

## Regulation 4450-R Student Foreign Exchange Program

The guidelines to be followed by all exchange programs are listed below:

### I. PROGRAM APPROVAL

- A. All exchange programs in Lincoln County Schools must have prior approval or obtain an exemption from the Exchange Visitors' Branch of the Department of State.
- B. Programs must be in compliance with the standards of the Council of Standards for International Educational Travel-(CSIET)-and be on their current Advisory List.
- C. National or area representatives must have access to the DS2019 form (formerly IAP-66 form) to bring students in on J visas.
- D. Programs must be approved by the office of the Superintendent before students are enrolled in Lincoln County Schools. Approval is secured through the completion and submission of the Foreign Exchange Program Information form (see attached).

### II. EXCHANGE STUDENTS ATTENDING LINCOLN COUNTY SCHOOLS

#### A. Acceptance of Students

1. Selection will be limited to high school students between the ages of 15 and 18 years. The student must not have reached his 18<sup>th</sup> birthday on or before September 1 of the year of enrollment.
2. Students who have graduated from high school in their own countries are ineligible to participate in the Lincoln County Foreign Exchange Program.
3. Students should have adequate English to function without special assistance in regular classes and must furnish proof of proficiency as measured by the Test of English as a Foreign Language (TOEFL). Each agency is required to arrange a telephone conference to be conducted in English between the principal (or designee) and the foreign exchange student well in advance to determine the student's English capabilities.

If, after the student's arrival, it is further determined that a student does not have adequate English after his/her enrollment, it will be the local program representative's responsibility to find a tutor for the student. The representative will make financial arrangements, if necessary, for the student.

4. Students must have had acceptable academic achievement in their native countries and must have been screened for maturity and the ability to get maximum benefit from an exchange program.
5. Students may not be served in the English as a Second Language program.

#### B. Placement of Students

1. The office of the Superintendent must approve foreign exchange students before high schools can admit and register students. Approval is secured through the completion and submission of the Foreign Exchange Student Application to Attend Lincoln County Schools (see attached).

2. The Lincoln County Foreign Exchange Policy is predicated upon the Student Assignment Space Available clause. Approved applicants will be granted an open seat at the appropriate school provided enrollment and arrival date requirements are met.
3. Agencies and host families are expected to present students for enrollment by the first day of school. Waivers may be considered for 14 days if the Superintendent's Office is notified in advance.
4. Schools should have no more than two foreign exchange students each year.
5. It is preferable that students attend school for two consecutive semesters within a single school year (August-May). Students may attend for one semester only if application deadlines are followed: **July 15** for the fall semester and **November 15** for the spring semester.
6. In order for a program representative to place an exchange student, he/she must reside no more than one hundred (100) miles from Lincoln County.

#### C. Host Families

1. When selecting host families, consideration should be given to the responsibility of the families for supervision and support with reference to school and school activities.
2. In order for the exchange student to participate in the cultural experience of the school, host families are expected to attend parent/teacher conferences and school events and activities.

#### D. Agreements

1. Exchange students are subject to the rules and regulations governing all students attending Lincoln County Schools. They will be responsible for the Lincoln County Schools Code of Conduct and attendance policy.
2. It is recommended that students be placed in the 11<sup>th</sup> grade and that they take English III and American History I and American History II in order to learn more about the United States.
3. It is possible, but unlikely, for an exchange student to earn a regular high school diploma from Lincoln County Schools. The receiving school will review all transcripts and make the determination as to grade conversion, grade placement, course selection, and graduation status of the student. The student's intent for graduation must be stated on the student application. Student will not be counted in the class rank. The Data Manager will check the Exclude From Class Ranking button on the Other Information screen.
4. The program representative will inform the exchange student of rules and regulations regarding field trips, overnight student travel, medical insurance and medical emergency situations.
5. The exchange program, in conjunction with the host family and student's family, assumes all financial responsibilities for the student while he/she is in the United States. Exchange students are not eligible for free or reduced price lunches.
6. Program representatives and host families must provide the school with the following information concerning exchange students:

- a. Insurance (medical and accident coverage)

- b. Physical examination form
- c. Copy of passport, visa, and health card
- d. Emergency contact information in immediate area and with the natural family
- e. Permission to participate in athletics (if applicable)
- f. Other requested information

7. Tuition is waived for students participating in approved exchange programs in Lincoln County Schools. Other fees and expenses usually incurred by students are not waived.

8. Students will be allowed to participate in athletics, providing they meet the high school athletic eligibility requirements, and in other extracurricular activities in the school in which they are enrolled.

9. Program representatives must contact the high school exchange counselor at least once during each quarter grading period. Foreign Exchange Students are expected to maintain a "C" average or better. The Principal will advise the host family and sponsoring agency when a student's continued enrollment is in jeopardy and when a tutor is recommended. The cost of a tutor will be borne by the host family and/or sponsoring agency.

#### E. Enrollment

1. Students will be enrolled in PowerSchool.
2. The enrollment code will be E1.

### **III. LINCOLN COUNTY SCHOOLS STUDENTS PARTICIPATING IN EXCHANGE PROGRAMS**

A. Referral: Exchange student counselors at each school will disseminate information about approved exchange programs and will assist interested students in contacting the approved exchange programs.

B. Credit: Students going abroad must meet with their principals well before their departure to discuss issues such as graduation credits and requirements, grade level upon return, grade point average effect, and other pertinent issues.

C. Grade Equivalencies: Grades earned while in a Foreign Exchange program will not be transferred to a student record here since the purpose of the experience is cultural and grade and credit issues have been worked out ahead of time.

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Lincoln County Schools