Program Requirements

- (1) Recognition - The sponsoring program must be listed in the publication of the Advisory List of International Educational Travel and Exchange Programs, for the year of admittance. This book is published by the Council on Standards for International Educational Travel, 212 Henry Street, 1st Floor, Alexandria VA 22314. **A listing is also available on-line at www.csiet.org. These are the only programs QACPS accepts.**
- (2) Eligibility - Only non-profit organizations (J-1 US Information Agency designated) will be approved as Exchange Program sponsors for teenager programs.
- (3) Advisor - The sponsoring program must be represented by an advisor who resides within commuting distance of the Queen Anne's County and who will be available to meet with school personnel, at the school site, within two (2) school days of notification by the school, or sooner if such be deemed an emergency.
- (4) Host Families - Exchange program representatives are responsible for the selection of host families. Program representatives must personally interview each potential host family and visit the home before a family is approved to receive a foreign exchange student (telephone interviews are not accepted). A change of host families during the student's stay will be reported to the principal by the exchange program representative. **Priority will be given to foreign exchange students who will reside with host families that have children attending the host school.**
- (5) Prior Notice - The following placement information will be presented to the Supervisor of Student Support Services on or before July 1 of the year enrollment will take place (**no applications will be accepted after the July 1 deadline**):
 - a. Verification of English proficiency
 - b. Official academic transcripts with accompanying English translation, indicating courses studied and grades received
 - c. Health records with accompanying English translation
 - d. Immunization records completed on official Department of Health and Mental Hygiene Form #DHMH896 **or appropriate sponsoring program alternate form with English translation. All immunizations must be complete and current.**
 - e. Health and accident insurance coverage
 - f. Sponsoring organization's local contact person, street address, and telephone numbers
 - g. Host family's name, street address, home and work telephone numbers
 - h. Legal parent's name, street address, and telephone numbers

- (6) Program Validity - Should the documentation provided by the sponsoring agency prove invalid, acceptance of exchange visitors from that agency shall be terminated for that academic year and the one following and until proof of compliance is manifest. The burden of proof rests with the sponsoring organization.

B. Student Requirements

- (1) Residency - The student must live with a family who resides within the boundaries of Queen Anne's County.
- (2) Visa - The student must possess a J-1 Visa.
- (3) Age - The student must be at least fifteen (15) years of age and not have turned nineteen (19) years of age before August 15 of the year in which he/she enrolls in the school.
- (4) Previous Participation in Foreign Exchange Programs - The student must not have spent previous time in the United States as part of a Foreign Exchange Program. Only those students experiencing a Foreign Exchange Program for the first time in the United States will be eligible for acceptance.
- (5) English Requirements - Foreign exchange students applying for acceptance into a Queen Anne's County Public School must have adequate proficiency in the English language at the time of application. If an organization places a student who, upon arrival is deficient in English proficiency, as deemed by the high school administration, the organization will do one of the following:
 - a. Terminate the student's placement
 - b. Provide, and pay for, tutorial help until the student reaches proficiency as determined by the Supervisor of English/Language Arts
- (6) Academic Requirements - The student must have a minimum "B" academic average in his/her home country, as evidenced by his/her academic transcript.
- (7) System Controls - A sponsoring organization may not place more than one (1) exchange student at a QACPS. The total number of exchange students will not exceed two per school without the consent of the Principal.
- (8) Tuition Waiver - The Board will recognize only those exchange students accepted according to the criteria of this document as "foreign exchange students" eligible for attendance in a QACPS on a tuition free basis.
- (9) Grade Transcripts - The high school will provide the exchange student with a grade transcript reflecting work completed at the QACPS.

- (10) Scholarships – The QACPS will not include names of foreign exchange students in its formal class rank listing based on cumulative grade point average, nor will foreign exchange students be eligible to apply for any local scholarships.
- (11) Diplomas - Twelfth grade foreign exchange students are ineligible to receive a diploma but may participate in graduation exercises with the approval of the Principal.
- (12) Notification of Acceptance - The Principal of the high school will notify the exchange program advisor, in writing, of the student's acceptance or rejection by no later than August 1 of the year in which the student is applying for acceptance. The Principal is responsible for administration of the Foreign Exchange Program in his/her school, and will make the final determination for selection and acceptance of students into the program.

C. County Expectations - Student Opportunities and Responsibilities

- (1) **Enrollment – It is preferred that foreign exchange students will be enrolled as full-time students for a complete school year. Enrollment will commence with the opening day of the QACPS school year and conclude on the last day of the school year. In special circumstances, foreign exchange students may be enrolled for 1 semester.**
- (2) Athletic Program - Foreign exchange students are eligible to participate in county athletic programs. Guidelines for participation are set forth in COMAR 13A.06.03.01.
- (3) Financial Responsibilities - Foreign exchange students will be responsible for school fees and expenses, unless subject fee or expense is waived by the Principal.
- (4) Rights and Privileges - Foreign exchange students will be subject to the same policies, rules of conduct, and attendance requirements as regular students, and will be accorded all the rights and privileges of regular students, except as noted, during their period of enrollment.
- (5) Community Activities - All foreign exchange students are expected to take part in school and community activities as part of the inter-cultural exchange.

Student Support Services
Board of Education
Queen Anne's County

Date

memorandum

TO: Supervisor Student Support Services
Principal Receiving High School

FROM: Administrative Secretary Student Support Services

RE: Prospective Foreign Exchange Student Checklist

Name of Placing Agency:
Agency Contact:

Approved through CSIET Application Received in CO:

Name of Student:

Country:

Host Family (Name/Address/Phone):

Student in requested school:

- Verification of English proficiency
- Official academic transcripts w/accompanying English transcript w/GPA
- Health records w/accompanying English translation
- Immunization records completed on DHMH form DHMH896 or agency form with English translation
- Sponsoring organization's local contact person, address and phone numbers
- Host family's name, address, home & work phone numbers
- Legal parent's name, address and phone numbers
- Proof of health insurance (included in requirement of all CSIET certified programs)

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Enclosure – Program Packet

Reviewed by Supervisor: _____

Forwarded: Date:

Return copy of signed School Enrollment Agreement to Student Services; retain copy in the student file.